

**James M. Faulkner Elementary**

# **Technology Plan**

**2012-2013**

**2013-2014**

**2014-2015**

**Stoddard School District  
SAU #24**

**Plan Date: July 1, 2012  
School Board Approval:**

**200 School Street, Stoddard NH (603) 446 - 3348**

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# I. Introduction

## **Technology Planning Committee Membership**

Members of the James M. Faulkner School Technology Committee are:

- Mark Taft, Principal
- Kathy Guertin, Grade K-1 Classroom Teacher
- Kate Pollock, PTO President/ Parent
- Maggie Sergeant, Technology Coordinator/ Teacher
- Brian Grattan, Technology Director SAU#24
- Maeghen Keller, Grade 2-3 Teacher
- Laura White, Grade 4-5 teacher

Members of the Technology Committee serve on District Education Committees and the Professional Development Committee. The plans developed by these committees are integrated with each other, sharing a common mission and interdependent goals.

## **School Board Approval**

The 2012-2015 Stoddard School District Technology Plan received the approval of the Stoddard School Board on

## **District Mission Statement**

The mission of James M. Faulkner Elementary School, in partnership with parents and the people of Stoddard, is to create a community of independent, enthusiastic life-learners equipped to be responsible, contributing members in a democratic and diverse society.

## **District Goals(The district does not have a DEIP at this time)**

1. Literacy & Math
  - a. In all grade levels, we will hold sacred times devoted to effective teacher instruction in both literacy and math. In areas of language arts, 90 minutes of sacred time and for math 60 minutes. As a school, we will adopt an assessment system to evaluate the level of student success.
2. Communication
  - a. Effective and consistent communication to all stakeholders. Make the community aware of our literacy and math incentives and the great teaching at JFES.
3. Climate
  - a. The faculty, staff, and students of James M. Faulkner will work to create a community characterized by collaboration, always keeping these five core values in mind: respect, responsibility, caring, honesty, and fairness.

### **District Demographic Description**

The Town of Stoddard (pop. 1,036) is located in Cheshire County (pop. 77,725). This rural school district consists of one school with 47 students in grades K-5, as of March 2009. For grades K-12, James M. Faulkner belongs to School Administrative Unit #24, with administrative offices in Henniker. The towns of Henniker and Weare also belong to SAU #24. For grades 6-12, Stoddard School District tuitions its students to School Administrative Unit #29, with administrative offices in Keene. James M. Faulkner Elementary School has an approved status according to state requirements for elementary schools. The curriculum is continually updated to provide an education for James M. Faulkner students that is aligned with the Common Core and state standards. James M. Faulkner Elementary School is staffed by one part-time principal, three classroom teachers, one special educator, and twelve support staff. Included in this number are teachers for physical education, music, art, health, library, speech pathology, and occupational therapy. James M. Faulkner Elementary School has an ongoing relationship with New England College, Keene State College and Antioch New England. This partnership benefits both educational environments with regard to course development, workshops, placement of methods students, and practical experience for student teachers.

### **Technology Vision**

Technology surrounds us and our students in all aspects of our lives. James M. Faulkner School, in accordance with the district mission, will ensure a comprehensive academic plan to provide all students an opportunity to use, organize and process information, reinforce prior learning, enhance communication and apply technology to real life situations. Students will have access to and use, as appropriate, a variety of technologies in the school in order to research, create, communicate and collaborate. Teachers will be provided with sufficient resources and professional development opportunities and integrate it into their instruction and will provide differentiation of the curriculum. Technology will be used to reduce teachers' administrative workload and improve communications throughout the school and with the community of Stoddard.

## II. Goals

James M Faulkner Elementary School is committed to the belief that technology, when appropriately applied, can effectively support improved student achievement. To that end, the National Education Technology Standards for Students (NETS) serve as the foundation in the continuous development and refinement of both Student Technology Guidelines and Teacher Technology Benchmarks. The goals are in alignment with the Follow the Child initiative, the state of New Hampshire's curriculum standards, and the Professional Development Master Plan. These plans are formally reviewed and assessed annually by the school staff, Technology Coordinator, and Technology Committee. Our broad goals with respect to technology include:

### GOAL 1: LITERACY:

MEMBERS OF THE EDUCATIONAL COMMUNITY WILL BE ABLE TO UTILIZE TECHNOLOGY.

- 1.1 All students and staff will be able to select and use technology appropriate to a given task.
- 1.2 Students will demonstrate knowledge of ethics in their use of technology.
- 1.3 Staff will ethically use technology as defined by District policies and federal laws.

### GOAL 2: INFORMATION MANAGEMENT:

MEMBERS OF THE EDUCATIONAL COMMUNITY WILL USE TECHNOLOGY TO ACCESS AND MANIPULATE INFORMATION.

- 2.1 Students and staff will use technology for the acquisition of information.
- 2.2 Students will use technology in the process of completing classroom work.
- 2.3 Staff will use technology for classroom information management.
- 2.4 Staff will use technology for administrative purposes.

### GOAL 3: TEACHING AND LEARNING:

MEMBERS OF THE EDUCATIONAL COMMUNITY WILL USE TECHNOLOGY TO FACILITATE TEACHING AND LEARNING.

- 3.1 Students will use technology to manipulate and evaluate information in the process of solving problems.
- 3.2 Students will develop both cooperative and independent learning skills through the use of technology.
- 3.3 Students will use technology as a vehicle for self-expression.
- 3.4 Teachers will use technology to develop and/or implement units of study to meet the needs of the learner.
- 3.5 Staff will use technology for professional and personal growth.

GOAL 4: COMMUNICATION:

MEMBERS OF THE EDUCATIONAL COMMUNITY WILL USE TECHNOLOGY TO COMMUNICATE.

- 4.1 Students will use technology to share ideas and information within and outside of the educational community as per district policy.
- 4.2 Staff will use technology to share ideas and information within and outside the educational community as per district policy.
- 4.3 Members of the educational community will use technology to share resources.

### III. Action Plan

#### A. Access to Technology Resources

*This action plan describes current and planned technology resources that provide technology access for all students and teachers. All classrooms, offices, and the library have networked computers with high speed Internet access via satellite. A 4:1 ratio of students and teachers to technology tools is accessible through the availability of a combination of 12 laptops and 2 desktop computers. The target ratio at the end of year three will be a 2:1 ratio, with 1:1 possibility within individual classroom. Teachers may easily provide a computer for every student in a grade for any appropriate instructional task.*

*Based on the staffing formula provided by the NH Department of Education, sufficient technology support personnel are provided to ensure attainment of the instructional goals ( $32/300+0/100=.1$ ). The Technology Coordinator is .1 FTE (52 week year).*

The Technology Coordinator provides more than adequate training and support for existing and future technological needs.

In a small school such as James M. Faulkner Elementary School, the technology support organizational chart is straightforward:

Computers and other technologies are currently replaced on a five year rotational schedule. The following acquisition plan includes services, software, print resources, and other electronically delivered learning materials. This section of the plan includes two subsections: 1) Hardware and Support and 2) Connectivity.

##### **1) Hardware and Support**

###### **Current resources include (complete inventory on file):**

- Microsoft Office 2010 Professional Plus
- Power school
- Sonic Wall
- Internet connectivity for all computers
- 3 desktop computers in classrooms and offices for use by students and staff
- 3 Promethean boards – one in each classroom
- 1 Smartboard –located in Interventionist work space
- 8 laptop computers in classrooms
- 3 laptops in offices for use by staff

- 1 mobile computer lab with 24 laptop computers
- 1 wireless access points (covers entire building)
- Multiple networked printers
- Networked copier
- 1 computer projector
- 2 digital still cameras
- Classroom televisions, VCR's, and DVD players
- Audiovisual equipment
- 1 scanners
- Educational software
- Professional journals and professional library collection
- E-mail
- Website with staff pages

### **Support**

- The Technology Coordinator is responsible for technology support. S/he designs, selects, purchases, implements, and supports the computers and LAN as well as the Internet connections.
- The Technology Coordinator offers training on an as needed basis and provides technical support where needed.
- Support agreements with software companies are purchased or renewed as applicable.
- The Principal and Technology Coordinator are responsible for procuring outside technical assistance when needed.

### **Acquisition Plan / First year 2012-2013**

- Purchase 5 I-pads for staff use
- Purchase 3 I-pads for student use
- Purchase Antivirus software for all computers
- Renew Sonic Wall
- Purchase curriculum related software
- Up-grade wireless network
- Purchase School Dude

### **Acquisition Plan / Second year 2013-2014**

- Replace 4 classroom laptop computers
- Renew Sonic Wall ,Anti virus software and School Dude
- Purchase curriculum related software as needed
- Purchase additional digital camera

### **Acquisition Plan / Third year 2014-2015**

- Replace mobile cart computers
- Renew Sonic Wall and Anti virus software and School Dude
- Purchase curriculum related software as needed



## 2) Connectivity

Current connectivity capabilities and plans support the District goals centered on communication, curriculum, professional development, and facilities by providing the connections necessary to make technology access available for all users.

### **Current capability:**

- One connection via Radius North to connect to the Internet
- One LAN comprised of 1 SonicWall 18T router connected to all computers in the building as well as the Internet
- Wireless access point (54g) strategically located to provide wireless coverage throughout the school, including the multipurpose room
- Maintenance performed by the Director of Technology, technology coordinator or computer service center when required
- One Dell server running Microsoft Server 2003
- 3 telephone lines

### **Funding Sources**

- School District budget
- Title IIA
- Title IV
- REAP
- E-rate

## **Data: Access to Technology Resources**

### **1) Hardware and Support Data:**

- Current hardware resources, including routers, wireless connections, and other components are included in an inventory maintained by the Technology Coordinator.
- Current software installed on each computer is included in an inventory maintained by the Technology Coordinator.
- The Technology Coordinator designs, selects, purchases, implements, and supports the computers and LAN as well as the Internet connection.
- The Technology Coordinator leads training on an as needed basis and provides technical support where needed.
- An electrician is under contract to add and maintain electrical services as needed. The wiring diagrams of the school are updated regularly as documentation.
- *The Technology Coordinator completes and submits the annual technology survey conducted by the NH Department of Education and oversees the completion of the Loti Survey.*
- Maintenance contracts and technical support agreements with vendors are updated as needed.

- *The school secretary is responsible for keeping a log of calls made to technical support for the student information system.*
- Software is reviewed and updated annually by the Technology Coordinator, principal, and the classroom teachers.
- The Technology Coordinator is responsible for network operations, software selection, installation, and maintenance.
- The Library Media Specialist is responsible for the library circulation and catalog program.
- Classroom teachers make recommendations to the Technology Coordinator and the Library Media Specialist for acquisitions.
- Selections are made using a variety of sources including journal reviews, demonstrations, online research, on-site visits, and peer recommendations.

## **2) Connectivity Data:**

- Current connectivity capabilities are included in an inventory maintained by the Technology Coordinator.
- The Technology Coordinator completes and submits the annual technology survey conducted by the NH Department of Education.

*Student/family surveys indicate that most students have Internet access at home. The results indicate that an increasing number of families have an Internet connection and are using this capability to communicate with the school and to access the school website.*

- Internet usage data
- Inventory of telephone connections – 3 lines
- Inventory of ISP provider –
- Summary of maintenance contracts –SonicWall and Symantec

### III. Action Plan

#### B. Technology Literacy

The K-5 Educational Technology Curriculum is included in the school's curriculum revision cycle. This cycle assures that all curricula are revised and updated regularly by curriculum committees. Classroom teachers and computer teachers are responsible for the implementation of the Educational Technology Curriculum.

The overall goal of the Educational Technology K-5 Curriculum states that the curriculum will provide students with the essential skills necessary to use technology as part of the learning process. The curriculum includes specific indicators that are cross-referenced with the NH ICT Standards and the new ISTE NETS at each grade level. These specific indicators are applied to the curriculum in the regular classrooms. Student progress is regularly monitored using a variety of assessment tools.

#### **Steps:**

The following interdependent steps are part of the curriculum process that provides all teachers with the skills and information they need to effectively integrate technology into curriculum and instruction in order to increase student achievement and technology literacy:

- Curriculum development cycle of revision and training
- Professional development opportunities in technology including integration and use of technology
- Collaboration and integration where appropriate
- Development of unit and lesson plans cross referenced to NH ICT Standards and ISTE NETS
- Implementation of lessons
- Student assessment
- Teacher assessment of lessons
- Curriculum updates and revisions

#### **Services:**

Technology integration services are provided to teachers at a level above the minimum recommendation according to the staffing formula. The equivalent of 0.1 FTE integration specialist serve 10 FTE staff. Contracted and in-house services supplement as needed.

## **Timeline for Technology Integration:**

### 2012-2013

- Review Tech Plan goals and ICT and ISTE NET standards with new teachers and experienced teachers
- Review revised Technology Plan
- *Review and revise, if appropriate James M. Faulkner Elementary School Educational Technology Curriculum (last revised as of 8/16/07)*
- Expand integration of technology into all existing curricula
- Provide professional development in methodology that includes technology integration
- Explore new ways of using technology to improve teaching and learning
- Expand proficiency levels of student and staff technology users
- Assess progress toward the technology goals

### 2013-2014

- Continue goals from previous year
- Review goals and standards with new teachers and experienced teachers
- Review Technology Plan
- Review James M. Faulkner Elementary School Educational Technology Curriculum
- Expand integration of technology into all existing curricula
- Provide professional development in methodology that includes technology integration
- Explore new ways of using technology to improve teaching and learning
- Expand proficiency levels of student and staff technology users
- Assess progress toward the technology goals

### 2014-2015

- Continue goals from previous year
- Review goals and standards with new teachers and experienced teachers
- Review Technology Plan
- Review James M. Faulkner Elementary School Educational Technology Curriculum
- Expand integration of technology into all existing curricula
- Provide professional development in methodology that includes technology integration
- Explore new ways of using technology to improve teaching and learning
- Expand proficiency levels of student and staff technology users
- Assess progress toward the technology goals

**Strategies:**

Curricular and teaching strategies in all areas follow national and state standards based on scientific research. The Educational Technology Curriculum is based on the NH ICT Standards and the ISTE NETS. Technology is a component of all curricular areas, following the Related Standards within Existing Frameworks identified by the NH Office of Educational Technology. The District promotes integrated strategies in many ways including teaming between classrooms, availability of laptops, and library information services.

**Integration:**

Technology curriculum integration is currently ongoing in all aspects of the K-5 curriculum. The level of curriculum integration continues to increase every year. For example:

- *Fourth and Fifth graders investigate the Iditarod by following the mushers online and creating their own Windows Movie presentations.*
- *Second and Third graders take digital pictures to create autobiographies.*
- *First Graders take digital pictures at their parents' workspaces to create a PowerPoint presentation to demonstrate the difference between goods and services.*
- *Students and teachers can access reading, math, and social studies textbooks and supplemental materials online.*

Curriculum integration is an ongoing process at James M. Faulkner Elementary School. All areas of the curriculum are revised and updated following the curriculum development cycle. Multiple curriculum areas are scheduled for the updating process annually. Technology is integrated into every area of the curriculum during this process. NH Grade Level Expectations (GLEs) and Grade Span Expectations (GSEs) are cited in the curriculum documents in all areas for which they are available as we transition to the Common Core Standards. An Educational Technology Curriculum, designed to follow the NH ICT Standards and the ISTE NETS, is included. The James M. Faulkner School District does not have a Curriculum Coordinator. Instead, teachers at the school participate in curriculum committees at the SAU level. These committees are comprised of teachers and administrators for all four of the districts within the SAU. They meet monthly throughout the school year and at other designated times to complete the task of curriculum revision and integration. All teachers are expected to follow the curriculum outlines developed by these committees. During teacher observations and evaluations, teacher use of these documents is assessed. *GLE, GSE, CCSS or other applicable standard numbers are noted in all lesson (unit) plans.*

**Innovative Strategies:**

- *Supervised student use of Internet resources greatly expands access to information in all areas of the curriculum.*
- *Parents and school personnel have more opportunities for effective communication and distribution of information through the use of email and the school website.*
- *Teachers have access to university level technology training through distance learning programs and SAUniversity24*
- *Online access to curriculum resources such as Houghton Mifflin Reading are available for staff, students, and parents through the school website.*

**Support Resources:**

The Technology Coordinator, Director of Technology and outside representatives, including trainers and vendor technical support, are utilized to ensure effective use of technology.

**Data: Technology Literacy**

- LoTi to assess literacy level
- Weekly progress reports generated by software such as Maevis Beacon
- Classroom assessments including tests, projects, rubrics, observations, and conferences
- NECAP's
- NWEA's

### III. Action Plan

#### C. Professional Development

The school district provides a number of professional development activities designed to support the effective integration of technology into curriculum to aid in classroom management and to increase academic achievement in the classroom.

Professional development needs are identified by:

- Review of relevant research in professional journals and on professional websites by the Technology Coordinator and the Technology Committee
- Student performance and assessment
- Staff surveys in May of each year

Each year, funding is allocated for on-going, sustained technology-related professional development for all staff through a variety of sources, including:

- The Professional Development Program budget:
  - In-district/SAU workshop day funds
  - An ongoing series of training activities (after-school workshops, Summer Institutes, etc.)
  - Reimbursement for conference attendance
  - Reduced graduate course fees at New England College, Henniker, NH
  - Mentoring programs
  - OPEN NH NHPTV e-learning for educators
  - Training led by the Technology Coordinator on a regular basis - both one-to-one and group training
- NH DOE/Federal Grants
  - Title IIA, IID, V, REAP, and NH Charitable Foundation – Kayser Family Fund
- District/SAU-sponsored curriculum implementation training (i.e. one teacher is paid a stipend to learn how to use assessment software and share it with the other teachers.)
- SAUniversity

Professional Development Program Committee priorities are aligned directly with the District/SAU Mission Statement. As such, a carefully planned training program includes:

- Logon procedures
- Email
- File management
- Internet access
- Network, Computer, and Internet Use Policy

- Word processing
- Spreadsheet use
- Publishing/presentation
- Digital imaging
- Job-embedded projects (activities done during the school day that expand knowledge and/or skills)
- Participation in professional networks
- Software specific training

Sources of training and technical support:

- NH State Department of Education
- SAU 24
- NH State Library
- New England College
- NHSTE (NH Society for Technology in Education)
- NHEON (NH Educators Online)
- NHEMA (NH Educational Media Association)
- NHPTV (NH Public Television) / OPEN NH
- James M. Faulkner Technology Committee
- James M. Faulkner Professional Development Committee
- James M. Faulkner Teaching Staff
- Technical support from SonicWall, Houghton Mifflin, and others
- Microsoft and other training videos and online tutorials
- Mentor training program developed by the James M. Faulkner School Technology Committee

### **Training Timeline:**

Technology training is provided to all staff. Teachers are encouraged to attend conferences and workshops. The Technology Coordinator annually attends the Christa McAuliffe Technology Conference. Funds and release time are provided for these endeavors. In-school experts are trained as needed, providing tech support to their colleagues. All staff participates in annual training sessions on the student information system and selected personnel receive in-depth training throughout the year.

Some of the innovative solutions to scheduling and staffing problems include:

- Teachers sign up during their prep periods to work with the tech coordinator for training and problem solving purposes.
- Technology workshops are conducted at 4:00 p.m. for staff members, after students leave school, when the laptops are available to everyone.
- Selected teachers receive intensive training and then become mentors to their colleagues.

### **Data: Professional Development**

Current LoTi Survey results will be tracked. The Technology Committee keeps data on training activities including attendance and assessments.



The Professional Development Committee maintains files for all professional staff members. Teachers follow the process outlined in the Professional Development Master Plan and are responsible for submitting professional development hours to the committee for approval. This process includes the gathering of specific data on activities, needs, and hours completed. Technology literacy and integration goals and expectations are included in this plan for every teacher. Administrators and support staff are included in all professional development opportunities and initiatives.

### III. Action Plan

#### D. Community Collaboration

**Activities to promote parent involvement and communication:**

Although Stoddard is too small to have a computer lab with access for the community, involvement is fostered through a community calendar distributed in the school and the community has access to school information through the district website. Students that attend middle and high school in Keene are encouraged to stop by afterschool to work on classroom computers if needed for school projects. The community of Stoddard is always welcome at James M. Faulkner Elementary School. Members of the community are invited to visit the classrooms during Open House, parent-teacher conferences, Kindergarten registration and other special events. Student work that makes use of technology is showcased during town meetings, Open House, and parent-teacher conferences.

James M. Faulkner School is a member of the Professional Development Schools (PDS). Professional Development Schools foster technology integration as one of the main goals of the organization. As a member of the PDS, students in Stoddard participate in community collaboration through service-learning projects, which benefit the district and the greater community.

Many school community members communicate with the school through e-mail. Over the next three years, more parents' email addresses will continue to be added to PowerSchool to further enable electronic communication.

Teachers have their own informative web pages posted on the school website. Parents and others can access general information, school news, email addresses, curriculum materials, and more.

The school facility is used for many public meetings. During these meetings, the school's technological capabilities are often utilized.

**Collaboration with adult literacy providers:**

There are no adult literacy programs in the Town of Stoddard. Adults from Stoddard make use of the programs in Keene.

**Data: Community Collaboration**

- Teachers keep written records of parent contacts.
- Parents' E-mail addresses are listed in PowerSchool where they are available to staff members.

- The Technology Coordinator collects and reports information on the use of the school website.
- Families are surveyed to determine the level of Internet access and technology capabilities available to students at home.

## IV. Budget

### Budget and Timeline

Year One		Budgeted	Grants *	Future Grants **
Network Laptop Computers	4 @ \$800 each	\$3,200		
Microwave Internet Access Charge	Radius North		\$1,800	
Norton's Antivirus Software		\$250		
Sonic Wall License Fee		\$		
Maintenance/Upgrade fees		\$1,000		
Purchase a 20 computer mobile lab and storage		\$15,000		
Purchase Library Tracking Program		\$365		
Purchase Curriculum Related Software		\$250	\$250	
Journal Subscriptions		\$150		
Part-time Technology Coordinator		\$4,000		
Video Camera			\$1000	
Professional Development		\$2,500		
<b>Year Two</b>				
Network Laptop Computers	4 @ \$800 each	\$3,200		
Microwave Internet access charge	Radius North		\$1,800	
Norton's Antivirus Software		\$250		
Sonic Wall License Fee		\$365		
Maintenance/Upgrade fees		\$1,000		
Purchase Curriculum Related Software		\$250	\$250	
Journal Subscriptions		\$150		
Part-time Technology Coordinator		\$4,160		
Two digital cameras			\$500	
Professional Development		\$2,500		

Year Three				
Network Laptop Computers	4 @ \$800 each	\$3,200		
Microwave Internet access charge	Radius North		\$1,800	
Norton's Antivirus Software		\$250		
Sonic Wall License Fee		\$		
Maintenance/Upgrade fees		\$1,000		
Purchase Curriculum Related Software		\$250	\$250	
Journal Subscriptions		\$150		
Part-time Technology Coordinator		\$4,350		
Professional Development		\$2,500		

**\* Monies provided through secured grants (Title IIA, IID, V, REAP, and NH Charitable Foundation – Kayser Family Fund)**

**\*\* Research possible grant opportunities to provide funds in year three**

### **Budget Narrative**

The 2009-2010 goals are to replace 4 computers, purchased five years ago, with new ones running VISTA. A 20 computer mobile lab will be purchased to allow better teaching of an entire class at a time on computers as well as facilitating the usage of NWEA testing to evaluate students. The satellite Internet access will be switched to microwave based access. The change will double the available bandwidth and ensure a more reliable connection. A library tracking program will be purchased to allow better access to all students and streamline the process of searching for books. A video camera will be bought to be shared among all three classrooms for educational purposes.

The 2010-2011 goals are to replace 4 more classroom computers that were purchased five years ago with new VISTA machines. New digital cameras will be bought for the both the K/1 and 2/3 classrooms.

During 2011-2012, the plan is to replace 4 more classroom computers that were purchased five years ago with new machines. Additional cameras (both video and still) and scanners will be purchased if needed.

## V. Evaluation

Each year during the budget cycle, the Technology Planning Committee undertakes a full review of the Technology Plan. Leveled Action Plans are examined to see whether or not goals have been met in accordance with the timeline. This process also leads to the refinement of district goals when emerging technologies have been identified, when improved practices are discovered, or when additional personnel needs come to the fore. This group also responds to feedback from the field regarding Total Cost of Operations and improved methods of developing budget proposals, as well as training needs to deploy district wide technology solutions. The Technology Plan is modified, if necessary, to match current reality.

### **Technology Plan Assessment:**

- The Technology Committee, co-chaired by the Technology Coordinator and the principal, and consisting of administrative and professional staff members, meets quarterly. The Committee monitors progress on the Technology Plan and recommends corrections as needed.
- Progress on the Technology Plan is overseen by the Technology Coordinator and the Technology Committee.
- Data from all sources listed in the data sections of this plan is gathered on a continuous basis.
- Progress is monitored through:
  - Quarterly meetings of the Technology Committee
  - School Board meetings
  - Parent communications
  - Annual review of the plan by the entire school staff during the budget cycle
- Recommendations and revisions are made by the Technology Committee during meetings as new developments and opportunities arise.
- Action is ongoing in response to analysis and review.

**Evaluation Timeline:**

The development, implementation and assessment of the Technology Plan are integral parts of an ongoing cycle. The Technology Committee and the administration are responsible for overseeing this project in conjunction with all aspects of the school programs under the umbrella of District Goals.

October 2008 – April 2009

Development of new Technology Plan

May 2009

Presentation of 2009-2012 Technology Plan to School Board

June 2009

School Board approval granted

July 2009

2009-2012 Technology Plan goes into effect

August 2009 – June 2010

Year 1 implementation of Technology Plan and Educational Technology Curriculum

May 2010

Evaluation/Annual assessment of progress

August 2010 – June 2011

Year 2 implementation

May 2011

Evaluation/Annual assessment of progress

August 2011 – June 2012

Year 3 implementation

March 2012 – May 2012

Development of new Technology Plan

May 2012

Evaluation/Annual assessment of progress

July 2012

2012-2015 Technology Plan goes into effect

**Hardware and Support Evaluation:**

Evaluation of hardware needs is ongoing. During the Technology Committee's quarterly meetings, hardware needs, including purchases, maintenance, and use, are evaluated in order to make decisions and to plan for the future. The current computer to student ratio is better than 2:1 which sufficiently meets the present needs of the students. Technology support is adequate to support existing technology and planned acquisitions.

**Connectivity Evaluation:**

Technological systems are used to communicate within the school building, with the community, and with the outside world. The Internet access will be upgraded from satellite to microwave to better enable technology usage in the building. Continued access to the school-wide network and the Internet is provided for all

students and staff. The annual NH Department of Education survey results and the LoTi results are also available to assess these goals.

**Technology Literacy Evaluation:**

James M. Faulkner Elementary School has implemented a technology curriculum that addresses the NH Information and Communication Technologies Literacy Standards and the IST National Educational Technology Standards.

**Professional Development Evaluation:**

Professional development activities in the area of technology are evaluated by the Professional Development Committee in accordance with the Professional Development Master Plan.

**Community Collaboration Evaluation:**

Funding for the Technology Plan is proposed annually to the Stoddard School Board for their approval. The present level of funding adequately meets expected needs for the 2009-2010 school year. Community members have visited the school to view student work and to see the school facilities. Parents' email addresses are included in the student information system database. Parents use the school website to access information and other resources.



## VI. Policies and Procedures

### **A. Children's Internet Protection Act (CIPA) / Security Policy**

#### **CIPA Compliant Security Policy:**

Firewall: SonicWall TZ-180 protects entire school LAN

Filtering: SonicWall content filtering on SonicWall protects all computers

Proxy server: N/A

LAN based security: Windows 2003 server with Symantec corporate edition of antivirus software

Data backup methods: Periodic optical backup

Facility security: computer mobile lab locked, school building locked

COPA compliance

Passwords: multilevel passwords used where applicable, passwords required to log on network, passwords used for specific programs

E-mail: Staff only

Computer use: Student use with staff supervision

Network access: Student use with staff supervision, student access denied in some applications

### **B. Student and Staff Acceptable Use Policy**

#### **Internet Acceptable Use                      School Board Policy # 6142.1**

The following regulations shall apply equally to students, employees, volunteers, and contractors employed by the school, unless otherwise specified. The use of the Internet will allow opportunities for students and staff to communicate, to access, and to publish information. The school does not intend to create a forum for free expression purposes. The school grants access to the users to further communication, education, and research that are consistent with the curriculum of the school. Each person requesting access to the Internet must complete an authorization form. Any use without authorization is strictly prohibited.

#### **Internet**

1. The use of the Internet is to promote the exchange of information to further education and research, which is consistent with the curriculum of the James M. Faulkner Elementary School. The school reserves the right to prioritize use and access to the system.
2. The Internet connection is not for private or commercial business use, political or religious purposes.
3. Any use of the Internet for illegal activity is strictly prohibited.
4. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.

5. School standards regarding communications apply to the Internet. Users are responsible for the appropriateness and content of the material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
6. Users will make the most efficient use of the resources to minimize interference with others; system components including hardware or software shall not be destroyed, modified or abused in anyway.
7. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
8. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the principal.

### **Security**

9. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
10. Users will not share their passwords with another person or leave an open file or session unattended or unsupervised. Account owners are responsible for all activity under their account.
11. Users should change passwords regularly and avoid easily guessed passwords.
12. Users are responsible for making back-up copies of critical documents.

### **Software**

13. Users will not willfully introduce a virus onto the school's equipment.
14. The illegal installation of copyrighted software or files for use on the school's computers is prohibited.
15. No software may be installed without the approval of the JFES or SAU technology coordinator.

### **Personal Security**

16. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their parent.

17. Students should never make appointments to meet people in person who they have contacted on the system.

18. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

### **General Use**

19. Diligent effort must be made to conserve system resources. Users should frequently delete e-mail and unused files.

20. No person shall have access to the system without having received appropriate training, and a signed Internet permission form must be on file. Students under the age 18 must have signed approval of a parent or guardian.

21. E-mail messages are not to be considered private. They are subject to the review of the school at any time.

### **Other Technologies**

22. Any use of personal electronic devices must be approved by the administration. The use of these devices is subject to review at any time.

Modification of this Accepted Use Guideline is within the sole discretion of James M. Faulkner Elementary School. Any questions or issues regarding these guidelines should be directed to the administration of the school. Violation of any conditions of use described here may be cause for disciplinary action.

Date: \_\_\_\_\_

User Name: \_\_\_\_\_

User Signature: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

**Authorization Access:** I agree that my child can use the Internet at school.

I do not want my child to use the Internet.

This authorization will be in affect for one year from the date signed or until revoked.

### **C. Copyright and Fair Use Policy**

#### **Copyright Compliance**

#### **School Board Policy #6180**

The Stoddard School District adheres to and strictly enforces copyright law as outlined in district policy and Federal law.

With respect to licensing, all technology personnel will practice the following:

- Purchase software according to appropriate @ user/seat/building as outlined by the vendor
- Track all copies of software with respect to the machine(s) upon which they reside
- Stay within allotted number of copies as allowable by license agreement
- Update licenses as necessary in order to stay in compliance
- Educate staff about the need to comply
- Maintain an inventory of software titles and licenses purchased

Educating constituents about copyright law is an ongoing process. It is a responsibility shouldered by all administrators, technology educators, and the librarian. While Stoddard actively enforces copyright compliance, it is important that all technology personnel continue to work at institutionalizing the concept of ethical use with all users.

Policies set on district servers will also go a long way in supporting licensing compliance. Windows2000 allows only assigned administrators the authority to install new licenses. In addition, guidelines can be set to enable a certain number of persons to access a server based application at any one time, thus ensuring that no violations will occur.