Holden R-III Technology Plan

Updated September 2015

The Universal Service Fund E-rate Program states that district long-range plans must address five essential elements. The district provides assurances to DESE that the technology plan contains the following:
• Clear goals and realistic strategies for using telecommunications and information technology to improve education services;
• Professional development strategies to ensure that staff members know to use these new technologies to improve education services;
• Assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education services;
• Sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development and other services that will be needed to implement the strategy; and,
• Evaluation process that enables the school to monitor progress toward the specified goals and make midcourse corrections in response to new developments and opportunities as they arise.

Mission Statement:

The mission for Holden R-III School District is for all students, upon graduation, to have marketable skills or the basis to be eligible for post-secondary educational opportunities.

Local Needs: The following data sources were collected and analyzed in the development of district needs related to all five goal areas: district achievement, surveys, core data, professional development, data network, inventories, financial, district policies, and state and national standards. Data collected by our Professional Learning Communities shapes this plan. The district's planning team represented all segments and key stakeholders in the community, parents, business leaders, members of the district's staff, and the Holden R-III Board of Education. School improvement and instructional tech needs include:

Goal 1: Student Learning and Performance-

1. Embed ISTE Standards/21st Century Skills in written curriculum;
2. Use technology to deliver instruction and/or assess learning.

Goal 2: Promote Qualified Staff with Continued Professional Development

1. Attract and retain staff through excellent professional development.
2. Training to deliver and assess learning.
3. Provide professional development; leadership, technology, and support.

Goal 3: Resources-

1. Provide adequate internet bandwidth in all buildings;
2. Lower student /computer ratio using a variety of approaches, including laptops, Citrix, handhelds including mobile devices, eReaders, tablets, and/or cell phones and other types of equipment.
3. Classrooms meet essential technology standards;
4. Increase assistive/alt. learning resources, including amplification systems;

5. Provide replacement and upgrade cycles for software and hardware;
6. Increase use of classroom websites and other online resources;
7. Increase use of technology-based administrative-data management and communication systems;
8. Support student and staff safety with video cameras and other technology.

Goal 4: Administration

1. Maintain policies for appropriate/safe tech use;
2. Maintain adequate tech budget -including total cost of ownership.

Goal 5: Community Relations

Goal 1: Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.

Objective 1: Technology skills (ISTE Standards/21st Century Skills) will be fully integrated into the curricula and instruction for all students by June 2018.

   Strategy 1: Written curriculum for all subject areas will be reviewed and updated to incorporate instructional strategies based on the most recent ISTE instructional model that uses technology to engage learners in student-centered, collaborative, and inquiry-based instructional activities promoting research, communication, creativity, and problem solving skills.

   Action Steps:
   A. The district will incorporate information technology literacy skills based on ISTE Standards for grades K-12 into the written curriculum.
   B. Utilize technology tools such as SISK12 to provide staff with online access to key learner objectives for all grade levels and subject areas.

Objective 2: The district will meet or exceed 90% of the points possible on the Annual Performance Report.

   Strategy 1: A variety of technology resources will be used to deliver instruction, monitor, and assess student achievement to provide immediate feedback and address various learner needs.

   Action Step:
   A. The district will continue to expand technology resources within each building to allow for greater access to equipment, instructional software, and online resources for students.

   Strategy 2: The district will use technology to expand and support student learning both during and outside the normal school day.

   Action Step:
   A. All building and classroom websites will be expanded to include links to online resources for parents and students.

   Strategy 3: The district will provide access to alternative instructional programs and strategies such as credit recovery and dual credit options, distance learning, and virtual schools.

   Action Step:
   A. The district will assess the need for and explore options for distance learning resources and virtual school instruction as a means to provide alternative instructional programs.

Objective 3: By 2017, the district will increase the percentage of students who meet the technology literacy standards by the end of 8th grade to above 90%, as measured by a local technology literacy assessment based on ISTE Standards.

Strategy 1: The district will revise the written curriculum to include the ISTE Standards.

> **Action Steps:**
> A. Incorporate informational technology literacy skills based on ISTE Standards into the written curriculum.
> B. The district will continue to use keyboarding software beginning in Elementary School.
> C. Students will continue to use software for word processing, spreadsheets, publishing and communication in the middle school Computer Applications class.

Strategy 2: The district will develop and implement assessments for technology competency based on ISTE Standards at or before Grade 8.

> **Action Step:**
> A. Utilize the ISTE achievement rubric to guide and monitor student technology literacy, in order to develop proficiency at or before the end of Grade 8.

Goal 2: Promote Qualified Staff with Continued Professional Development

Objective 1: Attract and retain staff through excellent professional development.

Strategy 1: The district will provide professional development opportunities for teachers and administrators to develop the capacity to effectively integrate technology into teaching and learning.

> **Action Steps:**
> A. Consider additional options for training times other than during the school day such as early release days, online training, after school, evening, and summer.
> B. Evaluate effectiveness of current technology training and utilize a training needs survey to help drive professional development.
> C. Continue to utilize web-based training through online resources.
> D. Utilize training offered by outside organizations such as MOREnet, RPDC, etc.
> E. Utilize teachers with advanced technology skills as trainers and mentors for other teachers.

Objective 2: Provide and maintain appropriate support for technology.

Strategy 1: The district will provide adequate and effective technical and instructional support for technology users.

> **Action Steps:**
> A. In addition to full time technical staff, the district will continue contracts with outside vendors for ongoing technology support.
> B. Provide an Instructional Facilitator for the district.
> C. Continue to send technology staff to MOREnet Technology conferences and other necessary training each year.
> D. Evaluate the effectiveness of current technology training and expand the program to include both certificated and support staff.

E. Continue to develop and provide online tutorials for specific technology skills, and utilize web-based training through online resources.

Objective 3: All teachers and students will have access to educational technology that supports high quality instruction commensurate with state averages.

Strategy 1: Up-to-date technology tools and resources will be readily available to support curriculum objectives.

Action Steps:
A. Review and evaluate the current schedule for adding or replacing technology.
B. Continue adding technology tools at each grade level (computers, interactive boards, projectors, instructional software, etc.).
C. Continue the four-year computer replacement cycle (3 year for wireless devices) and use the replaced computers in low-use areas where appropriate.
D. Investigate low cost solutions to increase number of Internet connected devices available for student use, including tablets, iPod devices, eReaders, and other mobile technology.
E. Each school will have access to instructional media through United Streaming or comparable service and satellite or cable TV.

Goal 3: Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.

Objective 1: All teachers and students will have instructional resources and equipment to support and extend all curriculums.

Strategy 1: The district will ensure equitable access to a broad range of technology resources for all students and staff to support differentiated instruction, creative problem solving, 21st Century Skills, assistive technology needs, and alternative technology learning systems.

Action Steps:
A. Continue to provide Internet and LAN connected computers in each media center, at least one separate computer lab in each building, mobile wireless carts of laptops or other devices in each building, and computers for each teacher, administrative staff member, and support staff members as needed.
B. Continue to increase the number of computers and/or other connected devices available to students in the classrooms.
C. Continue to provide SmartPhone, cell phones, and other wireless devices to staff members and others as needed to support instruction, safety, and communication.
D. Maintain a four-year computer replacement cycle (3 year for wireless devices) that ensures systematic and timely deployment of the new computers as well as the relocation of the replaced computers in classrooms for student use as appropriate.
E. Continue to maintain and update, projectors, amplification systems, and instructional technology in all K-12 classrooms and provide other multimedia resources (i.e. digital cameras, camcorders, scanners, mobile technology, mobile

projectors and/or computers) to be shared by classrooms in each school as the budget allows.

    F. Continue to provide assistive technology resources as required by special needs students and staff.

    G. Continue to use and expand the e2020 or comparable system at the middle school and the high school as an alternative learning program and for credit recovery.

    H. Continue to provide access to online resources available through MOREnet.

    I. Continue to provide and expand access to on-demand video resources to all schools.

    J. Continue to provide and expand access to email and collaborative resources for students through Gaggle or other comparable service.

Strategy 2: Appropriate technology tools will be used for collecting, analyzing, and reporting data to determine the district instructional and administrative needs and to assess and monitor the progress made toward meeting the district's comprehensive school improvement plan.

Action Steps:

    A. Continue to utilize online reporting from DESE for student achievement reporting and analysis.

    B. Utilize online surveys of students, staff, and parents to determine needs and progress in meeting the district's CSIP and technology plan and provide appropriate access for administrative staff and faculty to use online resources, including the school's website, for viewing reports and collaborating on gathered data.

    C. Utilize DESE's online system to annually update the progress made toward meeting the district's comprehensive school improvement and technology plan and provide view access to staff as appropriate.

    D. Utilize student performance gathering tools (i.e. Discovery assessments) that provide student performance data to inform instruction.

Strategy 3: The district will continue to identify, establish or update and support standards for essential hardware, software, infrastructure, and connectivity to support high quality instruction and high level academic performance throughout the district.

Action Steps:

    A. Continue to analyze Internet connection bandwidth and infrastructure requirements annually and update as required (servers, switches, wireless equipment, security, Internet content filtering, and other system software and resources).

    B. Establish and refine a basic technology resource standard for each classroom.

    C. Continue to provide sufficient electrical and data capacity in administrative and instructional areas.

    D. Provide copiers in each building that can be accessed through the data network for printing and supplement with network printers as needed to maintain sufficient printing capacity.

Strategy 4: The district will maintain infrastructure and services including LAN and WAN connectivity, Internet connectivity, that is robust, reliable, and secure to support and improve all instructional and administrative processes.

Action Steps:
A. Continue to provide fiber connectivity between buildings, and add network connectivity to any additional buildings used by the district.
B. Continue to provide voice over ip, digital and analog telephone service, including long distance service to support the district's telecommunication requirements.

Strategy 5: The district will continue to establish and update technology policies and procedures to ensure the effective and safe use of technology resources including but not limited to acceptable use policies for students, staff, and guests, network security, Internet filtering, disaster recovery, security for mobile devices, equipment replacement cycle, technical support procedures, copyright and software licensing, student and staff literacy standards.

Action Steps:
A. All current policies and procedures related to technology use will be reviewed annually and updated as required.
B. A security policy for the use of mobile computing devices will be developed and implemented.
C. Establish the "Standard for Technology Literacy" as adopted by the Board of Education, for Students, Teachers and Administrators.
D. All students, K-12, will receive instruction on safe and proper technology use appropriate for their grade level as indicated in the district's Acceptable Use Policy at the beginning of each school year.
E. Each building or department will instruct its staff on safe and proper technology use at the beginning of each school year.
F. Establish internet safety training program for district parents.

Strategy 6: The district will adopt and implement an online safety curriculum for all students, K- 12.

Action Steps:
A. Identify internet safety training curriculum to instruct students about online safety and contact MOREnet about training for staff.
B. Utilize video resources from M.U.S.I.C. on cyber-bullying and other online safety issues to instruct students and staff each year.
C. Continue the use of integrated data management systems for administrative functions including but not limited to student information, attendance, grading system, library catalog, transportation, financial accounting system; update annually as needed.

Objective 2: The district will continue to use an integrated student information management system (i.e. demographic information, grades, attendance, discipline, medical, etc.) that provides secure web and LAN access to approved staff as well as access to parents through a secure parent portal, adjusting to state MOSIS reporting requirements as necessary.

Strategy 1: District to provide system wide information system training to all stakeholders.

Action Steps:
    A. Provide appropriate staff training in student information management programs.
    B. Provide information and support to parents on how to use the web-based parent portal.
    C. Provide information and support to students on how to use the web-based portal.

Strategy 2: An effective and updated online library catalog system will be available as a shared resource for staff and students in each school, grades K-12.

Action Steps:
    A. Continue to use library catalog system in all schools.
    B. Provide eBooks and eReaders for student checkout.

Strategy 3: The district will continue to use and update (as needed) the SISFIN integrated financial accounting system, making it accessible by all approved staff through the district's network.

Action Steps:
    A. District to integrate a human resource management system with the current SISFin program.
    B. The district will continue to support the online payment systems.

Objective 3: The Holden R-III School District will continue to support and implement comprehensive plans to integrate technology driven communication tools for parent access to student and public information and communication tools for employee and school business.

Strategy 1: The district will continue to use a variety of technology tools and resources including but not limited to email, website, web-based parent portal, automated notification/communication system, online surveys, etc. to enhance communication between school and home, provide opportunities for input and feedback from parents and patrons in the community.

Action Steps:
    A. Continue to use a comment section online and comments email address for feedback.
    B. Promote web site in numerous ways.
    C. Support multiple methods of electronic communications to communicate school information to parents and community members.
    D. Provide contact information for staff (email and phone) on the district's website.
    E. Support district web site to include: online form submission, online payments, event registration, facility reservations, calendars, surveys, and links for parent and community input and feedback.
    F. Support a Parent Portal to student information and progress such as grades, attendance, curriculum, objectives, lunch balances, etc. with SISK12.

Strategy 2: The district will continue to provide and expand its online services to facilitate interactive communication and collaboration among staff members, faculty and students, faculty and parents.

Action Steps:
    A. Provide services that provide access to district resources by authorized users (staff and students) from home and school.

Objective 4: The Holden R-III School District will maintain and improve the existing surveillance camera network by including onsite and off-site access with cameras in all buildings.

Strategy 1: The district will install, maintain, and update necessary cameras.

Action Steps:
    A. Update and evaluate the appropriate placement of the cameras.
    B. Maintain the camera systems.
    C. Maintain the cameras for viewing onsite and via the network.

Goal 4: Govern the Holden R-III School District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

Objective 1: All board policies will be evaluated annually.

Strategy 1: The district will continue to establish policies and procedures for technology use that support effective instruction and that are in compliance with federal and state requirements.

Action Steps:
    A. The district will continue to use an Internet content filtering system as required by CIPA.
    B. The district will continue to submit a Census of Technology Core Data Report to DESE each year.
    C. Signed Acceptable Use Agreements will be required for each user.

Objective 2: Annually, the district will increase access to technology resources by refining the process for identifying and allocating funds for acquiring resources to meet improvement plan goals.

Strategy 1: The district will maintain a dedicated budget for technology which is sufficient to obtain the hardware, software, infrastructure, connectivity, and maintenance needed to support all educational programs and administrative services.

Action Step:
    A. The Technology Director will continue to work with district administrators, and the District Technology Planning Committee to determine annual budget needs for technology.

Strategy 2: The district will maintain a sufficient budget to cover TCO (total cost of ownership) that includes acquisition, required connectivity and infrastructure, support personnel and supplies, replacement or updating hardware, required software and peripherals.

Action Step:
  A. Annually, the Technology Director will include line items to cover TCO in the district's technology budget.

Strategy 3: The district will establish an adequate budget for professional development activities related to the effective and safe use of technology that is aligned with the ITSE/21st Century Skills for teachers and administrators.

  Action Step:
  A. Each year the administrative team will plan technology training and submit a budget request.

Strategy 4: The district will continue to apply for funding through the Universal Service Fund (eRate) each year to obtain and support technology resources. Continue to seek supplemental funding through available federal, state, local and business grants.

  Action Steps:
  A. Frequently review federal and state grants available for technology.
  B. Continue to provide staff with information on available grants as published in various media resources (DESE, Tech and Learning, eSchool News, etc.)
  C. Continue to work with technology vendors to take advantage of manufacturer funding through grants, rebate programs, etc.

Objective 3: The district will continue to provide leadership in the implementation and use of district's technology resources.

Strategy 1: The district will continue to designate a technology department under the leadership of a technology director to oversee, coordinate and support the district's technology implementation.

  Action Step:
  A. Technology department work flow will be analyzed to determine staffing levels required to maintain effective and timely support of technology resources.

Strategy 2: The district will establish and update effective long-range strategies detailing how technology supports teaching and learning, and administrative process and how it helps to meet the goals, objectives, and strategies of the district's CSIP.

  Action Steps:
  A. The district will maintain a district level technology planning committee with broad representation (teachers, administrators, support staff, students, parents, community leaders, Board of Education, business experts) who will meet throughout the school year.
  B. The district will maintain a long-range technology plan which will be monitored and evaluated annually, and which will be revised and submitted to the Board of Education for approval every three years.

Objective 4: The district will continue to use integrated data management systems to improve operational efficiency of instructional programs.

Strategy 1: The district will continue to implement effective and efficient administration, data management, and communication processes technology use that supports teaching and learning.

Action Steps:
   A. Continue to use SISK12 or comparable system for comprehensive student records data management.
   B. Continue to use SISFIN or comparable system for financial data management.
   C. Continue to use Exchange email services and adequate archiving services.
   D. Continue to expand web site through selected web hosting services to further enhance school to home and community communications.
   E. Continue to provide online facilities scheduling forms.
   F. Continue to use TextCaster and OneCallNow, or comparable services, for automated notifications.
   G. Continue to review other software available for administrative functions.
   H. Contact other districts about programs they are using and visit if needed.
   I. Continue to use a system for paperless Board meetings.

Goal 5: The district will maintain community relationships that engender support, trust and a perception that the school system is doing a good job of integrating technology.

Objective 1: The district will establish a Technology Committee as an advisory role to determine goals for technology plan.

Strategy 1: The district will share information with community and receive feedback and input from the community to ensure the goals and needs of the community and students are met.

Action Steps:
   A. Survey staff, parents, students, businesses, community to determine what devices best meet the needs of the students and staff.
   B. Determine how many students have internet access outside of school
   C. Determine mobile accessibility for use at school and home
   D. Conduct Focus Groups
   E. Conduct Public/Town Hall Meetings

Strategy 2: The district will collaborate with the business community to help foster relationships between the school and community.

Action Steps:
   A. Staff will look for opportunities to provide students with job shadowing experiences with business partners to identify how technology is used by businesses and to suggest marketing strategies for businesses (i.e. eighth grade ELA classes – 1 day/year (students provide own transportation) or high school business technology and entrepreneurship classes could visit local businesses 4 times/semester for a 90 minute block (school provide bus transportation in town or students provide own transportation)
   B. Create Community Resource Directory including but not limited to resources for ELL Classes at Trails Regional Library in Warrensburg, public library workshops and practice tests for nursing.

C. Students create a business directory with Chamber of Commerce members and local businesses and organizations.

Strategy 3: The district will provide opportunities for students to mentor with businesses/organization.

    Action Steps:
A. Students could mentor with businesses/organizations as part of a course objective.

Strategy 4: The district will provide extended learning opportunities for adults in the community to teach technology and digital citizenship.

    Action Steps:
A. Provide Adult Education Courses on Technology and Digital Citizenship.
B. Provide technology literacy workshops (i.e. lead by students, community members, teachers, counselors)
C. Provide training on utilizing Parent Portal to keep parents updated on student expectations and standards
D. Provide strategies for parents how they can guide their children with regards to technology usage
E. Partner with FACS or NHS to provide childcare during workshops for the community
F. Conduct workshops at facilities throughout the community to better accommodate parents.

Strategy 5: The district will publicize technology goals for the community to know and understand.

    Action Steps:
A. Create Technology or Campaign Slogan (i.e. Learning without Limits) with branding/logo design created with student input
B. Create window clings for businesses with campaign slogan
C. Publicize stories and pictures of students in action utilizing technology in the district newsletter, Facebook, on district website, and in the local newspapers.
D. Students will write thank you notes to local businesses for their support for technology.
E. Identify lead supporters of district technology initiatives and recognize them at a Volunteer Recognition event.

Strategy 6: The district will partner with companies/foundations that provide funding for technology initiatives.

    Action Steps:
A. Create grant proposals and seek grant opportunities that match our goals (i.e. UCM Computer Science Dept., DESE, computer programming and software companies, AT&T, Bill Gates Foundation, Google Fiber, Donors Choose, teacher grants, Go Fund)
B. Investigate free and low priced internet connectivity programs for families (i.e. Google Fiber - $300 for 7 years of internet service)

Additional Elements:

During each year of the Technology Plan, the District Technology Committee will provide timely and ongoing monitoring of all strategies as part of their regular meetings. The progress measurement tools identified with each objective will be used to review and evaluate the status and effectiveness of technology in each of the five Technology Focus Areas. The following process and accountability measures will be used to monitor and evaluate this plan:

1. Using the timeline identified with each action step, the person(s) responsible for that strategy will provide progress reports to the District Technology Committee, once in the fall and once in the spring, including details of the status of each action step, the data used in determining the progress made toward meeting the objective, and the impact on instruction and student performance according to state academic and tech literacy standards.

2. These reports will be documented using a form that will track the progress of each action step and a summary will be included in the annual Instructional Technology Program Report to the Board of Education. This annual report will be available on the district's website to students, staff, parents and community members.

3. The following scale will be used to evaluate the progress made toward completing each action step and strategy:
      0 Action step not completed
      1 Action step not completed but work has begun
      2 Action step is more than 50% complete
      3 Action step completed as stated or is ongoing as required
      4 Action step completed and exceeded

Note: Thanks to everyone who worked on the Holden R-III Technology Committee for guidance in the development of this project.