

<p>Technology Plan Hoosic Valley Central School District</p>
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February 2011 (Board of Education Approved: June 6, 2011)

Technology Planning Committee

- Amy Goodell -----High School Principal
- Clark Boyer-----Director of Technology
- Douglas Kelley -----Superintendent
- Mark Foti-----Elementary Principal
- Sandy Owens -----Business Administrator
- Michael Hurd -----Technology Teacher
- Angela Ross-Hixson-----Parent
- Nathan Cadoret-----Secondary Teacher

Core Element A - Mission and Goals

Vision Statement

The Hoosic Valley Central School District believes that student learning can be expanded beyond the traditional teaching strategies by effectively integrating technology into all aspects of the district’s educational programs. By integrating computer labs, computers in mobile carts, distance learning, college in the classroom, virtual field trips and specific computer software driven electives students will exceed the standards outlined by the NYS Regents and Federal initiatives, No Child Left Behind and Race to the Top.

This technology plan will act as a guide for continuing the district’s goal of preparing students for the challenge and opportunity presented by higher education, employment and society as a whole.

To ensure the delivery of educational technology Hoosic Valley Central School District will commit to training all personnel in the proper use of the equipment, as well as exploring ways technology can be used to enhance the instructional program and prepare students for the world of work. Staff development will be provided in a myriad of ways including: use of distance learning for teacher professional development, in-house training during Superintendent’s Conference Days, after school mini-workshops during evening hours and during summer academies, train the trainer, software acquisition with adequate training to maximize efficiencies from the software; conference attendance; and the acquisition of professional resources such as training modules, subscriptions to publications, books, etc.

The District is committed to integrating technology into the curriculum, thus enabling all learners to become productive members of the global community. The use of computers and other advanced technologies to promote technological literacy, enhance instruction, increase productivity, and improve communication will benefit the entire school

community. Technology literacy goals will be constantly evolving, but this plan will serve as a basis for ongoing assessment, improvement, and recognition of a strong technology foundation in order to enable our students to meet and surpass the New York State standards.

Goals

- Goal 1
 - All students should be technology literate by the end of grade 8.
 - Strategies
 - Students will be able to keyboard at an efficient level that provide competence levels to complete educational assignments in a timely manner without dedicating more time to finding the proper key than committing creative thought to text.
- Goal 2
 - To integrate data storage from the local area network to collaborative projects.
 - Strategies
 - Evaluate the work flow of employees and students to find ways to better utilize time and encourage collaboration.
 - Optimize network traffic to safeguard district data and student information through security analysis, policy and protocol.
 - Incorporate wireless communication where appropriate.
- Goal 3
 - To improve teacher and student access to technological resources in classrooms and other learning centers through equitable distribution of grants, equipment, software, and technical assistance.
 - Strategies
 - Evaluate thin client units for student access.
 - Upgrade technology lab equipment as it becomes outdated.
 - Explore and provide suitable (assistive) devices for special needs students.
- Goal 4
 - Establish extensive training programs and appropriate incentives for teachers to enhance teaching and learning through the use of educational technologies.
 - Strategies:
 - Establish guidelines, timelines, and tutorials to assist teachers with the integration of technology equipment in their teaching strategies.
 - Offer incentives for educators to pursue training.
 - Continue to involve BOCES staff in training support.

- Provide a variety of training opportunities for staff development, including superintendent conference days, after school, and remote conferences.
 - Support teacher's professional development requirements.
- Goal 5
- Educators and administrators will have access to technologies that provide for the maintenance, reporting, and analysis of student and administrative data.
 - Strategies:
 - Maintain and upgrade a comprehensive, standardized software package to support student and administrative data management, analysis, and reporting.
 - Maintain compatibility with New York State standards for data collection.
 - Study future incorporation of a classroom management system to interface with other administrative software.
- Goal 6
- A system of ongoing evaluation will be established for assessment of technology applications, teacher preparation, and training.
 - Strategies:
 - Develop tools and a consistent process of data collection that can be used to assess progress in implementing the recommendations of this plan.
 - Publish biennial reports showing the assessment of annual data on technology initiatives.
 - Continue to survey staff and students regarding preparation and training.

*Core Element B - Staff Development Plan*2009-2012 HVCS Strategic Plan (excerpt)Goal # 3 – Technology

Sub-Goal # 1 – Provide Access to Technology and Ensure its Instructional Integration

	Strategy	Action Steps	Resources	Team Leaders	Start Date
1-1	Continuous evaluation of current technology (grounded in instruction).	Research Technology and relationship to classroom instruction. Solicit input from staff and students.	Current stock of technology available at Hoosic Valley. Neighboring district's use of technology in the classroom.	Staff, Technology Committee	June 2010
1-2	Research and solicit feedback for the purpose of developing a "Redistribution Format".	Solicit input from staff regarding needs. Evaluate current stock of equipment. Develop a "needs chart".	Staff	Technology Committee	Sept 2010
1-3	Development of a Standardization Plan regarding current technology availability.	Solicit input from local colleges and other technology companies.	Current Technology, Local Colleges, Technology Companies	Technology Committee	June 2011

Sub-Goal # 2 – Ongoing Financial Support

	Strategy	Action Steps	Resources	Team Leaders	Start Date
2-1	Explore alternative funding sources (i.e., grants, member items, donations, college partnerships, etc.)	Solicit input from staff-administration-community for possible grant writing skill. Link with local businesses for resources.	Current Budget, Community Resources, State Education Department, Federal Grant, Local Colleges	Technology Committee	June 2010

Sub-Goal # 3 – Integration of K-12 Curriculum Strand

	Strategy	Action Steps	Resources	Team Leaders	Start Date
3-1	Continue to provide and enhance Professional Development for all staff (conference days, external visitation, summer curriculum writing).	Solicit staff needs assessment. Explore pool of possible trainers for Professional Development. Research providers for training.	Staff, Local Colleges, Questar III	Technology Committee, Staff, Administration	Sept 2010
3-2	Development of Technology Curriculum Council	Solicit staff for input. Contact other districts that have a Technology Curriculum Council in place.	Staff, Neighboring Districts	Administration, Staff	Jan 2011
3-3	Development of a Comprehensive Technology Curriculum utilizing NYS Standards.	Research other technology curriculum from other districts. Feasibility study for Hoosic Valley.	Staff, Neighboring Districts, State Education Department, Questar III	Technology Committee, Technology Curriculum Committee, Administration	June 2012

*Core Element C - Current Inventory*Information Technology Assessment

- Current inventory of equipment and services.
 - District inventory of all technology equipment and other fixed assets are listed in a third party inventory control system that includes label printing and barcode scanning.
- All classrooms, the libraries and administrative offices have computers with Internet access.
 - All three building are tied together with fiber optic data channels. NERIC supplies a fiber channel for distance learning and college in the classroom (HVCC). Time Warner Cable Vision supplies the data link for day to day internet traffic.
- On campus data protection.
 - Supplied through the use of security specific hardware and a data backup and recovery system that is configured to safeguard information generated during the previous 24 hours. Information less than 24 hours old is non-recoverable.
- Telephone
 - The district uses voice of IP to maximize telephone savings.
 - Synrevoice, Emergency notification service provided through Questar
- Lunch Program
 - Nutri-Kids, school lunch program sales.
- Technological expertise
 - The district continues to outsource labor intensive set-up, service and maintenance tasks to vendors who bring the most value added productivity to the assigned task.
- Classroom Technologies to aid instruction
 - Smart Boards, interactive white board using instructor generated visuals for enhanced instruction.
 - Smart Tables, mobile visual desktops that support instruction through instructor generated educational visual experiences.
 - AV Rovers, portable visual experience where Smart Boards are not available.
 - Computer Labs
 - Elementary Lab to enhance learning with instructional software.
 - Junior Senior High School, computer labs provide experiences with business office practices, Computer Aided Drafting, research and discovery.
 - Mobile classroom laptop carts, available to be located in any classroom and used as a classroom set to enhance studies.
 - Distance Learning, links this school district with various other school district for daily classroom instruction. Instruction is two-way allowing interaction of all students regardless of location with the instructor.

- College in the Classroom, links local community college with high school allowing students to participate in college courses without traveling to the remote campus.
- Online instruction
 - Castle Learning, provides for on-line course for advanced studies or knowledge enhancement for a particular subject.
 - Credit Recovery/Advanced Studies, generates a student schedule of course work that is monitored by certified instructors and learning assistance also from certified instructors. Available 24/7 at school or at other locations, such as at home.
- Special Needs
 - IEP Direct, web based program to monitor, record, and advise special needs instructors and the students' family regarding progress and achievements.
 - Dragon Speak, interactive software allowing verbal composition of documents.
 - Clicker
 - Book Share
- E-School Data, web based software for managing student records. Modules include, attendance, grading, scheduling, and parent portal.
- Library Circulation, web based software that contains the schools' library collection and other collections that accessible through a book loan program.
- School Connect, interface web based program that synchronizes student demographic information between available student management applications, currently E-School Data and IEP Direct.
- Studio Works (Year Book Staff), application allowing for camera ready layout of annual student yearbook.
- Music and Video editing and generating equipment used in a stand-alone environment.

Core Element D - Budget

Current Budget

- Equipment and services are supported through budget accounts for telephone, hardware, software, and e-rate discounts. Grant funding is continually sought for training, hardware, and infrastructure upgrades.
- Upgrades and maintenance are supported through budget provisions and grant applications.
- Annual replacement of computers is determined by an inventory report that cross indexes with the replacement schedule.
- The microcomputer repair is handled internally by the district system engineer and the assistant system engineer. Repairs are scheduled through a work order system that requires building administrator approval.
- Questar and NERIC provide COSAR agreements to facilitate Distance Learning, College in the Classroom, Student Management System, Credit Recovery, Parent

Emergency Notification, IEP Direct, and other services with an annual reimbursement equal to the State Aid percentage.

Core Element E - Evaluation Process

Needs assessment

- Surveys are conducted to identify indicators pertinent to district technology.
 - Students are asked to supply the accessibility to internet at home and the availability of home computers.
 - Teachers are asked about computer use in the classroom to enhance their instruction and what items are required to less the record keeping burden allowing for more instructional planning.
 - Parents are asked to indicate their concepts of what is adequate computer and other technology that should be available to the students.

Goal Achievement

- District Strategic Plan sets objectives with completion dates for technology milestones.
- District Administrator meetings continually the question of what is available to the district to enhance student learning and maintain administrative productivity.
- Conference Days include technology awareness.

Staff Interaction

- District employs “Train the Trainer” in which key staff members volunteer to undertake the role of assisting with technology efforts of other staff.
- System Engineers allocate time during a repair to inform staff about optimizing the use of the technology product being serviced.

Community Growth

- The Capital District Region continues to attract development such as; The Luther Forest Industrial Park in Saratoga County. This facility is a magnet for nanotechnology and related business. AMD has made a commitment to build a major chip plant at this site.
- Questar BOCES offers Tech Valley high school to provide skilled labor for emerging technology jobs. High schools are being encouraged to align their technology instruction to take advantage of this situation.

Appendix

- Strategic Plan
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- Board Policy