Evaluation Process

Components of the plan may be updated as needed by the Immaculate Conception School Principal and the Technology Director.

This team will suggest needed evaluations of components of the Technology Plan to the Technology Committee and/or other outside stakeholders or necessary staff or faculty members as they deem as required.

Ongoing operation and failure rates provide daily insight as to the needs of the school as well. Various components are addressed differently because of the demand put on the hardware and the planning cycles for the curriculum, and based on teacher input and the special needs of the students. Throughout the year, other modifications are made based on changes in curriculum, education standards and needs such as review of bandwidth utilization, capacity for voice and data as well as maintaining the current Microsoft Office Suite Software deployment with associated upgrades.

The equipment is evaluated annually and placed on an upgrade schedule by the Technology Director to rotate from Middle School to the Lower grades and then into the adjunct administrative areas. Changes are made as needed. With the deployment of a 1:1 iPad tablet program starting with the incoming 2015 6th graders, evaluations of the program, curriculum, and back office will be made throughout the school year. Any necessary updates or changes will be made as needed.

The application software is evaluated at minimum annually with insight from the faculty, Archdiocese, vendors, other schools and partnerships, and the guidance of the State Department of Education. Modifications can also arise due to a change in the curriculum or student needs. When these situations fall outside the planning time, meetings are convened to address the issue and decide on a plan of action.

When a new product or service is identified, the faculty is given an opportunity to work with the Trial product/service and offer comment as to the usefulness and fit to their needs. When software or a product is acquired and the manufacturer allows, the licenses are purchased with a travel copy, so the teacher may use it to practice how it would be used in the classroom, while at home in a test mode. This also enables the teacher to prepare lesson plans that fit the learning program. Teachers are then expected to provide feedback and/or led a professional development training session regarding the software or product.

Trouble tickets for hardware and software are created by an email message preferably or a phone call to the Help Desk. They serve as a flag for further evaluation as well. Troubles are prioritized and individual response is given. Based on the number and type of troubles, modifications may be made in either the hardware or software during the school year, after consulting with the School Administration and determining the funds are available by contacting the Finance Manager and the Coordinator of Government and Public Funding, the Technology Director will procure the new items.

Through the faculty insight, conferences attended and outside experts consulted, the School Administration and Technology Director continuously explore new technology that can improve the educational performance of the students and instructional performance of the faculty. The intention is to continuously review and improve the infrastructure to offer the students and faculty the best overall tools and resources to achieve the educational goals established for each subject and grade.