2010-2013 District Technology Planning Worksheets

Woodland School District

Worksheet — Vision Statement

Vision Statement

Woodland School District will provide a stimulating, safe and caring learning environment with a technological orientation across the curriculum, which values individual potential and ensures that all students are well equipped to meet the challenges of education, work and life in the 21st Century.

Technology will be utilized to expand and update the range of instructional tools available to teachers in creating that stimulating and engaging academic environment. It will provide a means for students to connect with their curriculum and resources around it, to access the broad pool of information available globally, and to learn to collaborate through digital media. Technology will be utilized by teachers to help make their instruction relevant and engaging as well as more efficient. Teachers and Administrators will model 21st century learning and collaboration through their own Professional Development, act as coaches, mentors and advocates of technology for the students, and make use of technology to track student performance data and respond accordingly.

Specifically, we envision that technology is available and effectively supported for all students and staff:

- To provide global access to information
- To meet the curricular needs of all learners
- To refine critical thinking skills and stimulate creativity
- To provide a medium for expression and communication
- To collect, assess and share performance information
- To improve the effectiveness of administrative tasks
- To provide skills and proficiencies necessary for the workforce

We believe that technology as a tool for learning can maximize the potential and capacity of all teachers and learners, and will help to impart in our students an understanding of the importance of hard work and how performance, effort and decisions directly affect educational and career opportunities.

Worksheet —Technology Goals

Technology Goal — **Technology Literacy of 8th-Grade Students**

S.M.A.R.T. Goal

95% of all 8th graders will evaluate at a tier 2- or 3-level on the Tiers of Student Technology Literacy by June 30, 2013 (as measured by the 8th grade technology teachers).

Strategy

Increase student use of on-line sources and resources, specifically getting them more comfortable in on-line research, study and collaboration as well as structured learning via a Class Management System.

Rationale

Students being comfortable in the use of a wide variety of on-line learning resources will increase their preparedness both for High School and the world beyond. These technologies also help to motivate students, structure their learning and increase access to curriculum and resources.

Evaluation Procedure

Evaluation occurs in 8th Grade technology classes which all students take part in, as well as in the form of feedback from High School departments as to how prepared the students are for the technology demands made of them there.

Activities & Tasks	Professional Development	Monitoring Effectiveness	Who Is Responsible	Timeline	Resources	Cost & Funding Source
Make sure students have access to and instruction in technology, and ample opportunity to use technology for learning.	Sessions on desktop and on-line resources. Sessions on Moodle for Intermediate, Middle & High School teachers	Classroom and project based assessments, both in specific Technology classes and other subject areas.	School teachers District Technology Director.	9/1/2010-6/30/2013	Existing and new computer labs/classroom computers Apex, Thinkfinity and other on-line content providers District Moodle server PD during departmental collaboration time and outside of school time	$30,000 (per school over 3 years) District Technology Budget Apex $26,000 (for annual District wide license) Basic SPED/Remediation LAP. Thinkfinity and other on-line resources are free. Moodle server is in place and paid for Monday morning teacher PD/collaboration time is built into the teacher contract. 3-day Moodle bootcamp $1,200 District Technology Budget (annual cost)

Worksheet —Technology Goals

Technology Goal — **Technology Integration Skills of Teachers**

S.M.A.R.T. Goal

40% of teachers will be able to integrate technology at a tier 2- or tier 3-level, as described in the Tiers of Technology Integration, by June 30, 2013 (as measured by the PILOT tool).

Strategy

Continue to have general professional development sessions on technology integration, add in small departmental collaboration trainings on topics specific to that grade/subject area, especially in the area of on-line resources and Moodle (secondary schools) or clickers (elementary schools)

Use technology department staff to support teachers in the classroom when they first use a new piece of technology (clickers, classroom laptops etc).

Rationale

Research supports ongoing, job-based professional development as a highly effective way to change instructional practice and integrate technology.

Whenever a teacher starts to utilize a new tech tool in teaching they require extra support to overcome initial difficulties and build their own confidence.

Evaluation Procedure

Collect and analyze self-assessment data through PILOT.

Activities & Tasks	Professional Development	Monitoring Effectiveness	Who Is Responsible	Timeline	Resources	Cost & Funding Source
Schedule professional development sessions, both out of school time and during departmental collaboration.	Tech training workshops and small group collaboration	Use self-assessment data collected through Pilot.	Building Principal, Curriculum Director, District Technology Director	9/1/2010-6/30/2013	Classroom based technology. Collaboration time with teachers (mostly built into Monday mornings) 3 sets of clickers for Elementary school	$30,000 (per school over 3 years) District Technology Budget Monday morning teacher PD/collaboration time is built into the teacher contract. $4,000 District Technology Budget (one time cost)

Worksheet —Technology Goals

Technology Goal — **Technology Proficiencies of Administrators, Teachers & Teacher-Librarians**

S.M.A.R.T. Goal

50% of certificated administrators, teacher and teacher-librarians will use technology at the proficient level, as measured by the PILOT tool, by June 30, 2013.

Strategy

Identify areas of weakness through the PILOT tool results as well as staff feedback, and schedule appropriate technology training. Encourage teachers, teacher-librarians and administrators to model the use of technology as they work and teach.

Rationale

District staff must be technologically fluent if they are to model the professional and life skills of 21st Century citizens. This fluency should involve the ability to function safely and productively as an on-line citizen, and the skills to integrate technology into all appropriate aspects of their work.

Evaluation Procedure

Collect and analyze self-assessment data through PILOT.

Activities & Tasks	Professional Development	Monitoring Effectiveness	Who Is Responsible	Timeline	Resources	Cost & Funding Source
Schedule regular PD sessions throughout the school year.	Identify and schedule courses that involve hands-on practice with digital technologies.	Use self-assessment data collected through Pilot.	Building Principal, Curriculum Director, District Technology Director	9/1/2010-6/30/2013	Professional Development time.	Monday morning teacher PD/collaboration time is built into the teacher contract.

Worksheet — Narrative, Technology Survey & CIPA Compliance

Narrative
The Technology Director will work with the Principal and Tech Committees of each building to identify goals for their School Improvement Plan that use technology to improve student achievement. The Technology Director and IT personnel will then work at a departmental or grade level withing a building to help implement those goals.

Technology Survey & CIPA Compliance	
Annual Technology Survey	CIPA Compliance
☐ District has completed the current technology survey and will continue to complete the survey annually.	☐ The district has completed the current Form 479 and will continue to complete a Form 479 annually.

Worksheet — E-rate Priority One

Network & Telecommunications Plan	
E-rate Priority One ▪ All districts complete this section of the network & telecommunications plan. ▪ Phone service, data — Internet and Intranet — K-20 network VC infrastructure, network capability and non-basic telecom services, such as Centrex.	
Voice, Data & Video	Budget & Potential Funding Source(s)
Short Summary	
Basic telephone and long distance service to all parents, business and education partners, community members, emergency services and stakeholders. T-1 voice and data servicing intra-district connections. Fiber connection to the Internet through K-20.	Annual cost of leased T-1 approximately $8,700. Monthly costs of basic and long distance phone service is approximately $3,100. Yearly cost of Fiber Internet connection through K20 is approximately $5,000. Funding is provided through State apportionment, local maintenance & operations levy and the E-rate program.
How will these services support your district's learning goals?	Quality communication between home and school ensure the best possible education for our students. Access to online educational resources has become crucial to providing our modern education. In addition, communication with our business and education partners, community members and stakeholders is required for continued professional development, partnerships and collaborative initiatives. The safety of our students is a priority, so communication with our community's emergency services is critical for a safe learning environment.

Worksheet A —Technology Assessment (Standards, Budget, Maintenance, Upgrade & Support)

District Technology Standards, Upgrades & Budget

District Standards for Technology	Budget
Woodland School District maintains a hybrid network that connects Microsoft Windows PCs and Ubuntu Linux Thin-Client workstations Minimum Stand-alone MS Desktop Specifications: • Intel or AMD-based Pentium IV 2.0 GHz or higher • 2.0 GHz or higher laptop. Minimum Linux Thin-Client Specifications: • i386 based 500 MHz, 128MB RAM or higher. District Software Applications (Staff MS XP Workstations): • Office Applications: MS Office 2007 • E-mail: MS Outlook 2007 • Web: Internet Explorer/Firefox • Antivirus: Kaspersky Administrative workstations might also include: • Skyward Client • Citrix ICA Client Student Workstations (MS XP & Ubuntu Linux): • Office Applications: Open Office 3.1 • E-mail: Web-based • Web: Internet Explorer/Firefox In addition, a number of miscellaneous and specialized software packages are used at specific grade levels. Our goal is to utilize Open Source software where applicable and acceptable to reduce costs.	District Technology Department Budget: Currently $82,000 per year, all hardware acquisitions/repair, software, subscriptions etc. ▪ Replace 15-20 Staff workstations per year - $10,000 - District Technology Budget (Annual cost, most installed during the summer) ▪ Purchase 30 netbooks for an additional mobile cart - $12,000 – District Technology Budget (Purchase and install summer 2010) ▪ Transition older student workstations from stand alone to thin-client to extend life - No additional cost currently, *may* need additional terminal services server in a years time ($2,000) (Potentially purchase and install summer 2011) ▪ Replace document cameras and projectors as needed. - Approx. $3,500 (Annual cost, as needed) ▪ Maintenance of Anti-virus support contract - $3,500 – District Technology Budget (Annual Cost)

Worksheet B —Technology Assessment (Standards, Budget, Maintenance, Upgrade & Support)

Maintenance and Support		
Strategies	Budget & Potential Funding Source(s)	Timeline
Short Summary		
3 FTE technical support (not inc. Tech Director) ▪ Tech support ratio ~ 1:300 computers. Training courses for Techs	$150,000 – District Wide Support Budget approx $3,000 – District Technology Budget	Annual cost Annual cost
How will these services support your district's learning goals?	By providing a stable, functional and available IT network we can realize our goal of utilizing technology to fully prepare students for the 21st century. Our plan to support staff in their use of these resources will enable them to better integrate technology into their teaching, support and engage all levels of students, and have better information to hand on student progress.	

Worksheet — Review & Update

Technology Plan Review & Update		
Strategies for Evaluation & Update	Person or Team Responsible	Timeline
Short Summary		
Review and update the district technology plan.	District Technology Director District Curriculum Director Building Technology Planning Committees/Principals	September-January
Update district telecommunications and networking forms for E-rate	District Business Manager	October-November
Use PILOT to assess the technology skills of certified administrators, teachers and teacher-librarians. Assess technology skills of students.	District Technology Director/Principals 8th Grade Technology Teachers	February-March February-March