

CAYUSE PRAIRIE

2010-2013



TECHNOLOGY PLAN

INDEX

Technology Plan 2010-2013

Cayuse Prairie School

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Cayuse Prairie School
Technology Plan 2010-2013

I. Needs Statement:

Cayuse Prairie is a rural elementary school which previously had a very stable and experienced staff in all areas, experienced a nearly 60% turnover rate over the last three years due to retirement. The school budget has not met district needs but is gaining more flexibility due to the retiring staff being replaced by less experienced teachers who are lower on the pay scale. The problems that need to be faced by the district are: 1) to continue to update hardware and software appropriately and when needed; 2) to provide ongoing training to teachers who are technology pioneers, not technology natives like their students, along with providing training on district software to new staff members; and 3) to continue to integrate that technology into the curriculum and student products. (Note: A district inventory and replacement schedule is listed in Appendix A and a district workshop listing in Appendix B)

II. Goals, Objectives & Strategies

Goal 1: Update and maintain hardware, software, speed connectivity, and provide individual classrooms, the library, and the lab access to information technology.

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Objective 1: Improve the infrastructure connectivity to increase speed and access to the internet.

Strategy: In 2007 we upgraded from a 768 KB upload x 2 MB download DSL line to a 768 KB x upload 5 MB DSL line connection. Our long-range goal will be to upgrade to a 768 KB x 10 MB or equivalent line for student and teacher connectivity.

Objective 2: Purchase and install appropriate hardware and software.

Strategy: The life of our present iMac system is outdated. We have begun our update by purchasing dual platform Mac-minis for the lab at a rate of 1/3 of the total machines per year. Conversion completion will take place by 2010. Teacher classroom dual platform Mac-minis will be integrated into the system by 2011. The present iMacs will be used for classroom student workstations. The district purchased a new Mac-pro server to provide higher speed network connectivity and AV class enrichment and 1 multi-media editing computer in 2007. Updates to these units will be accomplished as needed.

The district purchased a wireless twenty-five unit portable lab during the 2005-2006 school year. Upgrades for the wireless lab are projected to take place during the 2011-2012 school year. Our goal of acquiring an LCD projector and a document camera per classroom was achieved in 2009. Peripherals targeted for purchase over the next three years are Smart Boards for each classroom as well as training for the teachers in how to effectively integrate this technology into the classroom.

Objective 3: Develop internet use and data interpretation skills.

Strategy: The technology committee, comprised of the tech facilitator, the superintendent, the district clerk, one board member, a parent and two teachers will meet four times per year to review the district's hardware and software needs and budget. The district's technology plan will be revised each summer to reflect the identified needs and projected available budget.

Objective 4: Improve telecommunication network through the use of technology.

Strategy:

- a) Continue to support the Infocenter library program to allow electronic card cataloging and to automate student check in/check out. Long-range plans include linking our library to the state library system.
- b) During school year 2009-2010, a new emergency calling phone system will be installed. This upgrade will allow the district to contact all households in the event of school closure due to severe weather, etc.
- c) Students' grades, attendance profiles, discipline notations, and GPA quarter marks were posted to the web for secure parent connectivity during the spring of 2007. The district will continue to refine our capability so that students and teachers may communicate using interactive web pages so as to continue the education process even during a health emergency, school closure, natural disaster, etc.

Objective 5: Stay abreast of new technology and applications.

Strategy: The tech coordinator and teachers will be sent to appropriate yearly workshops to bring information back to other staff members and the technology committee.

Objective 6: Provide a safe internet environment for district students and personnel.

Strategy: The district will continue to access and install adequate, up to date filtering hardware and software to limit student access or exposure to inappropriate matter on the web. Student e-mail accounts will be strictly monitored and only established on a yearly basis as needed for distance learning classes. All students and parents will be given copies of the district Internet Policy Agreement on a yearly basis to read and sign. Staff members have been provided with internet safety classes. Teachers who have been certified in internet safety will provide classes to the students, the parents, and the community on a yearly basis concerning cyber-net safety. The district has implemented strict policies regarding cyber-bullying. Staff and students are continuing to receive training identifying patterns and/or trends that put our students at risk.

Goal 2: All students will have basic technology and information literacy skills.

Objective 1: Students will meet grade level competencies following our Five Year Plan Goals and state benchmarks.

Strategy: Teachers will assess each student's growth by using a district assessment rubric. Accommodations will be made for individual student needs. Primary students will be given introductory level training in computer literacy. Middle school students will create a portfolio that shows their proficiency in technology.

Objective 2: Students will be able to use appropriate productivity software and hardware.

Strategy: By the end of grade eight, students will be able to demonstrate proficiency in using word processing programs, spreadsheets, Power Point, GIS programs, GPS tools and application, and data/information publishing skills (i.e. graphs, newsletters, etc). These skills will be introduced and reinforced at grade levels determined by the district curriculum. Students in seventh and eighth grade will have the opportunity to take web design or other special technology courses.

Objective 3: Develop internet use and data interpretation skills.

Strategy: On-line research projects will be integrated with district curriculum. Lesson specific student training for validating on-line information is a part of the technology curriculum. *Infotrac*, through the library, will give students greater access to periodical information through the internet. Web design and interactive video communication curriculum will be continued classroom options for seventh and eighth grades.

Objective 4: Promote ethical use of technology.

Strategy: A student/parent internet contract is mandatory for use of the internet and outlines appropriate telecommunication protocol. Procedures will be annually reviewed with staff concerning staff and student use of television & programming, telephones, computer networks, and computer software/hardware in: a) a considerate, ethical, respectful and lawful manner, b) a manner consistent with curricular objectives or appropriate individual learner goals, c) a manner which ensures the safety of all users, and d) a manner consistent with Cayuse Prairie School standards.

Goal 3: All teachers and appropriate staff will use technology effectively.

Objective 1: The district will continually redefine staff needs and provide appropriate workshop opportunities.

Strategy: Staff, administration and teachers will be surveyed each March in order to determine general areas of competency and areas that continue to need more instruction. Workshops are scheduled for the following year incorporating that information along with needs that come with upgraded platforms in hardware, new management software, and new curriculum software. Ongoing workshops will be sought to provide staff with information on new technology tools and products and on integrating curriculum and technology. New para-professionals will be trained to meet NCLB standards and Cayuse Prairie standards concerning technology use.

Objective 2: Teachers will be able to use technology effectively to help students achieve high academic standards.

Strategy: Assessment programs such as MAPS and DIBELS will be used to pinpoint individual student strengths and needs. Math, reading, and writing technology programs are used to individualize instruction speed and content. Incorporation of technology-based projects that will enhance self-paced learning will be used. Distance learning will also be utilized to support and enhance district curriculum. Specialized technology software to address high needs students with disabilities is utilized in the Resource Room and by individual teachers. The district

will actively seek internet-based resources to help teachers supplement the curriculum. Development of state data warehousing ability has allowed the district to track student achievement and help pinpoint any areas for intervention.

Objective 3: Technology will be integrated into all curriculum areas.

Strategy: The staff will incorporate technology as a research tool, productivity tool, and communication tool to support and enhance the curriculum. The district will maintain *cayusenews.com* as an effective way of staff communications about curriculum and *cayuseprairie.net* as an effective means of communication with parents and community about curriculum as well as other school and community information. Cross-curriculum assignments can be used to individualize student assignments.

Objective 4: Teachers will use technology to assess student progress.

Strategy: Accelerated Math, Star Math, Scott Foresman Reading software planner, Read Naturally, MAPS, DIBELS and key board testing programs are already in place to use technology to assess student progress. The district will actively seek any additional technology to help its students and the district reach goals of *No Child Left Behind* and to meet the goals of the district's *Five Year Plan*. Taglit is, and will continue to be, used as an assessment of student safety and student technology needs.

Goal 4: Actively coordinate resources to provide technology.

Objective 1: Utilize existing funding and coordinate funding sources.

Strategy: Collaboration will happen between administrators, the technology committee and the workshop committee to examine federal, state and regular budgeted funds for technology uses. The Board of Trustees will request local technology levies to help support the technology plan as needed.

Objective 2: Pursue partnerships with local agencies, businesses and education institutions.

Strategy: Continue with the partnership formed with OPI for surplus hardware. We will continue to actively seek other partnerships that would be beneficial to the district. The district will also continue to seek federal, state or local grants to help fund the technology plan. Cayuse Prairie School will join cooperative and state technology purchasing groups.

Objective 3: Maintain a technology committee to provide leadership and assess changing needs.

Strategy: Maintain a core group consisting of a board member, administration, clerk, and technology facilitator along with a rotating group of teachers and parents to provide leadership in assessing changing needs of the district. The district will continue to seek budgeting to hire a full time district technology coordinator who can help the committee in assessing changing needs. The technology committee will make recommendations for annual technology plan revisions.

Goal V: The district will involve the local community in its technology plan.

Objective 1: Provide opportunities for the local community to use the computer lab.

Strategy: The district has provided community technology classes in the past that were very successful. The district will seek a volunteer to continue to facilitate community computer classes. Qualified staff will provide community cyber-net safety workshops.

Objective 2: The district will provide better communications to the community.

Strategy: The district provides parent-available grades, attendance and discipline reports through the School Master program. Cayuse Prairie School will continue to provide an informational web page for the community which includes the school's yearly calendar, a weekly newsletter, staff and school information, special events and notices, etc. The site is continually upgraded to provide the parents and community with more information concerning the district.

III. Evaluation Process

Evaluation will be ongoing for both implementation of the technology plan as a whole and for informal and formal staff and student evaluations of programs and workshops. Administrator informal evaluations with students, staff, and parents will be conducted each school year. More formal evaluations in the following areas will also be done annually:

A. Staff Assessment: Staff assessment is done with a paper self assessment yearly tool for teachers of grades K-4 and one for teachers of grades 5-8. TAGLIT has been administered yearly since the 2002-03 school year. It will continue to be administered on an annual basis to develop a district technology profile. Staff workshop evaluation forms are also used.

B. Student Assessment: TAGLIT has been used since school year 2002-2003 to start baseline data on student technology development. Student progress will also be assessed on specific applications using class rubrics. Informal surveys by staff will also be used for student assessment along with student projects and student portfolio work. The state required a technology test over the internet starting the spring of 2007 for 8th grade students.

C. Technology Plan Review: The technology committee will make recommendations for technology plan revisions and updates yearly using student/parent/teacher recommendations and information received from workshops. The administration will take those recommendations to the Board of Trustees annually concerning proposed revisions.

D. Hardware & Software: The technology facilitator and the tech service person will jointly do annual evaluations on existing hardware and software and utilized donations to determine life expectancy and help to determine meeting district needs. The evaluations will be completed before spring budgets are set. Recommendations for new technology will also be made to the technology committee. All staff members can evaluate software for their particular curriculum needs by using a tool called *Metiri* which has evaluated many types of software as to whether or not it is a scientifically-based educational software program.

Cayuse Prairie School Technology Workshops – 2010-2013 Budget

Fund	2010-11 Amount	2011-12 Amount	2012-13 Amount	School Usage	Meets Goal(s)	Area
General	\$6,400	\$6,400	\$6,400	Technology technician	1 & 4	Coordinate all areas
	\$2,500	\$2,650	\$2,800	Library Software	1, 3, & 4	Library communications & assessment
	\$1,500	\$1,500	\$1,500	System Maintenance	1 & 4	Connectivity
	\$3,200	\$3,500	\$3,500	DSL 728KB x 10 MB upgrade	1 & 4	Connectivity
	\$250	\$250	\$250	Keyboard Mastery books & site license	2 & 3	Instructional Materials
	\$600	\$600	\$600	Installation of ceiling mounts for projectors	1	Instruction
	\$150	\$150	\$150	Subscriptions AJ Kids and Ed Helper	2, 3, & 4	Internet resources/teacher help
	\$17,000	\$18,000	\$20,000	1/2 time technology teacher	2, 3, 4, & 5	Instruction
	\$800	\$800	\$800	Emergency Calling Phone System	1 & 5	Communication/Safety
	\$1300	\$1400	\$1500	Internet	1, 3 & 5	Communication/Instruction/Safety
	\$3500	\$3700	\$3900	Phone Service	1 & 5	Communication/Safety
	\$360	\$360	\$360	Administration Cell phone - Verizon	1 & 5	Communication/Safety
Technology		\$2,000		Sound system for new stage and gym	1, 4, & 5	Connectivity/communication
		\$4,000		Upgrade teacher computers to Mac mini's dual platform	1 & 3	Instruction/Upgrade
	\$4,000	\$4,000	\$4,000	Upgrade student computers to Mac mini's dual platform	1 & 3	Instruction/Upgrade
	\$375	\$375	\$375	Kidsperation/Inspiration Software	1, 2, 3 & 5	Instruction
	\$300	\$300	\$300	Mac OS Training	1 & 3	Staff Training
	\$400	\$400	\$400	Safe Web use training for students, staff & parents	1, 2, 3 & 5	Staff Training/Connectivity
SRS	\$2,700	\$2,700	\$2,700	Distance Learning	2 & 4	Integrate curriculum and technology
	\$200	\$200	\$200	School Master Staff Training	3, 4 & 5	Staff Training
	\$1,400	\$1,400	\$1,400	MAPS Diagnostic testing	2, 3 & 4	Assessment/ Instruction
	\$950	\$950	\$950	DIBELS Diagnostic testing	2, 3 & 4	Assessment/ Instruction
	\$350	\$200	\$200	Teacher training on Web Page creation	1 & 3	Staff Training
	\$1,500	\$1,500	\$1,500	Montana Technology Workshops	1 & 3	Staff Training
	\$200	\$200	\$200	MAPS Assessment Training	1, 2 & 3	Curriculum Assessment

Cayuse Prairie School Technology Workshops – 2010-2013
Appendix A

Inventory

<u>Equipment</u>	<u>Speed</u>	<u>Year</u>	<u>Replacement</u>
28 iMACS	G3	1999	2009
25 Dell Lptps	Celeron 2.0	2005	2012
18 IBM Lptp	P1/P2	donated	NA
2 office Dell	P4	2006	2012
1 Secretary Bytespeed			
	P4	2008	2010
1 office	p4	2004	NA
7 Micro	P4	donated	NA
2 IBM	P4	2005	2013
8 dell	P4	donated	NA
2 toshiba laptops	P4	donated	NA
1Mac pro svr	2 Intel Duo	2007	2015
1 PC svr	3 GHZ Xeon	2006	2013
30 Alpha Smart	NA	2002	2010
1Linksys data	NA	2006	2012
2 Emacs	G4	donated	NA
4 e-Macs	p4	2004	2011
8 Mac Minis	Core 2	2009	2014
7 Mac Minis	Core 2	2008	2013
1 Mac mini	Core 2	2006	2013
1 Byte spd laptop	duao Core	2005	2012
1 Mac Laptop	Core 2	2006	2013
Routers	Size		
2 Mac Airport	4 port	2007	2013
1 Sonic Call Net Filter	4port	2006	2013
1 Linksys WI FI	4port	2005	2013
3 switches	24 port	2004	2012
Peripherals			
20 LCD monitors	19 inch	donated	NA
2 monitors LCD	15 inch	2006	2014
3 UPS	NA	2006	2010
1 Scanner/printer	NA	2008	2012
1 Scanner	NA	donated	NA
3 Copiers - Kyocera	NA	2006	2014
2 Color lazer ptrs		2006	2011
2-4000 Laser printers	NA	1999	2010
2-4000 Laser printers	NA	donated	NA
1 Data Fax		2003	2009
1 digital projector		2002	2009
7 Digital projectors	Epson 83c	donated	2018
2 digital projector		2006	2013
6 Doc Camers	Elmo	donated	2016
1 document camera		2007	2013

1 digital camera		2006	2010
1 DVI video camera		2006	2010
1 50 in projectionTV		donated	NA
10 TV's	21 inch	2000	2010
8 VCR		2000	2010
3 TV	27 inch	donated	NA
1 DVD Recorder		2005	2013
Avaya Phone	4 trunk lines	2006	2016
Voice Mail System	10 lines		

Appendix B**Professional Development Schedule**

<u>Title</u>	<u>Year</u>	<u>Frequency</u>
Northwest Regional Tech Conference	2010	Annually
New Tech Equipment	2010	Annually
Keyboard Mastery	2010	As Needed
Schoolmaster	2010	Annually
MAPS	2010	As Needed
DIBELS	2010	As Needed
Safe Web Training	2010	Annual
Accelerated Math	2010	As Needed
GIS – GPS	2010	Year 2
Infotrac	2010	Annually
Infocenter	2010	Year 2 – As Needed
AVAYA Phone System	2010	As Needed
Snow Leopard Mac OS	2010	Year 1
i Works	2010	Year 1
MS Office Suite	2010	As Needed
Interwrite White Board	2011	As Needed
Personal Response System	2010	As Needed
Teacher Web Page Development	2010	Annually