EDUCATIONAL TECHNOLOGY PLAN

JULY 1, 2022 - JUNE 30, 2025

Prepared by:
Diocese of Greensburg Office of Catholic Schools
Diocese of Greensburg Schools
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TECHNOLOGY COMMITTEE

The way the world views school has progressed, been altered, reimagined and revamped amidst unforeseen obstacles and newfound opportunities. Our educational leadership teams have had a central role to play in responding to and navigating through a pandemic which carried with it short deadlines, creative solutions and unexpected and untested challenges. The Office of Catholic Schools alongside school administration and the Office of Information Technologies (IT) has worked to ensure educational triumphs across the board, while being cognizant of the need to be flexible and understanding.

This Technology Plan is intended to be an in-depth overview of the key work that has occurred as a result of the partnership and collaboration between the Office of IT and Office of Catholic Schools over the last six years and looks ahead to the work planned over the next three years. This document is a roadmap and is not intended to capture the countless tasks and individual hours that are required for all members involved who strive to maintain day-to-day school operations.

We are committed to this work and continually reflect and improve upon our practices in regard to normal operations and on ones that may be considered crisis. The faithful support of our diocesan community, school community and neighbors are invaluable.

Dr. Maureen Marsteller – Superintendent of Catholic Schools
Mrs. Barbara Sabo – Director of Catholic School Services
Mrs. Karen Cornell – Director of Information Technologies
Mrs. Cindy Stickle – Contract/Grant Administrator
Mrs. Elisa Esasky – Support to Committee

LEADERSHIP AND VISION

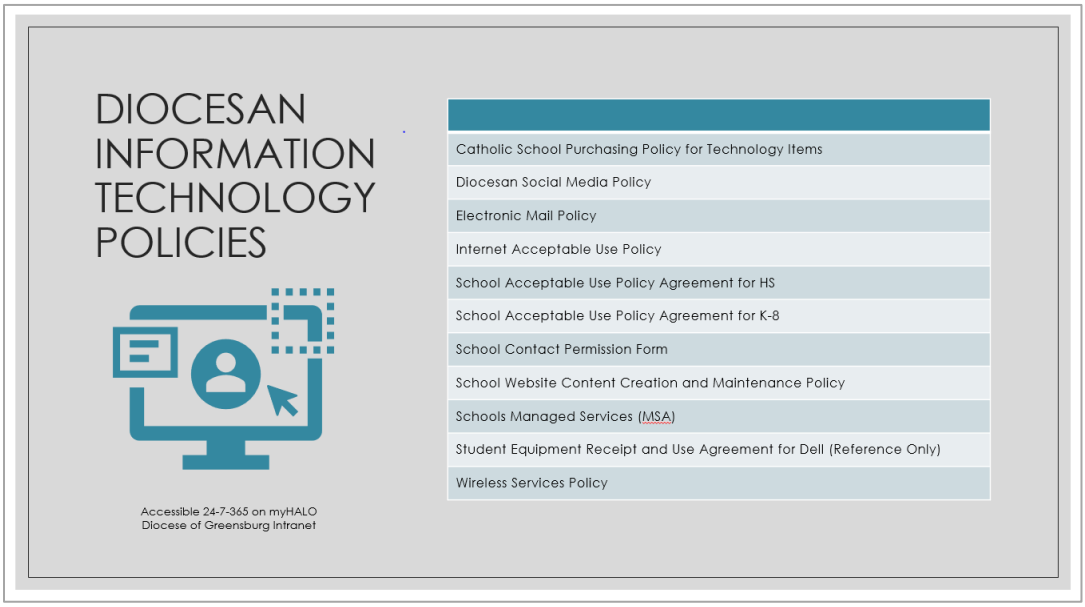
We are consistently working together in collaboration to provide a stimulating, technology-integrated learning environment in which our faculty and administrators are provided high quality professional development multiple times annually. We strive to ensure our educators can engage students via the most appropriate technology and ensure our young people are provided the best education to become faithful, lifelong learners.

Our 12 Catholic Schools span four counties, Armstrong, Fayette, Indiana and Westmoreland, and as diocesan schools collaboratively work towards growth and purposeful education. These schools are referenced specifically throughout this Technology Plan within the text, as well as charts and graphics. As you move through this document, the school key (provided below) will aid your understanding and comprehension of the materials and details provided.

AA	***Aquinas Academy***
CDT	***Christ the Divine Teacher School***
CA	***Conn-Area Catholic School***
DR	***The Divine Redeemer Catholic School***
GCC	***Greensburg Central Catholic Jr./Sr. High School***
GHS	***Geibel Catholic Jr./Sr. High School***
MQAGS	***Mary Queen of Apostles*** *(Greenwald site)*
MQAFS	***Mary Queen of Apostles*** *(Freeport site)*
MOSS	***Mother of Sorrows School***
QA	***Queen of Angels Catholic School***
SB	***St. Bernard Regional Catholic School***
SJE	***St. John the Evangelist Regional Catholic School***
SS	***St. Sebastian Regional School***

Instructional and Technology Policies

Our Instructional and Technology Policies are easily accessible for all administration, faculty and staff across our Catholic Schools. A list of our current diocesan policies with regards to IT can be found below. Among these polices are also IT Security Forms which are required for obtaining access to technology resources throughout the Diocese of Greensburg. At any time should an individual need assistance or have questions concerning a policy or security form they are directed to communicate with our IT Help Desk.

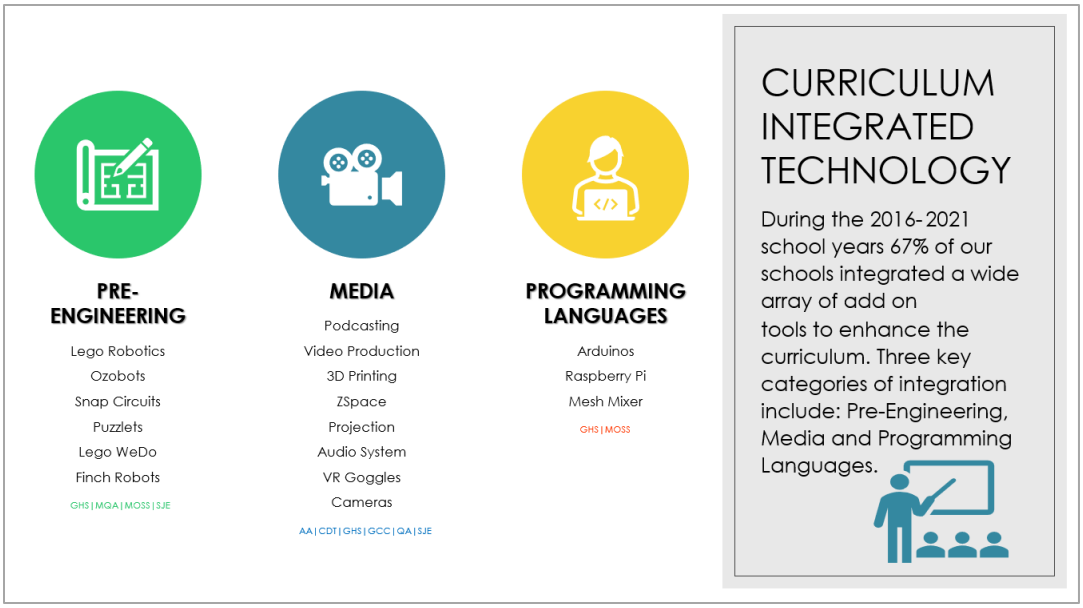


EDUCATIONAL ENVIRONMENT AND INSTRUCTIONAL FOCUS

Summary of Prior Educational Technology Initiatives 2016-2021

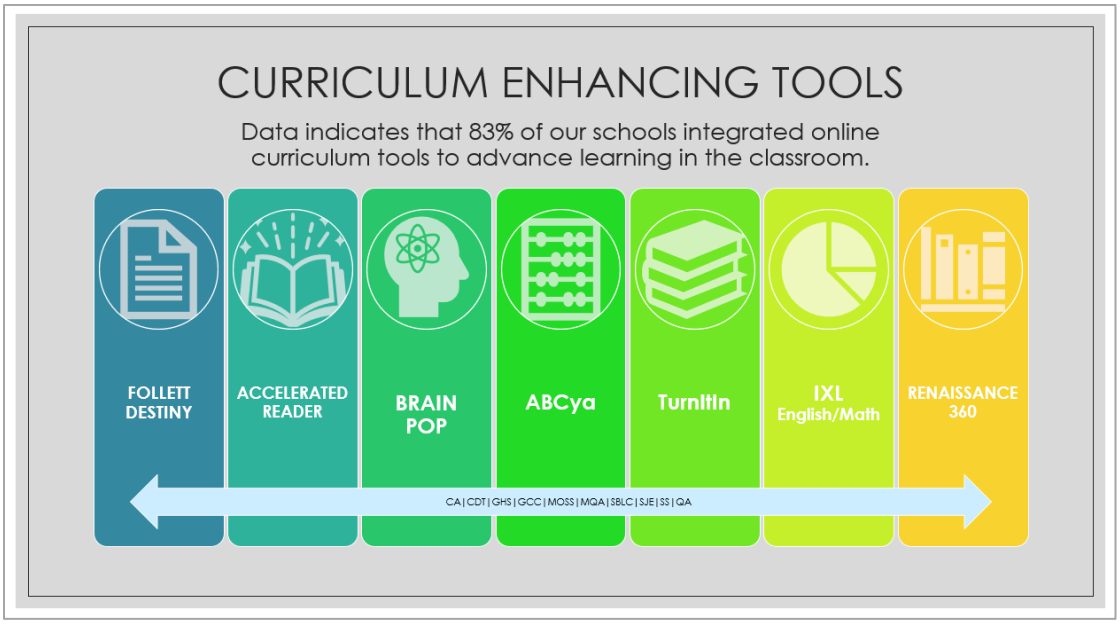
Curriculum Integrated Technology

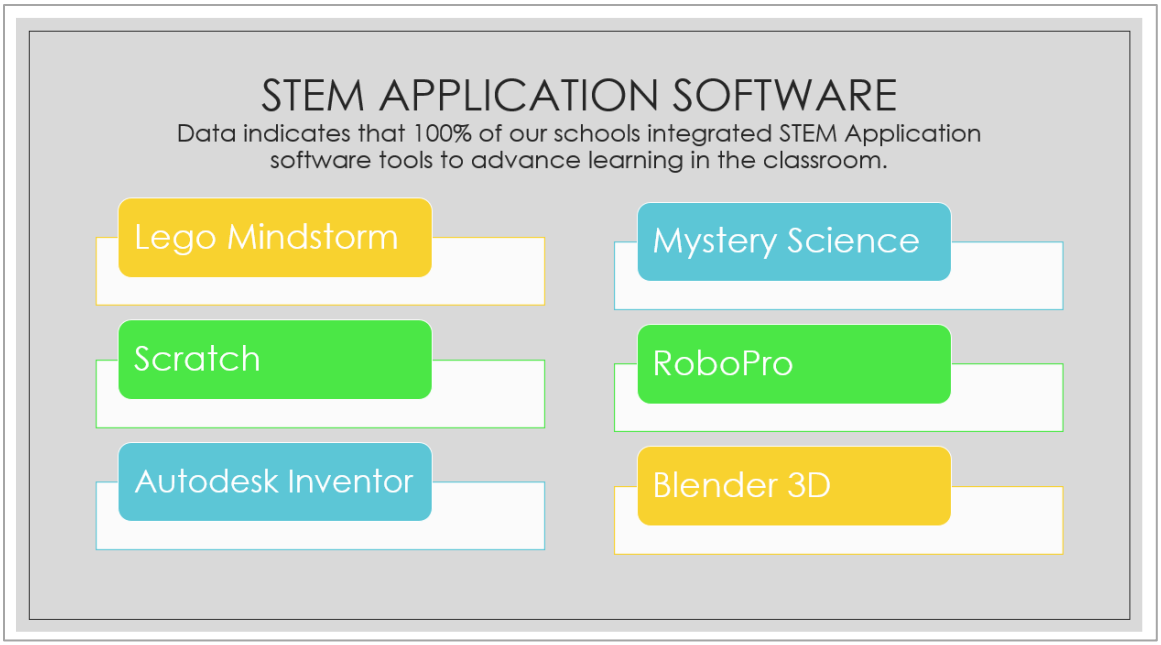
Educators within our Catholic Schools, along with our students, embrace curriculum integrated technology. Based on research and newfound technologies, our team annually seeks instructional opportunities for our students to enhance the curriculum in varying categories. The 2016-2021 school year data indicates 67 percent of our schools integrated a wide array of add on tools to enhance the curriculum and further student success.



Curriculum Enhancing Tools

Easy. Digital. Impactful. Curriculum enhancing tools, when implemented into the classroom, have resounding positive attributes in relation to students' overall performance. These tools, when used appropriately, enhance brainstorming, critical thinking, child development, individual self-esteem, problem solving, comprehension, as well as communication and collaboration skills. These tools also help build comprehensive curricula for faculty. Our data from 2016-2021 shows 83 percent of our schools integrated a variety of enhancement tools into their classrooms.



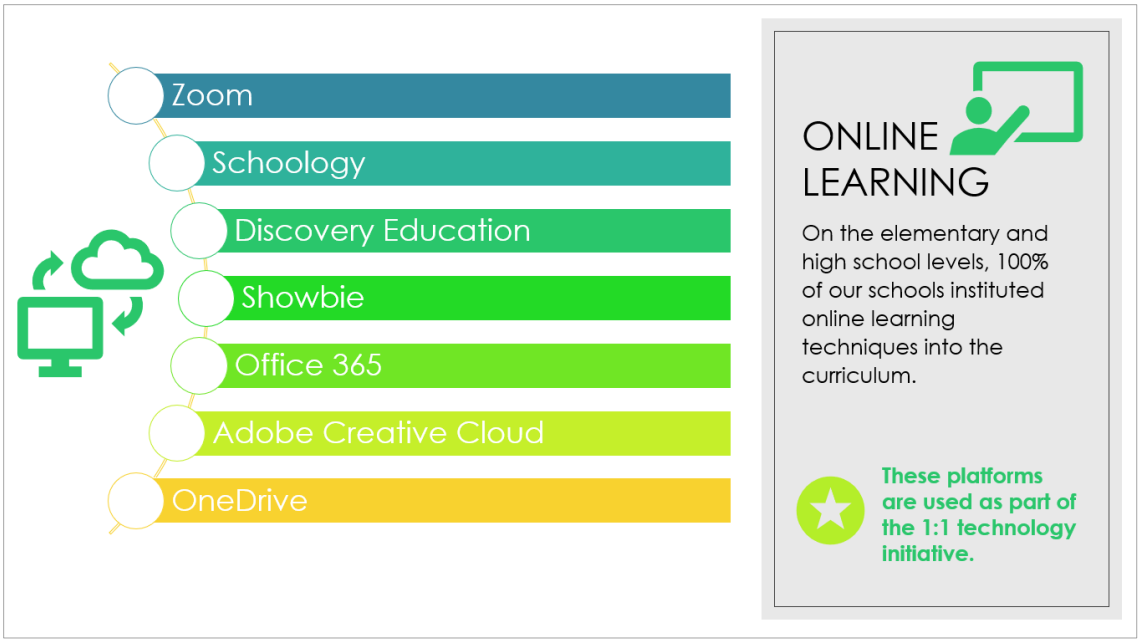


School Hardware

The Office of Catholic Schools alongside the Office of IT is focused on making the hardware changes needed to ensure faculty, staff and students remain current with technology devices. Our team continually monitors changes to the operational environment and tracks necessary changes and upgrades. Our data indicates that 100 percent of our schools demonstrate a commitment to using hardware that is within its legitimate life or warranty period.

Online Learning

Online Learning has served a great purpose over the last 20 years, but the necessity of learning in an online environment grew exponentially during the pandemic. These times brought unique challenges; however, our administration and technology team showcased abilities to pivot under pressure. These transitions allowed 100 percent of our schools to deploy online learning techniques. The IT team provided virtual environments for our faculty and students, both at home and in the classroom. Teachers and students alike became proficient users of resources like Zoom and Schoology.



Educational Technology Initiatives 2022-2025

Introduction

The Diocese of Greensburg Schools have been active in securing technological devices for students, discovering, and implementing new computer applications, providing appropriate professional development for the faculty and staff to support new devices and applications, and encouraging the establishment of school spaces dedicated to technology usage such as SMART labs and Makerspaces.

The Diocese of Greensburg Schools have pursued and secured many grants made available through the non-public school programs. The Office of Catholic Schools has worked in conjunction with school districts and Intermediate Units to maximize the use of available funds for technology. This role became significantly different when the circumstances of COVID propelled the schools into an enhanced level of technology very quickly. The necessity to offer virtual learning to the students in March of 2020, mobilized the entire school community to use every possible technological advancement at their disposal to maximize the teacher's ability to provide virtual learning. This included the implementation, across our K-8 schools, of a Learning Management System (LMS). Our high schools had already been using Schoology for flexible learning days so this was an obvious good

fit. Seesaw was also implemented in the K-8 schools to service younger learners on a virtual platform. During the summer of 2020 we increased professional development on this specific application, as well as virtual meeting tools such as Zoom.

The amount of funding made available by the federal government in the wake of COVID has changed the presence of technology in the schools. Every school is now 1:1 for student devices, the number of applications being used to enhance and remediate instruction has increased, and professional development has supported the teachers continually in their efforts to learn how to use devices and apps quickly and effectively.

As we continue to develop technology through the COVID era and plan for the future of the schools, there continues to be a funding stream made available through the government, but the parameters governing the distribution have yet to be determined. Therefore, our planning has to reflect a conservative approach that relies on each school's ability to maintain and maximize the use of technology they have recently acquired.

Maintaining and refreshing these newly acquired devices is going to require future planning for large technological expenditures. Additionally, schools need to be looking forward to the technological advances that will become important to the future generation of students. Maintaining networks of educational professionals who are in consultation with our diocesan technology professionals will be critical.

Throughout the document, recommendations will be made which will be at the school's discretion to implement. There will also be requirements that the schools will have to observe. These will be clearly delineated as needed.

The following is a listing of our 2022-2025 educational technology goals and objectives.

Goals and Objectives

2022-2025

Educators

In the fall of 2021, a needs assessment was completed by school personnel. Their identified needs, along with the technological enhancements planned by the Office of Information Technologies have been used as the basis for the goals and objectives identified.

GOAL 1: Educators will be supported with technology that empowers and inspires them to effectively meet the learning needs of their students.

Rationale: Technology offers the opportunity for educators to expand student learning beyond the classroom walls. It can help build community, develop resources for student engagement, as well as create a feeling of individual agency for both teachers and students.

Objective 1: A format will be developed for documenting current technology usage by teachers and students as part of classroom instruction while concurrently exploring the usage of new devices and applications.

In year one, a committee of principals, along with IT team members, will convene to develop a documentation tool for recording current and new technology usage in the classroom. This tool will be piloted and feedback from the users will be collected. Based on information pertaining to new

technology, summer in-service opportunities will be planned to further technology usage in the following year.

Year two will focus on the implementation of the technology usage recording tool throughout the diocesan schools. The said committee will be charged with collecting and analyzing feedback on the roll out and proposing improvements as necessary. New technology usage will be highlighted, and feedback will be presented at principals' meetings so that new ideas are shared. Professional development targeting the new technology will be planned to support new initiatives.

By year three, the documentation of technology usage should become routine existing side-by-side with professional development planned to support and further innovation. The committee will still need to meet to identify any adjustments or streamlining that can be done to enable easy, accurate documentation of frequently used as well as new technology. Principals will be able to review the documentation to assess where technology usage is benefitting the students and where a teacher could be assisted in implementation of technology to enhance student learning.

Evidence of the successful completion of this objective will be demonstrated through the development of the documentation tool, the principals' ability to share their school's progress on documentation, the degree of usage of various forms of technology, teachers' documentation of technology usage as part of their curriculum maps, and the increased usage of various forms of technological support of learning.

Objective 2: Showcase best practices and innovative ideas in technological instructional integration.

Rationale: Keeping lists of effective and innovative technology instruction is only useful if it is shared.

In year one, teachers will begin to identify further opportunities for technology integration in the classroom. These ideas will be shared via curriculum mapping and through in-person curriculum meetings. Furthermore, the school administrators will be expected to provide opportunities for teachers to share and demonstrate their knowledge during in-service opportunities throughout the school year. This will reinforce and strengthen the use of technology in the classroom.

Year two will focus on the compilation of best practices the identification of which will be supported by standardized achievement results in the classroom. Programs such as Renaissance Math and Reading, and Quizlet, will be evaluated for their efficacy and promoted through principal meetings. This will dove-tail with Objective 1 in that the technology usage will be documented while being assessed for successful student outcomes.

Throughout year three, schools will share lesson plans and/or videos of best practices or innovative uses of technological integration in person and using the shared drive.

Evidence of the successful completion of this objective will be demonstrated through the documentation of student achievement through technology usage, technology usage ideas in teachers' curriculum maps, videos of teachers using technology, examples of technology usage ideas on the shared drive, and documentation of teacher-led in-service opportunities in the schools.

Students

GOAL 2: All students will have engaged and empowering learning experiences in formal and informal settings that prepare them to be active, creative, knowledgeable, and faith-filled globally connected digital citizens.

Objective 1: All students will have access to a classroom environment that supports technologically enhanced on-site and virtual learning.

Principals will assess each of the classrooms in the school to determine where the need exists to meet the basic technological needs of the instructor. Interactive boards, Internet reliability, electrical outlet availability, and the availability of 1:1 devices should be assessed as key to the use of technology in the classroom. An analysis of the barriers to using technology must be developed for each classroom and a tentative plan devised for remediating the difficulties so that technology can be used successfully. This will involve collaboration with IT to remediate any infrastructure problems. A plan must be developed to address 50 percent of the barriers throughout the current year and into the following year.

In year two, principals will continue to monitor the remediation of IT inadequacy and facilitate the resolution of IT issues. Throughout this year, plans should finalize the elimination of the key barriers to technology usage in the building. Consultation should occur with the Office of Catholic Schools as well as the IT department.

In year three, students should have successfully used technology both in and outside of the school building. The home and school should be able to connect using student assigned devices and home Internet access. All classrooms will encompass a technology-friendly environment where learning can connect with other educational entities through a strong, vibrant digital connection.

Objective 2: Students will have access to a robust educational environment through a combination of school curriculum and enhanced learning opportunities outside of the school building. This will help them personalize and augment their learning, make connections for further learning, and increase their sense of agency when they choose their learning opportunities.

In year one, principals and teachers will be expected to collaborate on a list of outside resources that are available to students through technology such as libraries, science centers, colleges, and universities as well as specialized applications in curricular areas such as producing media, building websites, or collaborating with experts from around the globe. Schools will make this list available to students and parents so that they are aware of additional educational opportunities. Additionally, teachers will use class time to expose the students to select educational opportunities outside of classroom instruction. Each particular offering will be decided by the school.

In year two, teachers will be asked to assess the use of additional educational opportunities at the beginning of the year and to allow planned class time to explore relevant educational enhancement opportunities that occur outside of school. As in the previous year, communication with students and parents will provide references to additional educational opportunities. Feedback from students and parents should be solicited to help schools judge the quality of the offerings.

In year three, teachers will blend outside opportunities into their regular classroom instruction. Some of these examples already exist most notably in the use of research in the high school English classrooms. Year three should allow for additional uses of collaboration with outside educational resources to enhance classroom instruction. Global communication, author book discussions, art exhibitions, and medical or health discussions are possible examples of curricular enhancements.

Objective 3: Parents and guardians will be assisted in their effort to support the extended learning of their child(ren).

In years one through three lists of extended learning opportunities will be sent to the parents as available – a longer list at the beginning of the school year supplemented by additional opportunities throughout the year.

In years one through three helpful hints and fun activities will be sent home to parents and guardians through school newsletters to encourage them to engage in using technological learning opportunities with their child(ren). This would include helpful ways that parents could use the learning enhancement software that is used in the school.

If possible, parents should be invited in to engage in technology-based instruction demonstration.

Evaluation: The successful completion of this goal will be indicated by routine IT availability in every classroom in the diocese, teachers will be reaching beyond the textbook for real-time educational enhancement with other educational entities or persons, parents will take advantage of online resources to supplement their child's learning, and technology will play a key role in providing a blended learning opportunity in the every-day experience of students.

School Community

GOAL 3: Educate the school community to use technology in a way that conforms with the teachings of the Catholic Church thereby ensuring a community of responsible, faith-filled digital citizens.

Rationale: The school community, for the most part, is surrounded by technology and the opportunity to use it for good or bad purposes. As a Catholic school, it is imperative that we lead others to an understanding of the best possible uses for technology and identify those uses that would be considered evil.

Objective 1: Educate the school community in an age-appropriate manner so that they fully understand the Acceptable Use Policy (AUP).

In years one through three, schools will dedicate time at the beginning of each school year to teach the AUP to all students. They will also dedicate time during the parent/student orientation and/or during the parent visit evening to present a summary of the key points of the AUP to the adults. They will also take advantage at laptop deployment of new students to review the AUP with their parents.

In years one through three, school administrators will verify that every family has returned a signed AUP to the school office. They will assign personnel to immediately contact those who have not returned the form and, after repeated attempts to contact the family, will disallow enrollment for those who refuse to sign the agreement

In years one through three schools will devote space in online newsletters to highlight examples of appropriate technology usage.

Objective 2: Students will continue to be taught to identify morally appropriate/inappropriate uses of technology at an age-appropriate level.

In year one, principals will work with teachers to identify opportunities to integrate appropriate/inappropriate technology usage education into the curriculum. The religion education department will play a key role in analyzing technology usage morally while the other disciplines discern their opportunities and develop an instructional plan. Teachers and principals also have access to iSafe, an online repository digital citizenship lesson plans.

In year two, students will continue to advance in age-appropriate understanding of faith-guided usage of technology through direct teaching in the classroom as a result of plans that were devised

during year one. Students will be able to identify appropriate and inappropriate usages of technology at an age-appropriate level.

In year three, the instructional plans that were developed to teach technology behaviors will continue to be refined and changed where necessary. This plan will become part of the Safe Environment Training for all students.

INSTRUCTIONAL FOCUS AND PROFESSIONAL DEVELOPMENT

Summary of Prior Professional Development 2016-2021

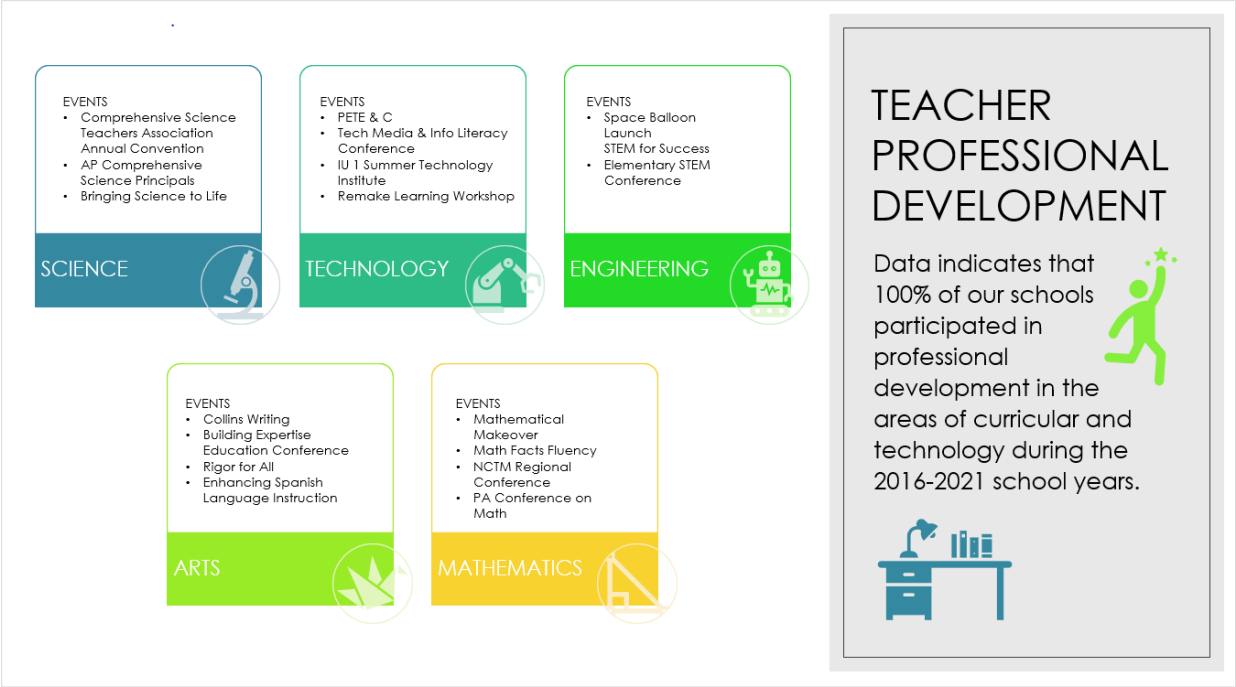
Office of IT Professional Development for Educators

Our IT office in conjunction with the Office of Catholic Schools and school principals plan and coordinate ongoing, purposeful professional development using technologies for all members. Our leaders ensure the resources provided aid our educators in increasing skills and business development beyond the classroom. Effective professional learning opportunities for teachers can have an enormous impact on teaching and learning. Many key areas of development, listed below, highlight growth and learning opportunities for not only administration, but all faculty and staff.

Year: 2016-2021	School Category
Discovery Ed Training	All faculty
FinalForms	GCC, All Administration and faculty
OneDrive Training	All faculty
OS Feature Set Training (1 on 1)	All faculty, staff & admin as needed
Renaissance Learning SSO Training	AA, CA, DR, GHS, GCC, MOSS, SB
Renaissance Learning Training	AA, CA, DR, GHS, GCC, MOSS, SB
Schoology & Integration with O365	All faculty, admin
Screencast-O-Matic	GCC, MQA as needed
Teleprompter SW	AA, GCC faculty
Turnitin	GCC
Win 10 Training	All faculty, staff & admin as needed
Zito Soft Phone	Principals and Administration
Zoom Training	All faculty, staff & admin

Educator Professional Development

*Te*achers are impacted greatly by professional learning opportunities provided by the Diocese of Greensburg and other educational organizations and institutions. Year-after-year, the leadership team works closely to support and encourage teachers in the pursuit of new knowledge and skills. Professional development is critical to intensify the efforts of instructionally focused initiatives. As shown below, across all schools, our teachers participated in development serving key areas of science, technology, engineering, the arts and mathematics.



Team Building and Professional Development 2022-2025

The role of professional development for members of the academic community is essential to the formulation of plans that will adequately address the learning needs of students now and in the future. Teachers need to have the most current information pertaining to educational technology, the time to plan for integration of technology into instruction, and the resources to implement high-quality, technologically enriched educational plans.

This can be facilitated in a variety of ways:

- Teachers are given time off to attend Professional Development Seminars (virtual/in-person).
    - The investment in the time given to pursue new knowledge and bring it back to the larger educational community will be returned with interest. Teachers who attend professional development are enriched by the excitement and knowledge of those surrounding them and are motivated to return to their schools to share their newfound knowledge, as well as motivate others. Often, the person who participates in this type of professional development becomes a teacher-leader in the successful integration of technology in the classroom.
- Teachers teaching Teachers.
    - It is often possible to build in professional development during a teacher in-service day. Sessions can be offered by teachers who are accomplished in the integration of instructional technology to their peers who are unfamiliar with the technology or who need assistance in skill acquisition. This can form a bond among teachers that will help to establish a positive culture surrounding experimentation with technology integration.

- Resources provided by Intermediate Units.
    - Many of the surrounding IU's offer professional development and resources to assist in technology integration. The offerings vary by IU but courses are often available to teachers from all geographical areas.
- Online Resources.
    - Since the onset of the COVID-19 pandemic, many webinars and online courses have been developed to help with technology skill acquisition for teachers. As a result of the pandemic, teachers were forced to quickly learn how to use tools and apps with which they were previously unfamiliar or uncomfortable. Following that immersion, teachers are now able to take risks without fearing failure as they have found many benefits in using new and improved technology. Teachers can find app suggestions through many online resources such as Pinterest, YouTube, Textbook publishers, Twitter and many more.

- Diocesan Resources.
    - As part of ongoing curriculum development, teams of teachers meet to discuss and share new ideas and teaching techniques. These often include discussions of new apps or technology tools. Participation in these meetings affords the teacher the opportunity to take new ideas back to the faculty at their school.

Office of Information Technologies Professional Development 2022-2025

Professional development for our Office of Information Technologies team members can be found below. The role of professional development for members of the diocesan IT team is crucial to maintaining the stability of sound platforms, infrastructure, and connectivity in our schools. In pursuit of this one of the IT office's goals is to formulate personal training plans. We will use this methodology to do this.

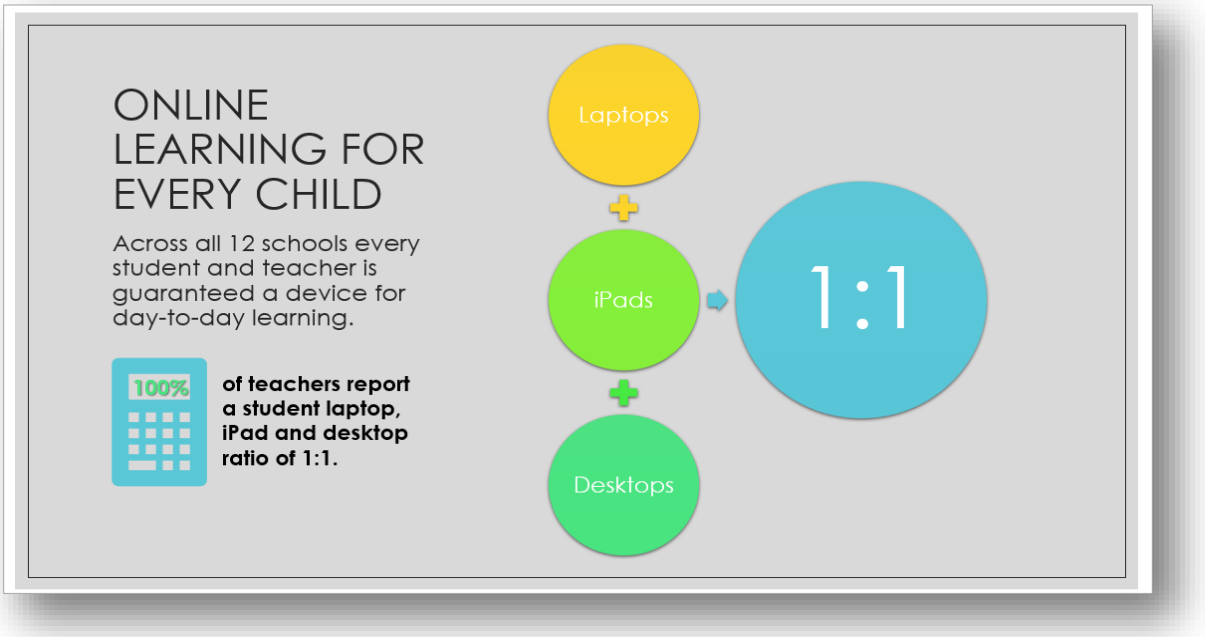
- Create a Training Plan
- Build in Objectives and Goals
- Build in time to spend learning new information each week
- Target a range of learning styles
- Use reputable sources
- Record training when necessitated

IT Professional Development Goals for 2022-25
Azure Lab Training
Cisco FMC training
Cybersecurity on a Shoestring Budget
FBI Slideshow Training on Intranet under Schools
Table Top Exercises via CoSN
Virtual Tech Talk Live
Windows 11 and Intune training
WordPress Training

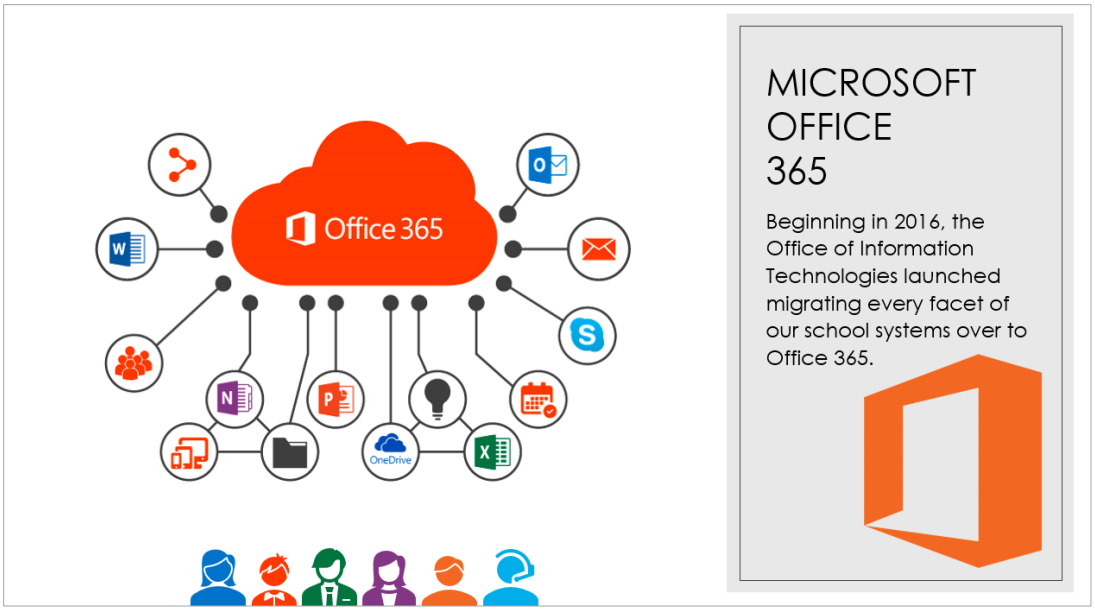
MANAGING TECHNOLOGY AND BUSINESS GOALS

Summary of Infrastructure and Business Systems 2016-2021

Information technologies in the Diocese of Greensburg Catholic Schools spans a wide range of diverse resources, which support the abilities of our staff, students, parents, and community. Within the charts and graphics below is the summary our goals accomplished in the areas of infrastructure and business systems.

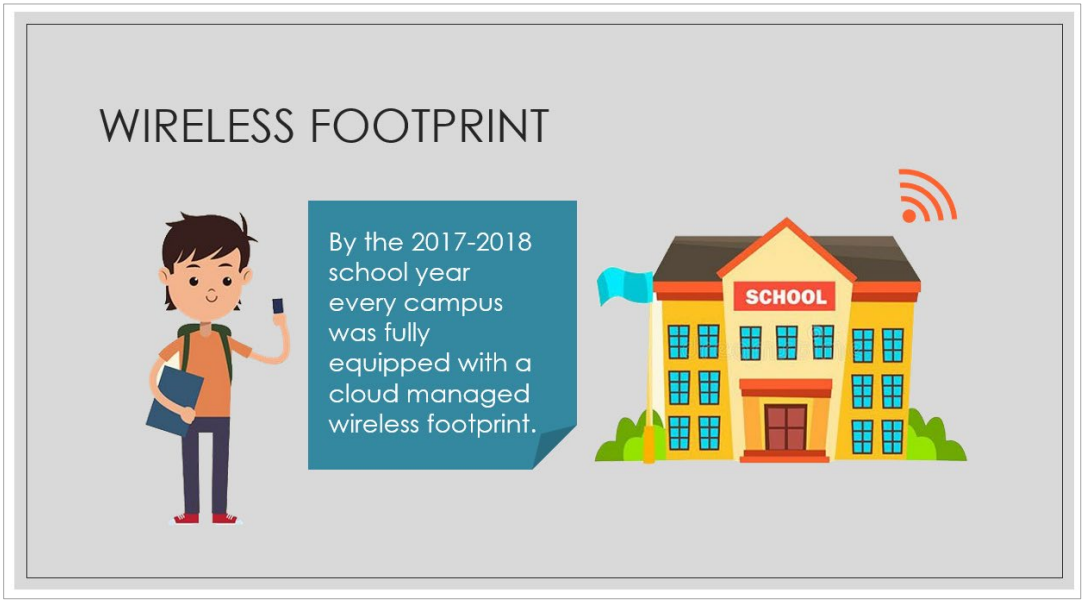


2016 GOALS ACCOMPLISHED
1:1 in Jr/Sr High Schools
All schools have Facebook presence
All schools using SharePoint 2013 for websites
All schools using Office 365
Implemented Disaster Recovery through a VM environment and eliminated tape back-up
Online giving on all school websites

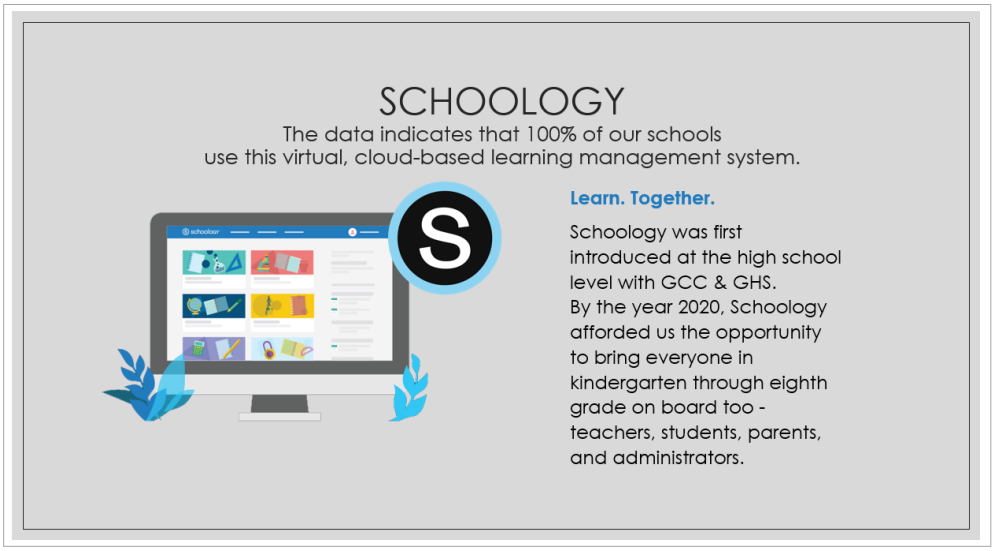


2017 GOALS ACCOMPLISHED
Cost center manager access to GP for high schools
Email account for all students in schools where principals desired
Extranet for teachers, secure access to Catechetical Training Transcript
VoIP (OCS, GHS, GCC, MQAGS)
W-2 on Intranet for all employees
Complete campus wireless access coverage (GCC, GHS, CA)

2018 GOALS ACCOMPLISHED
ADFS authentication on Intranet & Extranet (Win Server 2016 datacenter)
All remaining schools completed for cloud-managed wireless coverage facility-wide
Migrated all GCC/GHS users drives to O365/OneDrive
RADIUS server implemented (secure wireless authentication)
Schoology LMS (GCC, GHS)
Zito VoIP install (MQAFS)

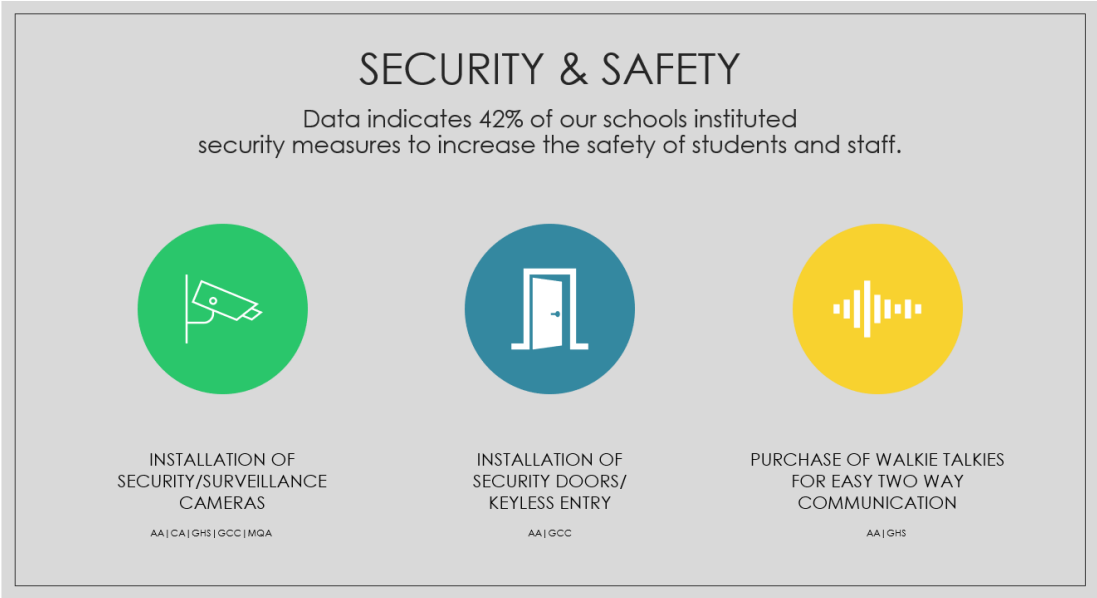


2019 GOALS ACCOMPLISHED
Added MQA & MOSS to regional fiber consortium to allow for higher bandwidths
Criminal Justice Information Services (FBI) Security Awareness Training implemented
Migrated all K-8 user drives to O365/OneDrive
New Nimble SAN
Refreshed 1:1 devices (GCC, GHS)
Replaced Websense with Umbrella (content filtering on campus)
Security Door System (GCC)
Self-service password recovery (students)
SSL certs applied to all school domains/websites
Vine Extranet Portal launched



2020 GOALS ACCOMPLISHED
1:1 deployed (K-8)*
Adobe CC using SSO (all students Grade 4 and above)
CARES & ESSR machines deployed*
Cisco AnyConnect VPN implemented for secure remote access (replaced Microsoft Threat Management Gateway)*
Content Filtering (Umbrella) configured for device use off-campus
Discovery Ed (Integration w/Schoology, SSO)
Hardened student endpoint devices, removal of workstation admin rights
Help Desk 100% remote*
Implemented Teradek, mobile streaming, virtual instruction*
Migrated all K-8 school share drives to SharePoint online
Next Gen Firewalls (SS, AA)
Onsite support (MQA, MOSS)
PayPal/Venmo Training
Schoology K-8*
Security Cameras (SBLC, SS, CA, GHS, SS, AA)
Security Door Systems (GHS, CA, SBLC, AA, SS)
Server replacements (GCC, MOSS, GHS, CA, MQA)
WIN7 to WIN10 migration completed
Zito Softphone deployment (Staff/Faculty)*
Zoom*

*PANDEMIC



2021 GOALS ACCOMPLISHED
Accelerated Reader (SSO, All Schools)
Cisco 1010 Next Gen Firewall (MQA, QA, DR, GHS, CA, CDT) Replaced ASA 5506
Cloud Switching (SJE, GCC, GHS, CA, QA)
Cofense
EANS Grants*
EBB Information Shared to all schools*
ECF Grants awarded*
FinalForms (GCC)
Implemented Heath Management Module in PowerSchool (All Schools)
LDAP authentication for PowerSchool (all students)
Managed Services Agreement between IT, school and diocesan leadership
Onsite Support (AA)
PowerSchool Digital Document Delivery (DDD)
Replace ASA with Cisco NGFW (Firepower Threat Defense 2130)
Replaced NetCommunity with Online Express for online giving
Security Cameras deployed (CA, MQA)
Security Door System (DR, GHS)
Server Replacement (SJE, GCC, MOSS, GHS, MQA)
Upgrade from 2016 to 2019 Exchange on-prem server

*PANDEMIC

Technology and Business Goals 2022-2025

Technology services for our Catholic Schools in the Diocese of Greensburg spans a wide variety of different resources, which support our administrators, faculty, staff, students, and school community members to accomplish learning. Infrastructure, cybersecurity, communications management and business management are four key areas of focus for the organization and schools moving forward.

On the pages that follow you will see each category aforementioned with the appropriate goals for future work.

Infrastructure

IT manages and maintains school infrastructure by keeping abreast of our core manufacturers' and vendors' equipment and software roadmaps. Operating system migrations and equipment replacements are managed in coordination with software and hardware end-of-life support. IT continues to evaluate new technology such as the migration from client server to cloud computing to most efficiently serve our schools and ultimately our learners. IT continues to develop and foster consortium relationships to take advantage of volume discounts and connectivity solutions.

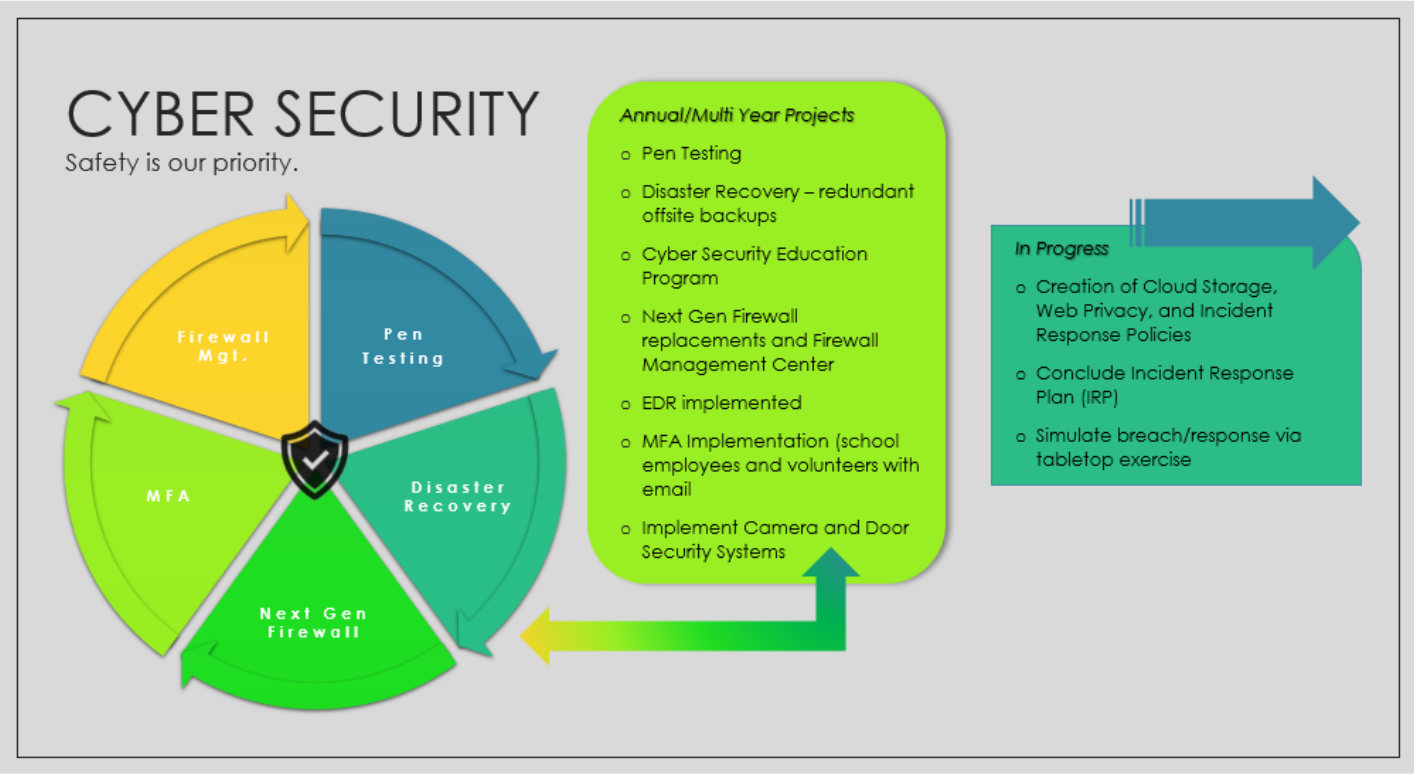
2022-2023	2023-2024	2024-2025
✓ Cloud based access points installed (30 AP's, 13 sites) ✓ Evaluate on-prem VM environment vs. cloud hosted VM environment ✓ Meraki switch replacements (MOSS, GCC, GHS, MQA, AA) ✓ Outdoor Classrooms (SB, MQA) ✓ Plan for relocation of demarc with Crown Castle ✓ Refresh all schools EOL Cisco switches with cloud-based switches ✓ Refresh all schools EOL Meraki access points with WiFi 6 capable AP's ✓ Retire on-prem WLC ✓ Server replacements (AA, SB, QA) ✓ Zito VoIP install (MOSS)	✓ Deploy selected VM environment ✓ Evaluate Nimble SAN support ✓ Refresh all schools EOL Cisco switches with cloud-based switches ✓ Refresh all schools EOL Meraki access points with WiFi 6 capable AP's ✓ Relocate demarc and Crown Castle fiber run to new facility ✓ Replace current DNS with cloud DNS ✓ Replace HD software ✓ Replace SQL environment (hosts our development and financial applications) ✓ Server replacements (CDT, DR, MQAFR) ✓ Supernetting projects (SJE, SB) ✓ Upgrade 2012 Windows server to Windows server 2019 or 2022 ✓ WIN11 image via Autopilot ✓ Zito VoIP install (AA)	✓ Deploy cloud backups via Veeam ✓ Migrate GPOs into Intune policies ✓ Refresh all schools EOL Cisco switches with cloud-based switches ✓ Refresh all schools EOL Meraki access points with WiFi 6 capable AP's ✓ Server replacements

Cybersecurity

The management of data systems needed for sound operations and instruction is key across all school campuses. IT will continue to maintain appropriate controls and safeguards for both student and faculty/staff personal information.

To protect our faculty, leaders, and students, IT will ensure that basic security controls are in place across all platforms, such as vulnerability testing, server patching and a disaster recovery plan that is followed. IT provides content filtering and endpoint protection to protect students and staff from inappropriate and harmful content from a wide range of threats including malware, viruses or unmoderated social media.

2022-2023	2023-2024	2024-2025
✓ Annual Pen Testing (All Schools) ✓ Creation of Cloud Storage, Web Privacy ✓ Extranet migration with EUM (identity authenticator) upgrade ✓ Finalize Incident Response Plan (IRP) ✓ Finish Next Gen Firewall Replacements ✓ IP-based Security Camera deployments (GCC, MQA, SS, CA, GHS) ✓ MFA implementation ✓ Simulate via tabletop exercise a breach/response	✓ Annual Pen Testing (All Schools) ✓ Create a formal Cybersecurity plan ✓ Evaluate reducing 30-day default to 15 days for MFA ✓ Evaluate the need for MFA for HS students ✓ Maintenance of Cloud Storage, Web Privacy, and Incident Response Policies	✓ Annual Pen Testing (All Schools) ✓ Disaster Recovery (Relocate Compellent SAN to MQAGS) ✓ Educate school leadership on Cybersecurity Program ✓ Firewall Management Center (FMC); full implementation with school firewalls ✓ Maintenance of Cloud Storage, Web Privacy, and Incident Response Policies



Communications Management

Our schools and administration, along with IT, will manage all platforms and messages used to communicate transparently with internal and external stakeholders, effectively using both emerging and mature technologies as deemed appropriate throughout our faith-based institutions.

2022-2023	2023-2024	2024-2025
✓ FinalForms (GHS, AA) ✓ Migrate content of school websites to WordPress ✓ Migrate intranet to SharePoint online ✓ Press Box (GCC) ✓ Redesign and build school websites in WordPress ✓ Turnitin w/SSO (GHS) ✓ WordPress training for all schools' content creators	✓ eAcademy membership to enable digital textbook use ✓ Semi-annual Lunch-N-Learns with Tech Coordinators and IT staff members (i.e. Google Data Studio, iPad Management, Azure Labs, Social Media laws for educators) ✓ Upgrade Vine (Extranet) for Catechetical transcript record mgmt.	✓ Evaluate implementation of MS Teams ✓ Evaluate MS Teams vs. Zito for Phone Services (Zito expires 1/2023) ✓ Quarterly Lunch-N-Learns with Tech Coordinators and IT staff members (i.e. Google Data Studio, iPad Management, Azure Labs, Social Media laws for educators)

Business Management

Our school leaders and OCS administration will manage budgets and financial operations. IT will maintain and update the necessary costs of technology software, hardware, and services for school business managers to budget appropriately. IT will also respond to inquiries in regards to physical inventories and refresh cycles for standard hardware. Disaster recovery and business continuity planning will consistently be reviewed moving forward. We competitively bid all capital improvements in technology. Our administrators and school leaders foster positive relationships with vendors, donors and other key groups and organizations.

2022-2023	2023-2024	2024-2025
✓ Evaluate copier lease (replacements due 6/2023) ✓ Annual e-Rate Applications ✓ Annual review of AUP ✓ Replace Catholic Institute software (school credit union type account) ✓ Create budget/refresh cycle for each school ✓ Educate principals and business managers on budget/refresh cycle spreadsheet (as created for each individual school)	✓ Annual e-Rate Applications ✓ Annual review of AUP ✓ Budgeting – standard hardware refresh ✓ Upgrade Micromain software (facilities mgmt. tool)	✓ Annual e-Rate Applications ✓ Annual review of AUP ✓ Budgeting – standard hardware refresh ✓ Cloud Printing Solutions ✓ CoSN Peer Review and Risk Assessment

TECHNOLOGY INTEGRATION

Technology integration in schools needs to be intentional and planned in order to produce the best results in student achievement. The plans developed should exemplify how technology is used to enhance, deepen, and extend the classroom curriculum. It should be used to further the learning process and help students achieve targeted objectives. Technology is but one tool to support the larger process of educating a child.

It is essential that members of the school community engage in planning, assessing, and evaluating the use of technology in the classroom. Teachers, students, parents, and community members all have an interest in ensuring that schools have educational technology support that furthers the education of future generations.

School technology committees are vital to discerning the technology that is available and used by a wide variety of disciplines. Committee members must be chosen wisely so that they bring to the planning process a vision of the future to which schools can aspire. The technology committee

should be comprised of members of technology dependent professions, school administrators, teachers, students (where age permits) and members of the Informational Technologies office. Furthermore, sub-committees addressing infrastructure, funding technology, technology management, and technology integration should be considered.

Teams of teachers must work to develop a technology integration plan based on the committee's recommendations for each curricular area that best supports the needs of the students and the achievement of learning objectives. This plan must be communicated throughout the diocese so that students in every school are given the same opportunities for technology-assisted learning. Collaboration among schools will benefit all. While a basic plan would serve all schools, within a particular classroom the teacher must plan enhancements for technology usage in order to meet student needs.

Effective technology integration relies on consistent evaluation of the technology plan that includes feedback from the school community. Surveying the teachers, students, and broader school community on topics such as connectivity, availability, ease of use and other items would ensure responsiveness to student needs. Teacher and student feedback should also be solicited to observe whether the technology is helping students to achieve their academic goals.

Reviewing the efficacy of the technology being used is not a one-time per year event. It must be an ongoing process of observation, evaluation, and iterative feedback to validate its use as part of an instructional plan.

CONCLUSION AND SUMMARY

To operate efficiently, the Diocese of Greensburg Office for Catholic Schools and Office for Information Technologies must continue to evaluate ways to reduce single points of failure, provide increased reliability and plan for disaster recovery and business continuity. Strong leadership and collaborative planning must come into play to satisfy end goals and keep momentum on forward thinking and overall educational growth.

Goals will be monitored and evaluated to ensure key points align to the overall diocesan mission. All implemented and evaluated timeline improvements across the school's platform will be reviewed accordingly during budget season. Information Technologies and schools staffing, including resources, as well as all hardware and software investments must also be included in ongoing evaluations.

Stakeholder Focus

The Diocese of Greensburg Catholic Schools are fortunate to have an array of both internal and external engaged stakeholders. These stakeholders provide feedback that prioritize projects; champion change and institute sounding boards across our four counties of Armstrong, Fayette, Indiana, and Westmoreland counties. We must strengthen and foster support for changes and opportunities to move Catholic education forward. We often share the dozen reasons to choose Catholic education and tirelessly remind community members of the affordability of Catholic education.

Developing partnerships and connections to our diocesan community is an important aspect of our Technology Plan and Roadmap Goals of servicing our students, educators, administrators, and families. We seek TOP students, and our Leadership Team routinely meets with internal and external

stakeholders through various committees and maintains varieties of informal connections with stakeholders. Our departments provide information and seek feedback through communication mediums including school websites and social media presence; open houses; parish presentations; parent/student presentations; fundraisers and additional media presence through Accent on the Air and radio spots.

ADDENDUM A | HARDWARE STANDARDS

USER	TYPE	DETAILS
Student	Laptop Dell Latitude 3120 2-in-1	Intel Pentium N6000 QC; 128 GB M.2 SSD; 11.6" HD Touch; 8GB Ram
Faculty	Laptop Dell Latitude 5520	Intel Core i5-8250U; 16GB Ram; 256GB SSD
Student/Faculty	Desktop Dell OptiPlex 5090 SFF	Intel Core i7; 16GB Ram; 256GB SSD
Student	iPad (9th Gen) Apple	Latest Model
Student	Drop Tech Case Dell Latitude 3120 (2-in-1) Gum Drop	
Student	iPad Cover Gum Drop	

HARDWARE STANDARDS

Throughout our Catholic Schools in the Diocese of Greensburg, Hardware Standards are essential. Our Information Technology team maintains a live Standards for Technology Purchasing List within the Help Desk section of myHALO, the Intranet for all employees. This list is available 24/7/365.

ADDENDUM B | INFRASTRUCTURE STANDARDS

TYPE	DETAILS
APC Smart-UPS 500VA	PC Smart-UPS 500 VA; Lithium Battery UPS with SmartConnect
APC Smart-UPS SMT750	APC Smart-UPS 750VA 500 W 120 V LCD Tower SMT750
CISCO Power Injector	Access Point, CISCO Power Injector 1250 Series
Server Dell PowerEdge T340	Xeon 3.6GHz, 1TB mirrored array; 32GB Ram; server backup license; VMWare license; Veeam O365backup license; 5-year license
APC Smart-UPS SMT 2200	APC Smart-UPS 2200VA; 1980W; 120V; LCD UPS (8); NEMA 5-15R SMT 2200
Cisco FPR1010 Firewall	Remote site firewall with one year of smartnet license and five years of threat protection license
Meraki MR46	Cloud Managed AP; 5-year license
MS225-24P-HW Switch	24 PoE switch for use in schools; 5-year license

INFRASTRUCTURE STANDARDS

Throughout our Catholic Schools in the Diocese of Greensburg, Infrastructure Standards are essential. Our Information Technology team maintains a live Standards for Technology Purchasing List within the Help Desk section of myHALO, the Intranet for all employees. This list is available 24/7/365.

ADDENDUM C | INTERNET SERVICE PROVIDERS

SCHOOL	PROVIDER
AA	Comcast
CDT	Comcast
CA	Armstrong
DR	Comcast
GCC	WIU/CRC
GHS	Armstrong
MOSS	WIU/CRC
MQAFS	Comcast
MQAGS	WIU/CRC
QA	Comcast
SB	Comcast
SJE	Atlantic Broadband
SB	Comcast

INTERNET SERVICE PROVIDERS

Throughout our Catholic Schools in the Diocese of Greensburg, Internet Service Providers vary based on geographic location and business availability. Our Information Technology team maintains close communication with each internet provider, per school, per county.

ADDENDUM D | HELPFUL LINKS

Significant references and resources can be found on the following sites:

- International Society for Technology in Education: www.iste.org
- PA Department of Education – Academic Standards for Science and Technology: www.pdeas.org

ADDENDUM E | MANAGED SERVICES AGREEMENT

The Diocese of Greensburg Office of Information Technologies Schools Managed Services Agreement (MSA) is routinely viewable through the diocesan Intranet site, myHALO. The varying services provided are listed within the MSA, including Unlimited Remote Support, File Services, Quotes and Purchasing, as well as Hardware Support. The full MSA follows.

Diocese of Greensburg
Office of Information Technologies
School Managed Services | 2021

Services Provided	
Unlimited Remote Support	✓
PC Monitoring, Maintenance, Patching	✓
Network HW Monitoring, Maintenance, Patching	✓
Cabling Assessments	✓
Software Systems	✓
File Services (Cloud and On-Prem)	✓
Endpoint Protection / Antivirus	✓
Security Threat Detection, Remediation and Training	✓
Backup and Disaster Recovery	✓
Monthly Web Analytics Reporting	✓
Active Directory (Account Add/Change/Delete)	✓
Quotes & Purchasing	✓
Software Subscriptions	✓
Administrative Services	✓
Contracted Services	✓
Hardware Support	✓
Content Filtering	✓
Technology Training	✓
Print & Scan	✓
Web Hosting, Surveys, Website Maintenance Training & Social Media	✓

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Services described below are afforded to both Per Student Enrollment (PSE) and On-site Support Schools.

Unlimited Remote Support
Information Technologies (IT) will provide maintenance and support for diocesan standard hardware and software (see Software Addendum below). IT will provide support and troubleshooting for remote access solutions including VPN access, remote desktop and webmail. IT will make a best effort to resolve as many issues as possible remotely and will only come on-site in the event remote resolution is not possible. As indicated in the Services Addendum, PSE schools are charged for on-site visits. Remote support of other staff home computers is included for VPN access to the network, provided home computers are diocesan standard machines, joined to our domain. All PSE students must work directly with their teachers to receive Help Desk support during school hours (see SLA below).

PC Monitoring, Maintenance, Patching
Through the use of the diocese Mobile Device Management (MDM) software, unlimited support for installation of critical updates for Windows Operating Systems, Apple iOS and Microsoft Office will occur automatically. Automated support for maintenance also includes updating and patching endpoint protection software as well as disk optimization weekly.

Network Hardware (HW) Monitoring, Maintenance, Patching
Downtimes for patching and maintenance of infrastructure hardware, at each location, will be performed monthly, typically the third Wednesday of every month. IT will specify, quote and work with building principals to upgrade infrastructure as needed.

Cabling Assessments
When new installations of networks or networked devices are considered, IT will assist in performing cable walk-throughs/assessments to ensure drops are terminated correctly and data closets are secured.

Software Systems
Upgrades, maintenance, and training are provided for our current student management and learning management systems. Rollover/advancement of students and coursework annually is also provided.
Upgrades and support for diocesan standard ledger application as well as development application are also provided.

File Services (Cloud and On-Premise)
File server maintenance and replacement. SharePoint and M365 for cloud file storage and sharing.

Endpoint Protection / Antivirus
Per this agreement schools agree to pay for anti-virus software licenses for their servers, desktops and laptops in order to protect them from malware and virus attacks. M365 also monitors, in real-time, all e-mail for viruses, spam and malware as well as identifies unsafe URLs. IT will address viruses as critical and will alert users accordingly.

Security Threat Detection, Remediation and Training
IT provides managed threat detection and remediation services to uncover and address malicious network penetration attempts.
The IT team sets up scenarios for computer users to participate in regular security awareness training as provided through threat awareness education software. Training may include simulated phishing attacks and instruction in company IT policies and best practices.

Backup and Disaster Recovery
Included with file server implementation is a backup and disaster recovery plan. The backup appliance will typically be located in the schools' main distribution frame (MDF). The plan involves capturing snapshots of data on the school servers and replicates those images to a secure cloud location or another location on HALO. In the event of a failed server or data loss IT will use the backup to restore the data. School will also be responsible for purchasing cloud backup software licenses to backup faculty and staff files in the cloud.

Monthly Web Analytics Reporting
Google analytics – A report to a designated staff member(s) showing stats such as: page views, total users, searches, devices, and YouTube video views etc. to be e-mailed monthly. These reports can be requested through the Help Desk as desired.
Google My Business access granted for self-reporting. Includes Google Maps, which pulls the business information and its location on the map.

Active Directory (Account Add/ Change/ Delete)
IT will manage the onboarding and off-boarding process for employees, students and volunteers via MS Active Directory (AD). This includes placing users in various security and mail groups to ensure access to approved resources. LDAP is used for systems that do not use AD as their credentialing repository. Computers and printers are also managed through AD and group policies. Securing accounts via multifactor authentication (MFA) or security questions occurs via security group membership. This includes school social media accounts (e.g. Facebook, Instagram and Twitter). This is done in conjunction with the Office of Communications.

Quotes and Purchasing
The Help Desk will provide users quotes and quantity discounts on various diocesan standard technology purchases. This also includes assistance with copier leases, IoT devices and any emerging technology. Schools must follow the Catholic Schools Technology Purchasing Policy (all purchases with the expectation of receiving IT support ***must*** be approved through the Help Desk).
Examples of IoT include, but not limited to: security cameras, door lock systems, HVAC, signage, Interactive Boards, Smart TV's, bell systems, streaming solutions, intercom systems.

Software Subscriptions
See Software Addendum below.
For further clarification M365 includes: Outlook, Word, Excel, PowerPoint, Publisher, SharePoint (including share drives), Class Notebook, Forms, OneNote, Intune (OS updates and software

deployment), and OneDrive and 1TB of storage for files and sharing. Teams and Sway will be supported at a future date. Licenses are based on faculty, staff and student counts (Licensed as a multi-year contract).

Administrative Services
IT will provide, as requested, annual meetings to go over any of the following: project work, changes in vendors, best practices, creating IT budgets, negotiated contracts (software subscriptions, network equipment support, VoIP services, Internet services), E-rate (Category I and II competitive bidding process and filing). We also provide the creation of technology related policies, procedures and plans (AUP, laptop agreements and Virtual Learner's Agreement, etc.) and monitor the technology roadmap. IT manages domain registrations and SSL Certificates. IT sources and manages outsourcers.

Contracted Services
The following are part of the contracted services offered currently: Zito (VoIP), LunchTime (online meal payment), PA Power Library, OneCause, product training, leased copiers.

Hardware Support
Diocesan standard and warrantied laptops, desktops, tablets, monitors, printers, copiers, interactive boards, projectors are all hardware supported by IT. Mounting of interactive boards, projectors, large panel displays and smart TVs need to be completed by the vendor.

Content Filtering
Content filtering is provided for school-owned assets, both at the school and devices taken home for educational use.

Technology Training
In-Person and virtual trainings are available to on-site schools on their scheduled support days or as coordinated for core diocesan adopted systems and tools as time permits (e.g. PowerSchool, Schoology, M365). Pre-recorded or created videos or documentation can be found on the Intranet and are not charged. If a school requests specific training, they will be charged the hourly rate.

Print & Scan
IT configures and manages print services. On-premise scanning to e-mail is also provided. Ricoh ICE (only Geibel, CA and GCC currently) allows scanning to OneDrive and the ability to send secure print jobs from e-mail. Schools with service contracts for their printers/copiers should first contact the vendor holding the support contract for service regarding toners and maintenance kits. All networking issues should be directed to the Help Desk.

Web Hosting, Surveys, Website Maintenance Training & Social Media
IT provides web hosting and annual training to individuals identified as Web Content Creators for the schools as requested. Surveys can be created specifically for schools to gather information electronically on their particular demographic and published via the web. Additionally, and upon request, we work with the Office of Communications and Evangelization to set up schools with social media accounts/pages including Facebook, Twitter, Instagram and YouTube. A social media feed and/or link can also be added to the school's website

IT SLA and Help Desk Hours

- **Help Desk hours are M-F; 7:30am – 4:00pm**
- **Help Desk support by phone: 724-552-2500**
- **Help Desk support by e-mail: helpdesk@dioceseofgreensburg.org**

Summer Help Desk for On-site Support schools - during the months of June and July each school will receive 3 total days of on-site support. The days will be spread out through the two months.
Summer and school year device handouts managed by IT for On-site Support schools.

All employees and students, grades 4-12 may call or e-mail the Help Desk directly.
Parents of students grades K-3 may call the Help Desk ***if*** the classroom teacher is unable to assist their student.

Trouble	Priority	Response Time 7:30am-4:00pm Weekdays
Service not available (all users and functions unavailable. e.g. Server down)* ***Emergency tickets must be called in to address appropriately.***	**1**	Remote within 1 hour Best effort/on-site within 1 day (typically < 4 hrs.)
All other Help Desk tickets	**2**	Remote callback within 1 hour if ticket called-in Automated email response sent immediately with best effort to respond within 24 hrs. (typically < 1 business day).

Managed Services Requirements

1. Servers and core network equipment including routers, switches, access points, and backup devices, inclusive of their associated licensing, have a typical industry life of 5-10 years with servers being 5 years and network gear being 7-10 years. This equipment must be refreshed/replaced by schools within that time frame *or you will not be able to contact the Help Desk for support.* Security and operating system software is constantly being updated and therefore the hardware refresh is necessary to keep up with the software demands and wear-and-tear of the equipment. By not replacing equipment you put your school, as well as Halo, the diocesan Wide Area Network (WAN) at risk. Replacement installation costs are billed per the Services Addendum. Infrastructure equipment may be covered by an active

hardware warranty. IT will coordinate warranty diagnostics, repairs and return to service per the Services Addendum.

2. PCs (laptops/desktops/iPads/tablets) have a typical industry life of 3-5 years and must be covered by an active hardware warranty. This equipment must be refreshed/replaced by schools within that time frame *or you will not be able to contact the Help Desk for support.* Diocesan standard devices must be obtained by following the Catholic Schools Technology Purchasing Policy and by completing the Technology Expenditure Request. It is recommended that schools make available spare laptops/iPads in the event of student device failures.

3. IoT equipment, including but not limited to NVR's, security cameras, door lock and bell systems, interactive boards/panels, have a typical industry life of 6-8 years and may be covered by an active hardware warranty. The school must purchase any software that enables remote support for these devices. IT highly recommends budgeting for replacement upon anticipated end-of-life. Mounting of interactive boards and projectors need to be completed by the vendor. Also, repairs to these peripheral items need to be repaired by original vendor or warranted service provider and coordinated through the help desk.

4. All equipment running MS Windows operating systems, Apple's iOS, and Android's OS must be running a version supported by IT with the latest service packs and critical updates installed.

5. If a school has software particular to its business which is installed on its network, the school is responsible to obtain installation, training and continuing technical support from the software provider. IT support specialists are able to assist with network support but they are not experts in all software applications and rely on the software manufacturer to provide software support at school's expense.

6. The network must have a currently licensed, server-based backup solution that can be monitored and send notifications on job failures and successes. The network must also have a hardware firewall, licensed with support and threat protection, between the internal network and the Internet.

7. The network cabling must meet current ANSI/TIA standards for fiber in commercial businesses. Ethernet cabling standards must follow those set by the IEEE.

8. All wireless data traffic in the environment must be securely encrypted. Data traffic created by IoT type devices (security cameras, streaming video, etc.) needs to be segmented off to its own VLAN.

9. There must be more than one outside static IP address contracted with your ISP. Current contracts typically include 5 static addresses. One address is used for the firewall. The remaining are typically used for contracted service providers who need outside secure access to their managed devices, as well as outside access for administrators to IoT equipment (e.g. NVR systems).

Terms of Agreement

Schools and IT agree to the following:

1. School agrees to pay for all services listed in the cost factor sheet, where applicable.

2. School agrees to all requirements in the preceding pages of this document.

3. School agrees to pay for services and software listed in the Addendums in order to comply with security and Office for Catholic School's curricular standards.

4. Projects outside the scope of the Services Provided table are billed separately. Schools that have On-site Support will need to work with IT during the budget process to prioritize their work. If IT is unable to complete the project in a timely manner, the school has the option to hire an IT approved outsourcer (e.g. the addition of a new school building, labs within the school, IT assets and/or services not outlined in the table above are considered projects).

    a. For both PSE and On-site Support schools, if you are interested in installing any equipment that requires network access you must notify IT during the initial planning stage. IT will not be able to prioritize your project, or possibly assist you, without prior notification.

5. IT will maintain network documentation: on-going documentation of hardware, software, network settings, IP addresses, firewall settings and related network information.

6. IT will make available to school discounted pricing on servers, laptops, desktops and network equipment when possible.

7. If the school projects, services or assets are substantially increased during the school year, IT, OCS and Finance will evaluate changing the PSE and On-site Support rates. This review will be done prior to the school budget meetings.

8. IT is not responsible for the acts of other technicians, contractors or consultants providing service or equipment to school not under its control and direction. IT will work with outside contractors, as needed and as coordinated by the School, per the Services Addendum.

9. Schools opting for On-site Support recognize that this is a 3 year commitment. If a School is dissatisfied within the 1st year of support, the principal should email the director of Information Technologies and copy the superintendent stating the particular issue and why they are dissatisfied in order for IT to work to address the stated problem(s). If the principal is not satisfied by the end of the school year, the principal, director of IT, superintendent and CFO will meet to discuss how to best move forward.

10. All server and desktop software must be genuine, licensed and vendor-supported. School shall follow their school Acceptable Use Policy, which addresses the acceptable use of technology.

11. School agrees to prohibit others, including its principals, faculty and staff from installing hardware, working on the technical aspects of the operating systems for servers and computers. Only IT will make administrative or technical changes to the infrastructure. No switches, access points or other hardware can be connected to the diocesan network without IT installing and configuring the equipment.

Signatures for Consent

Included are the Services Provided, Managed Services Requirements and the Terms of Agreement for your consent.

School Principal

By _____Date_____

Print name _____

Chair, Board of Pastors

By _____Date_____

Print name _____

Superintendent

By _____Date_____

Print Name _____

Director of Information Technologies

By _____Date_____

Print name _____

Vicar General

By _____Date_____

Print Name _____

CFO

By _____Date_____

Print name _____

Addendums

(All costs listed below are for budgeting purposes. Costs are all-inclusive, meaning IT services, hardware and software are referenced in these addendums. The majority of costs will be allocated by IT but some will be invoiced directly by your vendor).

Software Addendum (Required)	SSO	Parent Portal Access	Mobile Apps	Cost
Acceptiva				Per cost factor sheet
Adobe CC	✓		✓	$7.50/user (grades 4 and up + all faculty and staff)
Adobe Spark	✓		✓	free
ATP (Advanced Threat Protection)				Per cost factor sheet (MS EES Agreement)
Blackbaud Merchant Services			✓	Fees pd. are based on transaction amount
Catechetical Certifications (Extranet)	✓			Paid by the diocese
Cisco 1010 Firewall (Threat Defense/Threat Protection)				$715/firewall/every 5 years (not E-Rate eligible)
Cofense (phishing education)				Per cost factor sheet
Content Filtering at home and school on 1:1 devices (Umbrella)				Per cost factor sheet
Discovery Education	✓			$2.07/student or $525 building minimum (Pd. w/Title II funds)
Domain name reg.				$25/yr.
Duo (MFA)				Per cost factor sheet
EMS (Enterprise Mobile Security)				Per cost factor sheet (MS EES Agreement)
FACTS				$35/application
Imagine Academy				Free (MS EES Agreement)
iSafe				$0.20/student
LogMeIn Remote HD support				Based on remote support usage
M365	✓		✓	Per cost factor sheet (MS EES Agreement)
Meraki AP licenses				$165/AP/every 5 yrs. (E-Rate eligible)

Meraki switch license (24 port)				$305/switch/every 5 yrs. (E-Rate eligible)
Meraki switch license (48 port)				$485/switch/every 5 yrs. (E-Rate eligible)
Minecraft				Free (MS EES Agreement)
Software Addendum (Required)	**SSO**	**Parent Portal access**	**Mobile Apps**	**Cost**
**MS Win Defender (EDR)				Per cost factor sheet
*OneDrive	✓		✓	Included in M365 cost
PDS Ledger (K-8)				$32.50/mo.
Hybrid Pen Test				Per cost factor sheet
PowerSchool	✓	✓	✓	Last yrs. charge + 2%
PowerSchool DDD				$1.04/student
Rubicon Atlas				$895/yr./school
SchoolMessenger	✓		✓	$1.25/student
Schoology	✓	✓	✓	$5.50/student (Pd. By EANS or ACT 90/195 for SY 21-22)
Smartwaiver				~$100/yr.
SSL certificate				Per cost factor sheet
Symantec (antivirus)				Per cost factor sheet
TrackIT HD				$50/yr.
Veeam Cloud Backup				$15.94/FTE
Virtus (Intranet)				Paid by the diocese
VPN	✓			Per cost factor sheet
Web hosting, analytics, SEO & SSL certificate				$375/site/yr.
Yubikey				Per cost factor sheet
*Zoom	✓		✓	Per cost factor sheet
Software Addendum (School Specific)	**SSO**	**Parent Portal access**	**Mobile Apps**	**Cost**

Destiny				$763.57/yr. (GCC, AA, CDT, MQA, MOSS)
*Digital Textbooks				HMH Ed (AA)
eHall Pass				$3.00/user (GCC) (minimum 500)
FinalForms				$1,654.25/yr. (GCC, GHS)
Great Plains				Per diocese allocation (GCC, Geibel)
Raiser's Edge			✓	$1,636.73/user license (GCC, Geibel, QofA)
*TurnItIn	✓			$2,443.35 (GCC & Geibel only)
Software Addendum (Helpful)	**SSO**	**Parent Portal access**	**Mobile Apps**	**Cost**
Access PA				$295/yr.
Autodesk				Free (up to 1,250 licensed to enrolled STEM students)
Bluetoad				$5.00/pg. Non-PDF digital publishing
BrainPOP				$3,087.50
Castr.io or ReStream				$45/mo.
District Movie Licensing				$300/yr.
eAcademy				Call Help Desk for current pricing
Hootsuite (Social media mgmt. Tool)				$49/mo.
IXL				Based on subject area
OneCause				$400/school, dependent on participation
Online Express (includes management of PCI DSS compliancy)				Greater of $70/school or % of online gifts received
Paypal/Venmo			✓	Paypal fees Venmo fees
Powerlunch	✓	✓		Licenses included in cost of PowerSchool
*Quizlet	✓		✓	Free
Renaissance Learning				Per student based on desired apps
SeeSaw				$660.00

STEM curriculum kits				Check websites for pricing

*Integrated with Schoology

**Probable requirement for 2023 Cyber Insurance renewal

(All numbers are for budgeting purposes. Some are allocated by IT and others are invoiced by your vendor.)

Services Addendum	Cost	Per Student Enrollment Support (PSE)	On-site Support
On-site work	$45/hr.	✓	*Included in yearly support fee
Tier III*** Support on-site & off-site	$45/hr.	✓	*Included in yearly support fee
Imaging at school (at PC-free)	$45/hr.	✓	*Included in yearly support fee
MDM enrollment and sign-in (K-6 students)	10 minutes/device @ $45/hr.	✓	*Included in yearly support fee
E-mail account mgmt.	$1.50/student/yr.	✓	✓
Travel**	$20/round trip visit	✓	*Included in yearly support fee
E-rate	$250/yr.	✓	✓
Off hours support for events****	$45/hr. pending IT availability or $60-125/hr. to outsource.	✓	✓
Coordination of warranty repairs/returns with manufacturer	$45/hr.	✓	*Included in yearly support fee
CRC Consortium Internet services and cable Internet	Per E-Rate approved FRN	✓	✓
Disposal of assets	Per cost factor sheet	✓	✓
Zito VoIP	Per cost factor sheet	✓	✓

*Per your scheduled on-site day or agreed upon project timeframe.

**Travel - Time to travel to and from location is included in hourly support rate.

***Tier III – Infrastructure (e.g. servers, access points, switches, routers, firewalls, backup and backup software, Zito VoIP installs, IoT). For equipment to be considered a diocesan standard and supported device, it must be obtained by following the Catholic Schools Technology Purchasing Policy and completing the Technology Expenditure Request Form.

****Needs to be requested 3 weeks in advance.

IT Acronyms & Definitions

- AD – Active Directory
- ANSI/TIA – American National Standards Institute/Telecommunications Industry Association
- AP – access point
- ATP – Advanced Threat Protection
- AUP – Acceptable User Policy
- CC – creative cloud
- CRC – Central Regional consortium
- DDD – digital document delivery
- EDR – Endpoint Detection Response
- EMS – Enterprise Mobile Security
- FRN – Funding request number
- FTE – Full time employee
- FTE – Full-time employee
- HD – Help Desk
- HS – high schools
- IEEE – Institute for Electrical and Electronic Engineers
- iOS – formerly iPhone OS
- IoT – Internet of Things
- IP – internet protocol
- ISP – Internet service provider
- LAN – local area network
- LDAP – Lightweight Directory Access Protocol
- M365 – formerly known as Office 365 (O365)
- MDM - Mobile Device Management
- MFA - multifactor authentication
- MS - Microsoft
- MS EES – MS Enrollment for Education Solutions
- MSA – Managed Services Agreement
- NVR – network video recorder
- On-Prem - On premise
- OS - Operating System
- PC – personal computer
- PCI DSS – Payment Card Industry Data Security Standard
- PDF – portable document format
- PDS – Parish Data Systems
- PSE - Per Student Enrollment Support (PSE)
- Ricoh ICE – Integrated Cloud Environment
- SLA – Service Level Agreement
- SSL – Secure Socket Layer
- SSO – Single sign on
- STEM - science, technology, engineering and mathematics
- URL – uniform resource locator
- VLAN – virtual LAN
- VoIP – Voice over Internet protocol
- VPN – Virtual Private Network
- WAN – Wide Area Network

MSA Helpful Links

- Diocesan Standard Hardware
- Technology Expenditure Request
- Acceptable Use Policy
- Catholic Schools Technology Purchasing Policy
- cost factor sheet
- PayPal Fees
- Venmo Fees