

Netbook project: Process, Procedure, Questions

- Establish steering committee
 - administrator, curriculum, technology, interested teachers
 - read A Complete Guide to Establishing a One-To-One Laptop Program by W. Joy Lopez (National Catholic Educational Association)
 - divide steering committee into 3 sub-committees
 - Curriculum and Instruction
 - additions, revisions to current curriculum
 - staff development
 - student training/orientation
 - parent training
 - Policies and Procedures
 - Technology
 - hardware
 - software
 - maintenance
- Subcommittees
 - Total faculty involvement
 - everyone either chooses or is assigned a sub-committee
 - Outline areas to be covered by each subcommittee, ie.,

Netbook Project Committees

Technology

- Netbooks
 - Choose brand - consider
 - Memory
 - Battery Life/charger
 - Bluetooth?
 - Wireless Printing?
 - Webcams?
 - Microphones?
 - USB for jump drive?
 - Headphones?
 - Get sample netbooks to teachers and solicit opinions
- Software
 - Open Office
 - Is connection to our network necessary?
 - New administrative software provides student lockers for school work
 - WIFI?
 - Students could use them anywhere
 - Security issues - Policies and Procedures?
 - Applications
 - What do teachers envision in terms of classroom use?

- survey teachers
 - What do students envision in terms of classroom use?
 - survey students
 - What needs to be loaded as opposed to finding apps online?
 - Ability to have an entire class access one website at the same time
 - is there a bandwidth issue?
- Hardware
 - Establish schedule for purchasing new hardware and making upgrades
 - Loaner netbooks
 - More projectors in classrooms
 - More interactive white boards
 - More clicker sets
 - Elmos for classrooms
 - More printing stations
 - Charging kiosk
 - location
 - cost to build
 - security - netbooks locked up while charging
 - fee?
- Maintenance and Tech Support
- Committee to continue research and reading in order to stay up-to-date with new educational technologies
- Computer Labs - Future
 - Software/Memory/Peripherals
 - Video/Multimedia production
 - CAD
 - Foreign Language
 - Online University classes
 - Learning Center
 - Study Skills
 - IEP's
 - ESL
- Color printing available?

Curriculum and Development

- Staff Development - How, When, By Whom?
 - Find outside presenters
 - Determine what can be done in-house
 - Find out who on staff is tech-savvy
 - Make sure time is allotted during the school day
 - Teach applications in small bites
 - Netbooks
 - Classroom Strategies and Applications
 - Monitoring Students

- Policies and Procedures
 - New Administrative software
 - Continuing Education
 - Establish "bank" of seminars and workshops that provide technology training or technology integration
 - Establish a rotating schedule for faculty continuing ed.
- Student Netbook Training
 - Student/Parent Responsibilities
 - Policies and Procedures
 - Orientation?
 - Evening parent meeting - offer more than one date?
 - Post policies on website
 - Mail policies home - require signature
- Classroom Instruction - Supplement, Enhance, Modernize
 - Utilize faculty survey results
 - Utilize student survey results
 - Establish baseline for classroom use
 - What should we NOT do?
 - Establish and maintain "bank" of online sources and templates
 - Interactive classroom activities
 - Tests and Quizzes
 - Reviews
 - Research/MLA
 - Create a Roncalli Communications Handbook to ensure uniformity?
 - More digital, less paper
 - Social Network potential
 - Video Conferencing
 - Podcasts
 - YouTube and TeacherTube use - do we want *any* sites blocked?
 - Faith Integration
 - Tracking progress - online programs and testing
 - remediation
 - IEP and Study Skills students
 - ESL students
- Changes in Course Offerings/Update Education Guide
 - Online Courses
 - High School courses we don't offer
 - College Credit
 - Fees?
 - Connection to other educational institutions
 - Software courses
 - Create academy for all grades to teach 21st Century skills
 - New electives?
 - Update Core Classes
 - New, online resources
 - Phase out textbooks

- Incorporate 21st Century Skills
 - Establish parameters for independent study
- Assessment and Reporting changes
 - Report life skills separately from the academic grade
 - Include a graduation check, (credits needed, credits earned, credits remaining) on new report card
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Policies and Procedures

- Faculty contract or policy
- Faculty obligations
- Student/Parent/School responsibilities
 - Use
 - Theft
 - Loss
 - Damage
 - Consequences
- Security
- Legal issues
 - Right to inspect
- Rotation and Renewal
- Security
- ?

Subcommittees to meet on a regular basis (school time must be arranged) and report progress regularly to the committee as a whole. Steering committee is responsible for implementation.

See reports by individual committees.