

Carlisle Public Schools  
EDUCATIONAL TECHNOLOGY PLAN  
2006-2009

# EDUCATIONAL TECHNOLOGY PLAN 2006-2009

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## OVERVIEW

This plan represents the comprehensive three-year technology plan of the Carlisle Public Schools. It is currently in draft form. The Technology Committee, equally represented by administrators, teachers and parents/community members, has developed this plan. An annual revision, as outlined in the plan, will allow for taking into account the changing conditions in this field and maintain a three-year planning horizon. The plan in its current form still needs to be reviewed by the stakeholders and finally approved and adopted by the School Committee.

This plan incorporates two documents provided by the Massachusetts Department of Education. The first is the Massachusetts School Technology and Readiness Chart (STAR Chart) and the second is the Massachusetts Recommended Pre-K – 12 Instructional Technology Standards.

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## TECHNOLOGY VISION STATEMENT

Carlisle Public Schools is committed to the effective integration and meaningful use of information technologies to support, enrich, and extend student learning throughout the curriculum. Through integrated learning experiences, students will develop the technology literacies needed to acquire and manage knowledge, to succeed in school and to thrive in a rapidly changing world. In this vision, every student and staff member possesses the access and skills that allow them to use technology to retrieve, analyze, create meaning and communicate information.

## TECHNOLOGY MISSION STATEMENT

The technology mission of CPS is to improve teaching and learning by imbedding technology in all aspects of our program. We do this by:

- Providing for the development of skills necessary for both the staff and students to effectively use technology.
- Providing an infrastructure that is operationally efficient, secure and easily available that brings together all curriculum, resources, and administrative systems.
- Providing the tools to enhance the interaction between all members of the Carlisle learning community.

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## TEACHING AND LEARNING GOALS

All students use appropriate educational technologies to attain the concepts and skills of the Carlisle Public Schools curriculum, the Massachusetts Curriculum Frameworks, and the National Student Technology Standards.

### Objectives:

- Teachers will further student learning through improved technology integration with the curriculum.
- Students will demonstrate computer literacy in the use of computers as outlined by the 2001 Massachusetts Recommended Instructional Technology Standards. Specific skills to be acquired include keyboarding, word processing, graphic organizing, presentation skills, spreadsheet use, and research skills.
- Teachers will integrate technology into the curriculum to enhance educational topics, instructional techniques, and to develop students who become effective, capable, and critical users of information and technology.
- The Carlisle Public Schools will comply with all state and federal laws in regards to an individual student's needs for and use of assistive technology. In addition the Carlisle Public Schools will provide appropriate assistive technology for students to ensure that every student has equal access to the schools' programs and services.
- Teachers will use technology to enhance their professional life: lesson planning and instructional integration, administrative tasks, communications, and collaboration.
- The District will maintain an acceptable use policy that is in compliance with Children's Internet Protection Act.

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## PROFESSIONAL DEVELOPMENT GOALS

All staff are provided with opportunities to acquire appropriate skills in concert with the technical and instructional support they need to use technology effectively.

Objectives:

- The Technology Department will develop a formal self-assessment tool to measure all employees' use/knowledge of technology. Identified staff will conduct the self-assessment annually. The results will drive the development of professional development offerings for all staff; teaching, administrative and support personnel.
- By 2009, 75% of the identified staff will be proficient technology users according to the self-assessment tool adopted by the Carlisle Public Schools.
- Technology integration will be embedded within all areas of professional development. By 2009, all staff development will have a technology strand.
- As new technology is introduced, the Carlisle Public Schools will provide all appropriate staff members with initial training to ensure baseline levels of use. Extended training will be offered for a core group of interested staff.

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## DATA MANAGEMENT GOALS

All administrators, teachers and support staff use technology to gather, assess and share information for data driven decision-making and educational management.

Objectives:

- The District will enhance the use of technology to manage student data
- The District will implement remote access to student data for teachers
- The District will implement remote access to student data for parents
- The Technology Department will develop and implement plan for data backup and maintenance
- The Technology Department will determine what security measures are needed to prevent unauthorized access
- The District will use technology to analyze and assess student progress to make data driven decisions regarding instruction.

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## COMMUNICATION GOALS

The District uses technology to effectively communicate with students, staff, parents and the community.

Objectives:

- The webmaster will continue to develop-the school web site to communicate school information, disseminate news and highlight student learning.
- The District will continue to refine and use electronic methods to communicate quickly and effectively with parents, including the newsletter and parental correspondence.
- The District will establish a partnership with the town and jointly hire a Director of Technology to manage and coordinate technology initiatives. In addition, the Carlisle Public Schools will provide a full-time network administrator, a full-time technology assistant and 1.5 Technology Integration Specialists for the schools.
- The Webmaster will post computer availability outside the school day on the school website.
- The Webmaster will coordinate with the town for smoother links between town and school websites.
- The Webmaster will work with faculty to grow the presence of students and teachers on the school website.
- The District will implement policies, procedures and protocol to ensure safe and proper use of the Internet
- The District will communicate with Concord and Concord-Carlisle Public Schools to align student technology skills

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## INFRASTRUCTURE, HARDWARE, SOFTWARE AND SUPPORT GOALS

All students and staff have sufficient and timely access to the computer hardware, digital content, and connectivity necessary for teaching, learning and educational management.

- The Technology Department will immediately develop a process for evaluating the technology infrastructure needed to support and enhance the educational experience.
- The District will continue to acquire individual and network computer technology to raise the computer-to-student ratio of 1:5 in accordance with the Technology Plan Guidelines published by the Massachusetts Department of Education.
- The District will maintain a five-year replacement schedule for computer hardware.
- The Technology Department will establish an infrastructure replacement schedule for servers, switches, cabling, etc.
- The Technology Department will establish a peripherals replacement plan for interactive whiteboards, printers, scanners, cameras, etc.

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## BUDGET

The nature of an annual budget makes it difficult to guarantee that there will be sufficient funding to acquire and maintain the hardware, software, professional development and other services that will be needed to implement this Technology Plan over the next several years. However, projected expenditures, by major expense categories, are listed below as a budgeting guideline.

- Teaching and Learning:
  - Teachers are regularly supported in achieving these goals through budgetary support for the Technology Integration Specialist position, whose main job is to help teachers achieve the teaching and learning goals. The salary for this position is built into the staffing pattern each year.
  - A Technology Assistant has been helping with keyboarding classes and is expected to help support teaching and learning involving the several electronic whiteboards which the district currently owns. This was a new position in 2006-2007 and the salary for this position is built into the staffing pattern each year going forward.
  - The budget includes several technology mentor stipends which provide at least one person in each building who can troubleshoot technology related questions and problems. A small percentage of this money comes from the NCLB Title IID Grant.
  
- Professional Development:
  - The current teachers contract which runs from 2006 through 2009 provides money for professional development.
  - The contract provides for PD reimbursement of outside classes in the following amounts for each successive fiscal year: \$27,000, \$28,500, and \$30,000.
  - The contract also provides for professional improvement grants with the following amounts each successive fiscal year: \$33,100, \$34,391, and \$35,732.
  - The Technology Integration Specialist chooses valuable conferences (such as MassCue) and coordinates teacher teams to attend annually. Several technologically advanced teachers and the Technology Integration Specialist offer technology courses through Carlisle College, an on campus, after-school, PD program.
  - The District pays membership to belong to various education collaboratives as well as partners with the Concord and Concord-Carlisle School Districts, both of which offer cost-effective, free and cost-based, PD opportunities, many which are technology related.
  
- Data Management:
  - Each year the District pays approximately \$2500 for various components such as its IPass and IStaff program which enables the District to manage student and staff data. Some of the initial funding for this software was provided by the Carlisle School Association but ongoing operating costs are now funded for through the annual budget.
  - Data back up is done in house via magnetic tapes. The expense of the tapes is typically in the budget although in 2007-2008 the Carlisle School Association has agreed to purchase one tape for the District.
  - The District is currently exploring email archiving for the future. The funding source at this time is unclear.

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- Communication:
  - The District budget includes a stipend every year for a webmaster who facilitates many of the communication goals.
  - The District budget for FY07 includes implementing providing remote access for teachers
  
- Infrastructure, Hardware, Software and Support Goals.
  - The 2006-2007 school budget includes \$10,000 to support items in this category. The 2007-2008 school budget contains \$50,000 for the same purpose. These amounts of money do not reflect the actual amount of money spent for technology by the District as many necessary purchases are planned for the end of the year. For example, computer carts and computers are typically purchased at the end of the fiscal year. In 2008-2009 the budgeting for technology will be done differently. Specifically the budget will include many of those end of the year purchases that have been historically done during the previous year-end.
  - The School Budget funds pay for a Network manager, whose main job is to maintain and support all technology in the district. The salary for this position is built into the staffing pattern each year.
  - The Town through its long-term capital requests committee and annual capital budget continues to support computer replacement and purchases. In the 2006-2007 capital budget, the District requested and received \$36,000 for computer replacements. With the goal being to replace 20% of the computer stock each year. This would create 5-year replacement cycle. In the 2007-2008 capital budget the District requested \$66,000 to maintain the 20%, 5-year replacement cycle but was only funded in the amount of \$36,000. In 2008-2009 capital budget the District will request at least \$66,000.
  - For the first time in 2006-2007, the District requested funding in the Town capital budget to support the replacement of switches, printers and servers. In the 2006-2007 capital budget the town granted \$20,000 for the purpose. The District expects to make this a regular request.
  - The Carlisle Education Foundation has been extremely supportive in securing funding for the District's technology goals. In 2006-2007, the Foundation purchased three electronic whiteboards. In addition, each year they provide peripherals such as projectors.
  - In 2007-2008 The Carlisle Education Foundation has committed to helping the district secure funding for technology.
  - Every year the Carlisle School Association asks teachers what they need and purchases many of these items for the teachers. This often includes peripherals such as cameras, DVDs, scanners, headphones etc. It is expected that they will continue this tradition as they have done so for many years.
  - Occasionally a community member will make a donation to the District. Typically these donations are items such as video cameras or DVD players etc.
  
- Long-term
  - Attached is a flow chart laying out the goals and draft budget that the Technology Committee, which is made up of teachers, administration, parents and community members, have agreed upon during the 2006-2007 school year. It is unclear whether this will be achieved in three years but it is a goal.

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## EVALUATION

- Teaching and Learning:
  - Have teachers complete the TSAT and select at least two areas in which they will focus improving. This will be measured by the progress made in the areas selected.
  - Use STaR chart
- Professional Development:
  - Have teachers complete the TSAT and select at least two areas in which they will focus improving. This will be measured by the progress made in the areas selected.
  - Use STaR chart
- Data Management:
  - Continue to use IPass software to track student and staff data
  - Implement remote access to student data for teachers in the 2006-2007 school year. This will be measured by teachers ability to remotely access
  - Implement EPIMS via IPass in the 2007-2008 school year. The success of this will be measured by ability to submit data to DOE as well as DOE's feedback
  - Implement access to student data for parents in the 2008 -2009 school year. This will be measured by parents ability to access information remotely as well as by parent feedback
  - Continue to refine the existing data and back up maintenance functions. This includes beginning to write and eventually implement a email archiving policy during the 2007-2009 timeframe
  - Continue to revise existing security measures needed to prevent unauthorized access to school accounts. The effectiveness of the plan will be measured by any breaches.
  - Analyze and assess student progress by data driven decisions regarding instruction
- Communication:
  - Continue to provide training and encourage teachers to create web pages related to their classroom/subject area. This can be measured by how many teachers have these sites and how frequent they are changed or updated.
  - Continue to increase amount of material posted on web site related to all school functions
  - Ensure that website is regularly updated and old information is removed.
  - Continue to effectively use Notify Quick and emails to parents in a way which encourages them to read and/or respond to emails
- Infrastructure, Hardware, Software and Support Goals
  - Convene Technology Committee meeting monthly to discuss and evaluate technology issues. This Committee is comprised of teachers, administration, parents, and community members.
  - Quantify and measure financial support for technology infrastructure, hardware, software and support goals through the amount of money provided for in the annual school budget

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- Annually request support from Long Term Capital Request Committee and seek Town funding to maintain a 5 year replacement cycle for computers and replacement of other infrastructure (printers, servers, switches). This will be measured by the funding commitment made each year.
- Quantify support from CEF and CSA as it relates to new laptop carts, wireless implementation, peripherals etc.
- Long-term
  - This plan will be annually reviewed by the Technology Committee to evaluate and modify as necessary, particularly in light of educational needs, technological developments, and financial issues.