

Maine School Administrative District # 43 Technology Plan 2006-2009

1. Community and Parental Involvement

Final

- Two major teams with a broad-based grouping and the entire instructional staff have direct input into the planning process.

• Technology Planning Team Members

Jean Beadle –Parent

Mary Dunton -Classroom Teacher

Amy Ryder -Media Specialist

Mary Gamble -Media Specialist

Chris Decker -Assistant Principal

Matt Kaubris -CEO Oxford Federal Credit Union

Ed Flynn -Local Board of Education Member

Joe Sassi -Parent

Eileen Broderick -Media Specialist

Wally Devoe -Technology Coordinator

Barb Hammond –Media Specialist

Brian Carrier –District Computer Technician

Gloria Jenkins -Curriculum Coordinator

Josh Burke -Student

• Design Team - Learning Results Implementation/NCLB Team

Zach Thompson -Teacher

Wally Devoe -Technology Coordinator

Linda Howe -Teacher

Pete St. John -Teacher

Anne Chamberlin -Principal

Kathy Sutton -Health Coordinator

James Hodgkin -Superintendent of Schools

Diane Moore -Director of Special Education

Penny Kittredge –Teacher

Gloria Jenkins -Director of Curriculum

Matt Gilbert -Principal

Scott Drown -Principal

Charlie Lever -Principal

Denise Richard -Teacher

Chris Decker -Assistant Principal

Eileen Broderick -Media Specialist

Lisa Drapeau -Teacher

Ryan Casey - Assistant Principal

The Design Team's role includes program evaluation and planning for the implementation of Maine's Learning Results in MSAD #43. Ten members of the Learning Results Design Team are Collaborative Team Chair People. As such they ensure alignment of MSAD #43 Curriculum Frameworks with Maine's Learning Results, plan and facilitate professional development related to Maine's Learning Results, and do systemic planning for the implementation of Maine's Learning Results.

The technology will be used effectively to promote community and parental involvement and increase communication with parents by:

- Continuously updating of the MSAD #43 web site, (<http://valnet.mtvalleyhs.sad43.k12.me.us>) with information about the schools, personnel and educational activities, resource links for electronic communication and curriculum topics.
 - Displaying student work.
 - Creating presentations using technology for public viewing.
 - Including technology components Fine Arts night
- MSAD #43 will inform parents about the technology and its proper use by:
- Distributing its acceptable use policy to each student to be read at home with parents and returned signed before access to the Internet and an e-mail account is allowed.
 - Publishing student handbooks on each school's web site.

- Providing information on internet safety (i.e. MySpace, AIM, anonymous email, etc.) to parents through brochures and web postings
- Publishing programs of studies, where available, on each school's web site.
- Expanding use of PowerSchool for parent communication.
- Providing technology awareness for parents through MSAD #43's parent Laptop meetings

2. Vision

Below is the current Technology Vision statement. The District will update this to more specifically address curriculum content, instructional practices, professional development strategies, and enhanced services. The update will reflect contributions from stakeholders.

The Technology Vision for MSAD #43 (as of 6/1/03)

We believe that technology will become a transparent force enabling community members to be life-long learners prepared to compete in the business and academic arenas.

- These communities will provide equitable levels of technology by opening opportunities for its users and by providing timely facilitation of its integration into the community.
- Students will become successful life-long learners by developing organizational, evaluative, communication, design, and search skills.
- These skills will be acquired through well-trained mentors available to the enthusiastic as well as the reluctant learner.
- Communication will be enhanced between and among different segments of the local community and the wider world.

3. Goals

1. All educators in MSAD #43 will have the training and support they need to help all students learn through technology and through the Internet.

MLR: Guiding Principles 1, 2, 3, 4, 5, 6

2. All educators, administrative support staff, and students in MSAD #43 have modern computers maintained in their classrooms/offices. Every classroom will be networked within the district and connected to the Internet, integrating technology with curriculum and teaching strategies.

MLR: Guiding Principles 1, 2, 3, 4, 5, 6

3. Effective and engaging software and on-line learning resources will be an integral part of each MSAD #43 curriculum.

MLR: Guiding Principles 1, 2, 3, 4, 5, 6

4. Stakeholders in our community will provide ongoing support of our technology plan.

MLR: Guiding Principles 1, 2, 3, 4

4. Identify Necessary Technology

- Annual surveys are administered throughout the district to all teaching staff and administrators to assess their technology equipment and software needs.
- An overview includes:

Year 1

New mobile lab at Penacook Learning Center
2 new servers
4 Digital camcorders
12 LCD projectors
20 Digital cameras
Various networking equipment
Art computer Station at the middle school
4 new laser printers
5 new CAD workstations at the High School
Maintain the MLTI program for grades 7 and 8
Maintain 1-1 computing for grades 7-12
New phone (VOIP) system (start installation)

Year 2

New mobile lab at Meroby School
1 new server
4 Digital camcorders
12 LCD projectors
20 Digital cameras
Various networking equipment
2 new laser printers
5 new CAD workstations at the High School
Maintain the MLTI program for grades 7 and 8
Maintain 1-1 computing for grades 7-12
New phone (VOIP) system (continuing installation)

Year 3

New mobile lab at Rumford Elementary School
Create new mini lab for video production and editing
4 Digital camcorders
12 LCD projectors
20 Digital cameras
Various networking equipment
2 new laser printers
Maintain the MLTI program for grades 7 and 8
Maintain 1-1 computing for grades 7-12

- Telecommunication service includes a minimum of T-1 connections to each district school site and a fully functioning self-contained E-mail system.

5. Collaboration with Adult Literacy Service Providers

At the current time, all formal adult education including Adult Literacy Services are provided through Region 9 School of Applied Technology. MSAD #43 supports their programming through the budget process, articulation agreements, and cooperative ventures. We also have collaboration with Adult Education for a regional strategic planning process, which includes a literacy component, and are currently co-writing a family literacy grant. The Superintendent is on the Superintendents Advisory Board for Region 9 and we also have several of our Local Board of Education Directors who also are on the Region 9 Board of Directors.

6. Strategies for Improving Academic Achievement and Teacher Effectiveness

MSAD #43's funds, specifically Educational Technology funds, will be used to improve academic achievement, including the technology literacy of all students by providing:

- Access to up-to-date hardware and software in order to support student work.
- Providing the support staff to maintain the hardware and software
- A range of technologies that support a variety of learning styles and multiple intelligences.
- Assistive technologies as needed.
- PowerSchool (Student Information System) that encourages teacher-student-parent communication to support academic achievement.
- Student access to a wide range of information resources such as EBSCO databases, online encyclopedias, etc.
- A Library/Media program that supports the development of student information literacy skills that use technology.

Our funds will improve the capacity of all teachers to integrate technology effectively into curricula and instruction by:

- Providing access to up-to-date hardware and software and training in their use.
- Providing the support staff to maintain the hardware and software
- Providing funding for teachers to attend the Summer Technology Institutes that cover a multitude of curricular integration methods.
- Providing funds for a part time integration support person to follow up with the summer institute attendees.
- Providing teacher training on the District's student information system (new FY-04). The data to be tracked range from basic demographics to student achievement in various academic areas, including Maine Learning Results' proficiencies.
- Purchasing hardware and software to support the goals and objectives of the plan.
- Continuing the teaching roles of the District Technology Team during the Summer Technology Institutes.

7. Integration of Technology with Curricula, Instruction, and Assessment

MSAD #43's technology (including software and electronically delivered learning materials) will be integrated into curricula, instruction, and assessment by:

- Supporting communication between the teachers and the technology staff, technology team and curriculum coordinator to coordinate and develop lessons using technology that is aligned with the Learning Results.

- Including links on the schools' web pages to sites supplementing the curriculum to support student success.
- Allowing access to on-line lesson plans and rubrics, including designing rubrics that are customized for assessment.
- Encouraging teachers to develop web pages with links to their own or external interactive web resources and curricular-centered pages.
- Using staff surveys to assess current and future needs.
- Continuing the roles of the District Media Specialists as building technology liaisons. This includes, but is not limited to: collaborating with teachers to support information technology literacy (Chapter 127) and curriculum integration, troubleshooting, providing ongoing training, and facilitating communication between teachers and the District Technology Coordinator.

Technology integration is systemic and is an ongoing process.

8. Technology Type and Costs, and Coordination with Funding Resources –

Goal 1: All educators in MSAD #43 will have the training and support they need to help all students learn through technology and through the Internet.

- Take staff surveys to assess current and future needs
 Action steps: 2006-09 - Take staff surveys yearly to determine the direction of staff training for technology
 Evaluation: Summary and analysis of data collected
 Costs: \$0.00 Source: N/A

- Staff training
 Action steps: 2006-09 Utilize staff mini training sessions offered by different key staff members throughout the district
 Evaluation: Number, content of training sessions offered
 Costs: \$0.00 Source: N/A

Action steps: 2006-09 Summer Technology Institute
 Evaluation: Written evaluation of courses taken
 Costs: \$20,000 Source: Ed Tech Grant

Goal 2: All educators (including administrative support staff) and students in MSAD #43 will have modern computers in their classrooms/offices. Every classroom will be networked within the district and connected to the Internet.

- Number of modern computers per school.

Action steps: 2006-09 - Take technical inventory of hardware in each school. Upgrade those computers deemed cost effective. (hard drive and memory)
 Evaluation: All computers that could be, are upgraded to maintain Internet capability.
 Costs: \$10,000 Source: Local budget

Action steps: 2006-09 - Create a multi-year plan to increase the number of mobile labs throughout the district schools
 Evaluation: Labs in place
 Costs: \$25,000/year Source: Local budget

Action steps: 2006-08 - Upgrade the computers and other technology in the drafting room of Mtn. Valley High School's (Mtn. Valley High School) lab.

Evaluation: Technology installed
Costs: \$10,000 Source: Local budget

Action Steps: 2006-07 - Upgrade the technology in the Art area at Mtn. Valley Middle School.

Evaluation: Technology installed.
Costs: \$2,500 Source: Local budget

Actions steps: 2006-09 – Continue to support the current one-to-one computers-grades 7-12

Evaluation: Ample numbers of iBooks for all students in the targeted grades.
Costs: \$40,000/year Source: Local budget, referendum, and grants

Actions steps: 2006-09 - Continue to support the current one-to-one computers-K-12 teachers.

Evaluation: Ample numbers of iBooks for all teachers-grades K-12
Costs: \$8,000/year Source: Local budget, referendum, and grants

Action Steps: 2008-09 – Install a video production and editing lab at Mtn. Valley High School.

Evaluation: Technology installed.
Costs: \$3,500 Source: Local budget

- Administrator, guidance and support staff hardware and software will be upgraded.

Action steps: 2006-09 - Follow a multi year upgrade plan for the administrative and guidance offices district wide.

Evaluation: All administrators, guidance personnel and their support staff will have up to date technology.
Cost: \$3,000 /year Source: Local budget

Action steps: 2006-09 - Evaluate and replace/upgrade the equipment as needed for the district's Student Information System (PowerSchool) to help meet the new mandates of data management and collection.

Evaluation: All faculty will be able to post grades, attendance other information themselves via technology. All data is collectable and useable by district administration and transferable to the State Department of Education system, (MEDEMS)
Cost: \$10,000/year Source: Local budget

Action steps: 2006-09 - Upgrade MSAD #43's administrative software used in the daily routine, (Microsoft Office, accounting, graphics, award maker, group scheduler, attendance, grading, etc.).

Evaluation: Inventories will show the latest versions.
Cost: \$4,000/year Source: Local budget

- Number/Percentage of computers (connections & capacity) within schools with the capacity to utilize the full function of applications for the Internet.

Action steps: 2006-09 - Continual monitoring will be made to the district technology infrastructure in an effort to upgrade for better performance of telecommunications

Evaluation: The entire district 's Internet continually monitored and upgraded as needed, including wireless.

Cost: \$5,000 Source: Local budget

- Number/Percentage of schools in which every classroom has been connected to the Internet

Action steps: 2006-09 – Maintain the 100% of classroom Internet connected

Evaluation: Rooms connected.

Cost: \$1,000 Source: Local budget

Goal 3: Effective and engaging software and on-line learning resources will be an integral part of each MSAD #43 curriculum.

- Number/Percentage of schools/school programs, which are at the Integration Stage.

Action steps: 2006-09 - Members of each curricular team, working with a technology team member, will write the ways in which technology will support implementation of the curriculum into each curricular framework.

Evaluation: Technology integration will be written into each curricula framework.

Cost: \$0.00 Source: N/A

Action steps: 2006-09 - As teachers who are currently integrating technology into the curriculum share their experiences, more teachers will incorporate technology into their curricula.

Evaluation: Disseminate and then tally the results of the original teacher use survey again to check for increase in the number of teachers in the technology integration phase.

Cost: \$0.00 Source: N/A

- References to technology in local outcomes/curriculum frameworks.

Action steps: 2006-09 - The technology team will examine ISTE technology standards, how they correlate to our curricular, (in which the Learning Results are embedded), which are to be mastered by all teachers, students and administrators in MSAD #43.

Evaluation: Standards are approved

Cost: \$0.00 Source: N/A

- Percentage of schools with access to current instructional, word processing, spreadsheet, database, graphics, research and Internet tools.

Action steps: 2006-09 - Computer software will be continually updated. All new software for district computers must go through the software selection committee process before it will be purchased.

Evaluations: Software inventories will show the latest versions.

Cost: \$6,000/yr. Source: Local budget

Action steps: 2006-09 - Continually upgrade the electronic research resources for all schools, (Proquest, Discovery Education, Sirs, First Connections, Britannica, WorldBook, etc.)

Evaluation: Software inventories will show the latest versions.

Cost: \$10,000/yr. Source: Local budget

Action steps: Follow a plan to upgrade Spectrum to the "InfoCenter" version.

2006-07 - Upgrade Mtn. Valley High School, Mtn. Valley Middle School and two elementary schools.

Cost: \$5,000 Source: Local budget

Action steps: 2006-09 - The district will continue to support the expansion of telecommunications in the district. (i.e. Voice Over Internet Protocol (VOIP), video, data through Internet, ATM, E-mail, Student Information System, (PowerSchool))

Evaluation: Budget lines supporting telecommunications.

Cost: \$25,000/yr. Source: Local budget

- Students will be provided with the opportunity to learn about cutting edge technology.

Action steps: 2006-09 - New courses will be designed and offered at Mtn. Valley High School in the area of computer technology. (CAD and Video production/editing)

Evaluation: Course sign-up and offerings

Cost: >\$10,000/yr. Source: Local budget

Action steps: 2006-09 - The district Web pages will play an integral part in providing an opportunity for both students and teachers to publish their work.

Evaluation: Increase in the number of subject/student web pages

Cost: \$0.00 Source: N/A

Goal 4: Stakeholders in our community will provide ongoing support of our technology plan.

MLR: Guiding Principles 1, 2, 3, 4

- The community continues to support educational technology by supporting the budget and a special referendum approving the monetary resources for one-to-one implementation of iBooks in the grades 9 through 12

9. Supporting Resources

MSAD #43 supporting resources (services, software, print resources, and other electronically delivered learning materials) that will be acquired to ensure successful and effective uses of technology are:

- A technology staff including technology coordinator and six technology technicians.
- A District Technology Team.
- Media Specialists.
- MLTI Lead Teacher(s).
- Internet access (minimum T-1, ATM connection at the high school).
- Software that supports curriculum goals.

- Books and professional journals.
- Professional memberships to include ISTE and ACTEM.
- Conferences, workshops, and training opportunities.
- Internal E-mail/conference/messaging system.
- Emints grant with lead teacher
- After school grant-funded program
- Data Management through PowerSchool

10. Steps to Increase Accessibility

All students and teachers will have increased access to technology by:

- Providing both regularly scheduled and open computer lab times.
- Maintaining and upgrading the wireless infrastructure to allow for expanded use of technology.
- Implementing more mobile labs.
- Maintaining each classroom with at least one computer.
- Maintaining Internet and e-mail access to all computers.
- Provide printing capabilities from all computers.
- Exploring other handheld computing solutions.
- Maintaining hardware and software that is reliable.
- Providing opportunity to use laptops at home.
- Maintaining 1-1 laptops for grades 9-12

Educational Technology funds will be used to help students by:

- Providing funding for a teacher Summer Technology Institute that covers a multitude of curricular integration methods. It also will provide training on how to use the district's student information system. The data to be tracked ranges from basic demographics to student achievement in various academic areas, with plans to fully expand into a Maine Learning Results proficiency tracking system. The Ed tech funds will also provide for a part time integration support person to follow up with the summer institute attendees.

We will ensure that teachers are prepared to integrate technology effectively into curricula and instruction by:

- Providing professional development through a variety of delivery methods including intense summer weeklong institute, staff meetings, workshop days and early release days.
- Seeking the support of the MSAD #43 Curriculum Coordinator, and Technology Coordinator in suggesting specific ways to integrate technology in the curriculum.
- Technology committee members are also on Curriculum committees to identify and encourage technology integration.
- Finding and using existing Internet curriculum resources locally.

11. Promotion of Various Curricula and Teaching Strategies that Integrate Technology

Various curricula and teaching strategies that integrate technology effectively into the general curriculum and instruction will be identified based on a review of relevant research, and promoted to lead to improvements in student academic achievement by:

- Continuing the alignment of the MSLR with curriculum and teaching strategies that integrate technology
- Continuing the integration of Technology components into our curricular areas
- Continuing the membership of technology team members on other curricular teams
- Sharing research findings through the technology team with instructional staff

Technology components will continue to be added to the Comprehensive Assessment System by being embedded in each subject area as it is added to the Comprehensive Assessment System.

12. Professional Development

Ongoing, sustained professional development for teachers, principals, administrators, and school library media personnel will be provided to further the effective use of technology in the classroom and library media center:

- The curriculum coordinator and the technology coordinator will budget funds to support staff training relative to technology integration.
- Annual staff surveys will identify the courses/mini courses offered in the district. The courses will range from three to thirty hours in length and may be used for certification units. Some possible topics are Microsoft Office, Video Technology, iPhoto, Web Page Design, PowerSchool training, Integration of the Internet, basic Introduction to Computers, and Web evaluation. Courses will be tailored to a variety of skill levels.
- Technology will be integrated where appropriate into teacher workshop days.
- A technology training session will be offered to newly hired instructional personnel during orientation. A more in-depth session will be scheduled later in the year. The purpose of the course is to provide awareness of the district's technology resources.
- All professional development is designed in cooperation with other curriculum committees and keeping the district needs in focus.
- All professional library media personnel are actively engaged on the Technology Team.
- Annual surveys are administered throughout the district to all teaching staff and administrators to assess their technology skill level and needs. These annual surveys are used to determine the topics for the Summer Technology Institutes and for other training during the school year.

13. Innovative Delivery Strategies

The development and use of innovative strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance-learning technologies, will be encouraged by:

- Visiting a specific web site(s) chosen for a specific topic and completing activities that show evidence of learning.
- ASL Sign Language course delivered over the ATM.
- Meetings and forum with political candidates delivered over the ATM.
- Curricular development with heavy reliance in technology based core subjects
- Teacher workshop with Keynote delivered through a live video chat
- All district media center collections available via the web

14. Accountability Measures

MSAD #43's process and accountability measures which will be used to evaluate the extent to which the plan activities are effective in integrating technology into curriculum and instruction, increasing the ability of teachers to teach, and enabling students to reach Maine's Learning Results include the following:

- Each student will have mastered MSAD #43's computer literacy standards and will demonstrate proficiency in technology use by taking advantage of 1-1 computing implementation
- Through surveys, staff will give feedback on the success of the District's Technology Plan. The survey is also a part of a broader needs survey for future technology planning.
- A record keeping system will be implemented to measure how technology is being used with the curriculum.
- A written plan of computer maintenance prescribing preventative care will be developed and followed. Documentation will be centralized, noting all computer-related repairs.
- The counter on the MSAD #43's web page will show if the web site is being used.
- The budget will support technology.