

Technology Vision Statement

Technology is changing the way we live and work, and it will continue to evolve. Technology has the power to enhance the teaching and learning process, to stimulate creativity and self-discovery, to communicate more effectively, to work more efficiently, to solve problems and to access and analyze information. Students and staff should understand and be comfortable using technology in today's world.

We recognize that the Technology Vision Statement and its Purposes and Objectives stem from the Saint John's Mission Statement and its Purposes and Objectives.

From the Saint John's Mission Statement:

As a college preparatory school, Saint John's fosters the formation of the whole person: spiritual, social, physical, intellectual, creative and aesthetic.

From the Saint John's Purposes and Objectives

- *To recognize that learning is a life-long process.*
- *To be open to new ideas and able to grow and change with new experiences.*
- *To think critically, to access and assess information.*
- *To explore, develop and express his creativity.*

From the Mission Statement for all Xaverian Brothers Sponsored Schools:

Xaverian schools are communities of faith and learning wherein the objective of the academic programs is the formation of a skilled and discerning mind, equipped and prepared for higher education and life-long learning.

Technology Purposes and Objectives

- To understand, practice and encourage the legal and ethical use of technology.
- To promote effective learning through effective teaching.
- To integrate technology into the curriculum of all departments.
- To make current technology available and accessible to all students, faculty, staff and administration.
- To establish and maintain minimum required competencies for students, faculty, staff and administration.
- To provide training to all students, faculty, staff and administration.
- To periodically re-evaluate our commitment to technology to ensure that we are providing the most effective teaching and learning tools to our students and staff.

Competencies for Faculty:

Communication

Initialize and use voice mail, including record your name and greeting, change password, get messages and delete or save messages.

Use electronic mail software to open personal e-mail account, send an e-mail message to recipients both inside and outside the school, to view new e-mail messages, save or delete existing e-mail messages and to send and open e-mail with an attachment.

Use a printer and copier effectively, including load paper, clear paper jams, print/copy on two sides, enlarge and reduce images and make transparencies.

Educational Equipment

Correctly connect, turn on and operate a variety of media related devices, such as TV, VCR, videodisc player, CD, overhead projector, opaque projector.

Correctly turn on and shut off a desktop and laptop computer and its peripherals (printer, scanner).

Understand the basics of a computer's operating system, and be able to start an application using icons, save, name and retrieve files from floppy or hard disk, create folders to organize files and find a file.

Log in to the school's network correctly and access personal and shared drive space.

Access the Media Center's online catalog from a workstation and search for media by title, subject or author.

Use word processing software to produce basic documents with understanding of formatting, adding graphics and printing.

Use spreadsheet software to perform basic calculations and to produce graphs.

Use presentation software to produce a presentation for a class, including text and graphics.

Use an Internet browser to go to a Web page, to search for information using a search engine, to copy information found on the Internet to another application, to save information found to a file, to bookmark Web sites of interest, to print specific information from the Internet.

Use the eGrades program to input grades and remarks.

Use a scanner to scan images and save them in different formats for inclusion in documents and presentations.

To be familiar with the school's computer labs, understand the equipment and its operation and be able to use the lab for a class.

To demonstrate and advocate legal and ethical use of technology and information

Competencies for Students:

Correctly turn on and shut off a desktop and laptop computer and its peripherals (printer, scanner).

Log in to the school's network correctly to access personal and shared drive space.

Understand the basics of a computer's operating system, and be able to start an application using icons, save, name and retrieve files from floppy or hard disk, create folders to organize files and find a file.

Use a printer for single sided and two sided printing.

Access the Media Center's online catalog from a workstation and search for media by title, subject or author.

Use word processing software to produce a basic document, with understanding of formatting, adding graphics and printing.

Use spreadsheet software to perform basic functions and to produce graphs.

Use an Internet browser to go to a Web page, to search for information using a search engine, to copy information found on the Internet to another application, to save information found to a file, to bookmark Web sites of interest, to print specific information from the Internet.

Use presentation software to produce a presentation for a class, including text and graphics.

Use a scanner to scan images and save them in different formats for inclusion in documents and presentations.

Connect a video projector to a variety of input sources, such as desktop and laptop computer, VCR, videodisc and use it to display images on a screen.

Effectively use a variety of media and technological devices for directed and independent learning activities.

To understand, demonstrate and advocate legal and ethical behavior regarding the use of technology and information.