

North Brookfield Public Schools

Technology Plan

September 1, 2005-June 30, 2008

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Mission

The mission of the revised North Brookfield Technology Plan is to establish an appropriate level technology in the school system to be used as a primary resource by all staff. The North Brookfield Technology Committee believes that the successful integration of technology to assist and facilitate research, instruction and administrative use is of such importance that the failure to accomplish this mission will lead to a serious deficiency in student learning and in the management of the public schools. In an effort to provide the best possible educational experience and to minimize negative economic impact, a strong commitment by all staff to the use of technology is critical.

Philosophy

The primary purpose of the integration of technology is to improve student learning. The purchase of hardware and software and the implementation of a network system are for the purpose of supporting the staff and student use of technology and facilitating the incorporation of technology into the regular instructional program. The completion of the technology plan is the first step. The technology plan should be part of the district plan, the school improvement plans, and all individual professional development plans. Technology should not be a goal in and of itself, but a tool to assist us to accomplish our short-term and long-term instructional goals. Our computer use must continue to evolve from infrequent use for drill and practice to full-time use that supports inquiry-based, project-based, and collaborative learning projects.

Administrative use of technology should be for the express purpose of improving efficiency, reducing cost, and supporting instructional improvement. In addition, particular to North Brookfield, technology use needs to be compatible between the district staff and the town staff in all regular day work areas where district and town staff work in a cooperative manner.

Technology holds the greatest potential for significantly improving student learning. The principals must ensure that technology is incorporated in all school improvement plans and is part of the teacher evaluation process. Adequate and sustained training is a necessary pre-requisite to the expectation of increased and effective staff utilization.

The technology department will serve as a resource to the educators. All network hardware and software will be the responsibility of the technology department. The network use as it applies to the schools will be the responsibility of the principals. The educational use of technology and the educational application of technology in the instructional program will be the responsibility of the principals. All recommendations for the purchase of instructional computer hardware and software and for their use will be the responsibility of the school principals. Information regarding such use should be furnished by the technology department and incorporated into the planning. Staff to instruct in the areas of technology will be hired by the principals, and the curriculum to be utilized will be the responsibility of the principals. In essence, the technology

department is responsible for the efficient, daily operation of the system and for the timely response to all system problems. The educators, principals and teachers, are responsible for the instructional use of technology. The principals have ultimate responsibility for both the system, as it applies to their school, and the educational application.

Immediate Needs

- Classroom instructional technology support (part time)
- Additional technical support (part time)
- Comprehensive training and retraining of staff
- Systemic inventory and replacement plan (reviewed annually)
- Improved technology instruction to meet Middle School proficiency standards
- Identification of technology proficiencies per STAR Chart
- Increased and documented staff utilization for research and instruction
- Investigate re-establishment of Virtual High School and other online instructional opportunities
- Update of District Professional Development Plan

Technology Department

The primary role of the technology department is to:

- maintain the network service
- maintain the firewall
- ensure maximum virus protection
- provide immediate response to all end user needs
- maintain equipment and procedures for system back-up on a timely (daily) basis
- provide the system and appropriate support for e-mail use by all staff
- address all hardware and software needs in a timely manner
- keep administration informed on current and efficient hardware and software
- provide budgetary information on all aspects of the technology use
- maintain an accurate and updated inventory of the total system
- assist in the completion of required reporting
- provide classroom technology support

Technology Personnel: FY 06

- Technology Coordinator/Technician (1 FTE)- responsible for the daily operation of the system, for recommendations to the principal on all hardware software and systems to be utilized, and for the completion of all required and mandated administrative responsibilities. Responsible for all aspects of the daily upkeep and maintenance of the system
- Data Manager (1 FTE) – responsible for all required student data management
- Instructional Support Assistant (1 FTE)- responsible for support to elementary staff in a computer lab setting

Technology Personnel: FY 07

- Data Manager (1) – responsible for all required student data management
- Technician (.5)- Responsible for all aspects of the daily upkeep and maintenance of the system

Technology Personnel: FY 08

- Technology coordinator/Technician (1)- responsible for the daily operation of the system, for recommendations to the principal on all hardware software and systems to be utilized, and for the completion of all required and mandated administrative responsibilities. Responsible for all aspects of the daily upkeep and maintenance of the system and provide classroom support.
- Data Manager (1) – responsible for all required student data management and many of the DOE reporting items.

Professional Development

- Assessment of district and teacher needs based on the Massachusetts Technology Self- Assessment Tool (TSAT)
- Annual review of self assessment data
- Update of the District Professional Development Plan
- District commitment to provide for necessary technology professional development

Curriculum and Technology

- Additional instruction for students to meet elementary and middle school proficiency standard
- Investigate and determine assistive technology needs

Staff Training

- Information on system capability and use
- Information on instructional programs
- Information and demonstration on hardware and software
- Information on specific programming that supports the curricular frameworks

Proficiency Levels

Proficiency levels will be reviewed annually with all staff. The following will be included:

- Know your password, and your classroom password, if applicable, and how to log onto the network. Understand what a “network” of computers is and how it applies to our school.
- Be able to look in “my computer” to see if a computer is logged onto the network or not. (Check to see if it shows a network drive.)
- Be able to save and retrieve files on the network drive and the personal drive. Understand that files saved in the network drive are viewable by anyone, and files saved on the personal drive are not viewable.
- Be able to log onto your e-mail account and check your e-mail, both internally while at school and externally from a home or outside computer.
- Be able to create and name a folder in the “P” drive or “U” drive and save files.
- Use word processing skills, Microsoft Word and Student Writing Center, to create documents and be able to set margins, line space, align, copy and paste text and pictures, and choose font styling tools
- Be able to use the internet to search for lesson plans, interactive web sites and related materials relevant to in-class curriculum
- Use spreadsheets, graphing software
- Use internet web sites for webquests and other instructional purposes
- Use internet search strategies
- Use drawing and painting tools (Kid Pix etc.)
- Use webbing programs (Kidspiration and Inspiration) as an integral part of lesson planning
- Understand and use the computerized grading system
- Understand and adhere to privacy protocols regarding student identities and technology

In addition, Massachusetts School Technology and Readiness Chart (StaR) will be used as the basis for assessing proficiencies in Teaching and Learning, Educator Preparation and Development, Administration and Support Services, and Infrastructure for Technology.

Web Page

The primary purpose of the web site is to provide information about our school district to the public. The information is organized in three distinct categories. The first category is the basic core information that is updated on an annual basis. This core information includes site directions, strategic plan, school improvement plans and other descriptive general information. The second category is information that will be updated on a monthly, or as needed basis. This includes athletic schedules, event schedules, and district highlights and accomplishments. The final category is a front- page that is current and updated on a weekly basis. It includes the immediate daily highlight activities and related information.

The secondary purpose of the web site is to provide an opportunity for staff to post instructional content. This content can serve as a vehicle to facilitate interaction between teachers, parents and students. It allows students and parents to access curricular content, homework and other important information electronically.

The third purpose of the web site is to serve as a media center, connecting all users to primary informational resources in a guided, focused manner. The media center pages provide an interactive opportunity for both students and staff to access these resources.

The person responsible for coordination, management and timely production of the web page is the Web Site Coordinator.

Annual Plan FY 05-06

July 1, 2005-June 30, 2006

- Complete the revised district technology plan.
- Ensure that up-to-date virus protection is in place.
- Assess instructional and other proficiencies per Mass Star Chart and benchmarks
- Revise and present the staff proficiency expectations.
- Review the budget and ensure that there is full knowledge of the cost to accomplish our defined goals.
- Develop and implement staff and student surveys to assess use, needs, and other information related to the increased use of technology.
- Investigate and identify for purchase k-12 instructional materials that reinforce curriculum and technology integration.
- Assess the district technology plan for this year, and revise as necessary for FY 2007.
- Complete an inventory of all existing technology equipment and resources
- Investigate and identify for purchase, web design software to enable increased staff use of website.
- Explore the reinstatement of the virtual high school.
- Explore membership to MassCUE.

Annual Plan FY06-FY07

- Review of current plan in the Spring of 2007
- Make necessary changes to plan to maximize technology use and proficiency
- Maintain a budget that will support all technology needs
- Introduce technology use for parent information (Web Site and Phone System)

Projected Annual Plans FY07-FY08

- Review of current plan in the Spring of 2008
- Make necessary changes to plan to maximize technology use and proficiency
- Maintain a budget that will support all technology needs
- Continue technology use for parent information (Web Site and Phone System)

Projected Annual Budget FY 2008

1. Staff

- Technology Coordinator/Technician \$42,000
- Data Management Staff \$26,085

Total **\$68,085**

2. Instructional Technology

- Supplies & Equipment \$11,000

Total **\$11,000**

3. Network

- Internet access \$7,293
- Rediker Student Data Service Contract/Training \$8,000
- SEMSnet: Special Education System \$2,625

Total **\$17,918**

Annual Budget **\$ 97,003**

Members of the Technology Planning Committee:

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