

Weare School District

Technology Plan

2012-2015

SAU 24

Plan Date: November 7, 2012

School Board Approval: November 13, 2012

Amended:

Technology Committee Members:

Technology Planning Committee Membership

Members of the Weare School District Technology Plan Committee are:

- Matthew Thomas – School Board Chairman
- Brian Grattan – IT Director SAU24
- Douglas Doster – Tech Coordinator WSD
- Jess Potter – Principal – CWES
- John MacArthur – Assist. Principal WMS
- Christine Rand – Technology Educator – CWES
- Peggy Shafer – Technology Educator – WMS
- Bethany White – Teacher – CWES
- Debby LeBlanc – Teacher – WMS
- Derek Davis – Teacher – WMS
- Jennifer Stavenger – Teacher – WMS
- Lynn LaFountain – Teacher – WMS
- Matthew Hammond – Teacher – WMS
- Melissa Caswell – Student Services Director CWES
- Nicole Richardson – Teacher – CWES
- Shea Bishop – Teacher – WMS

Members of the Technology Plan Committee serve on the Professional Development Committee. These Committees align so that they strive towards a common mission and interdependent goals.

The technology committee would like to acknowledge that the report format used in this document was that utilized by the John Stark Regional High School Technology Committee in their current technology plan.

School Board Approval

The 2012-2015 Weare School District Technology Plan received the approval of the Weare School Board on November 13th, 2012.

I. Vision Statement

District Mission Statement

The primary purpose of education in the Weare School District is to prepare all students to be responsible citizens in a democratic society. Students will have a base of critical skills and attitudes necessary to understand and meet the challenges of a continually changing world. CWES and WMS promote high expectations and standards for all students and staff, encourages them to strive for their full potential and instills in them a desire to expand their horizons through life-long learning. WSD pledges to recognize and accept the unique needs, interests and talents of all students and staff and to teach them to have this same respect for themselves and others. Providing an orderly and caring atmosphere fosters the creative spirit, encourages a positive self image and promotes critical thinking. Learning takes place not only in school, but in the home and community. A cooperative supportive relationship among these groups creates a comprehensive and constantly improving educational experience.

District Demographic Description

The Weare School District consists of two schools, grades K - 8. Student enrollment as of April 16, 2012 totaled 1,084. Weare belongs to SAU 24, with administrative offices in Henniker. The towns of Henniker and Stoddard also belong to SAU 24. Weare is located in Hillsborough County, Henniker is located in Merrimack County and Stoddard is located in Cheshire County. According to the State of NH the Weare census in 2006 was 8,925, a 7.3% growth over three years. As of 2006 there were a total of 3,391 housing units.

The major change in Weare has been the population growth over the last 35 years. There was a 75% population growth between the years of 1970 and 1980 and a 92% growth between the years of 1980 and 1990. There were 1,850 residents in 1970; the most recent census of 2010 reported a population of 8,785.

Technology Vision Vision for all Students

We believe:

- .. Education must prepare all students for rapid societal, cultural, and technological change. We must be open and able to respond to changing environments.
- .. Basic skills for all students must include the ability to access and manage information, solve problems, think critically, communicate effectively and work cooperatively.
- .. Technology must be integrated into the curriculum at all grade levels and for all students to support developmentally appropriate learning opportunities that challenge and inspire.
- .. Teachers and staff should model these skills to maximize growth.

- .. Students must be encouraged to become independent learners so they can continue acquiring knowledge and learning skills throughout their lives.

Vision for Staff and Community

To support this environment for students:

- Basic skills for staff include the ability to access and manage information, solve problems, think critically, communicate effectively and work cooperatively using technology.
- Technologies should be used to efficiently and effectively manage and facilitate administrative functions including, but not limited to, communicating with parents and community members, record keeping, planning and program development.
- Technological resources should be made available to community members through the web, integrating student projects with the community and other partnering opportunities.
- Technological resources should be maintained in optimal working condition, upgraded or replaced on a regular schedule, distributed in an equitable manner and administered efficiently.

II. Action Plan

A. Access to Technology Resources

Goal 1: Provide and maintain reliable computer hardware in labs and classrooms for use by staff and students:

Objective A: Replace computer lab hardware on a three year scheduled basis in order to ensure compliance with state standards and emerging technologies.

Objective B: Replace classroom and media center computers on a three year scheduled basis to ensure that each room has computers capable of meeting professional and curricular needs.

Objective C: Replace staff laptops on a five year scheduled basis to ensure that staff members have computers that are capable of meeting professional and curricular needs.

Objective D: Implement a plan to provide for interactive whiteboards and required accessories to be accessible to all classrooms in the next 3 years.

Objective E: Develop and implement a plan that will allow classrooms to have multiple computer workstations available in their rooms at all times.

Objective F: Utilize the capabilities of modern computer platforms by migrating to a Virtual Desktop Windows based environment wherever possible.

Objective G: Continue to assign appropriate privileges to staff enabling them to post content on the schools web server to improve access to relevant content and information.

Objective H: Implement “Google Docs” for staff and students grades 5 thru 8.

Objective I: Improve access to SAU level resources through the expanded use of the SAU wide area network.

Objective J: Implement internet based “School Dude” technology assistance ticketing system. (Both schools)

Objective K: Enhance the existing technology staffing levels by elevating the current Technology paraprofessional position to a full time and year round position. This will provide a full time person in each school, as well as investigating the possibility of adding a technology integrator.

Objective L: Establish an additional fixed computer lab for grades 7 & 8. (WMS)

Objective M: Implement computer/network based “Destiny” library system. (WSD during the 2012-2013 school year.)

Goal 2: Implement the necessary network solutions to satisfy the requirements of district initiatives.

Objective A: Transition from our existing Linux domain controller to a Windows active directory environment. (CWES & WMS)

Objective B: Implement internet based “School Dude” inventory system. (CWES & WMS)

Objective C: Investigate the cost of replacing network wiring and switching at CWES for possible implementation 2014-2015 school year.

Objective D: Upgrade the existing wireless LAN (WLAN) in both buildings to a centrally managed enterprise grade network to support additional wireless devices and provide for a more secure network.

Goal 3: Work with individuals and committees to revise our initiatives to meet the ongoing needs and goals of the program areas.

Objective A: Meet regularly with staff and students to review technology needs and concerns. The Technology Director will host monthly meetings and will invite all stakeholders to attend and participate.

Objective B: Communicate to all staff about technology advances as they are implemented.

B. Technology Literacy

Goal 1: Have a process in place to identify the technology literacy of staff and students.

Objective A: Survey staff to determine areas of strengths and weaknesses every year. The survey will be designed by the Technology Committee.

Objective B: Analyze the survey results and provide a summary to all staff members.

Objective C: CWES & WMS will continue researching, modifying, updating, and implementing new technologies and software, as necessary, to its computer literacy curriculum to provide students with current technological skills, concepts, and higher order thinking skills, in order to provide initial computer literacy learning designed and measured utilizing the Information and Communication Technology (ICT) standards and International Society for Technology in Education (ISTE) National Education Technology Standards for students (NETS-S).

Objective D: WMS will require students to complete a digital portfolio per Ed306.42 (a)(5) utilizing NETS-S.

Goal 2: Provide support, instruction, and resources for staff to integrate technology and use it appropriately for high levels of educational achievement.

Objective A: Use the results of the technology literacy surveys outlined in Section III to design a plan of instruction and support for staff.

Objective B: Provide staff and students with online multimedia resources, electronic databases, productivity software and other educational software to support information literacy.

Objective C: Identify staff that are proficient with the integration of various technologies and can help teachers incorporate these resources in the classroom.

Objective D: Provide formal support for novice users and new staff members in the use of technology resources for communication, instruction, and reporting/assessment.

Objective E: Educate students, parents and staff on the ethical, legal, and safe use of technology resources through annual workshops.

Objective F: Encourage and support attendance at technology-related conferences, in-service programs, and/or workshops.

Objective G: Communicate the requirements of the ICT Literacy Standards as required by Ed. 306.42 to staff, students, and parents.

Action Steps:

1. WSD Tech coordinator will meet in September and May each year with JSRHS Tech coordinator to verify 8th grade ICT standards are being reviewed and met.
2. WSD Tech committee will conduct an annual survey at the beginning of the school year to determine a base line of faculty technology skills and understanding of ICT standards. Training

will be developed based on needs determined from survey. Expected results will be the integration of technology into the curriculum.

C: Professional Development

Goal: Provide ongoing professional development to the WSD faculty and staff in order to improve technology literacy for both educators and students. Technology professional development will be aligned with the school's overall improvement plan, the school's literacy initiatives, and the school's long-term budget plan.

Objective A: Continue to develop capacity among all stakeholders with regard to the school's student information system, PowerSchool. Stakeholders include faculty, staff, students, and parents.

Objective B: Link the use of technology with the school's goal of using data to improve instruction and learning. To this end, specific faculty and staff will be trained to access data from a variety of sources including, but not limited to, North West Evaluation Association, New England Common Assessment Program, Performance Plus, etc.

Objective C: Maintain the flexibility of the technology professional development plan so that it can be adjusted to meet the needs of new technologies being acquired through the long-term budgeting process. These acquisitions will require specific hard skill training and ongoing training on appropriate software usage as well as licensing regulations, etc.

Action Steps:

1. The Technology Department will hold monthly after-school workshops called "Tech Thursdays". The topics of "Tech Thursdays" will be coordinated to deliver "just-in-time" instruction on technology items such as PowerSchool, Performance Plus, New England Common Assessment Program, North West Evaluation Association, flip charts, etc., to improve teacher knowledge and implementation of technology in the classroom.
2. The Technology Department will coordinate with administration to schedule professional development time into early release and teacher workdays in an effort to deliver more in-depth technology-based professional development opportunities to faculty and staff.
3. The Technology Department and Committee will endorse and promote workshops and opportunities for staff to acquire technology skills including but not limited to the Christa McAuliffe Conference, New Hampshire Society for Technology in Education workshops, Southeastern Regional Educational Service Center offerings, Local Education Support Center Network offerings and work through other qualified sources.

D. Community Collaboration

Goal: Engage the community in a mutual collaboration to advance technology literacy and communication.

Objective A: Increase awareness of school activities and events through the continual updating of the website.

Objective B: Increase communication between parents and teachers by leveraging existing PowerSchool assets to improve school to community communications.

Objective C: Continue to develop and tune the usage of the AlertNow system as an alternative means of voice, text and email communications to the parents and students of the WSD community.

Objective D: Establish and maintain relationships within the community to leverage expertise, resources, and opportunities for mentorship.

Action steps:

1. Investigate collaborations with school and community experts to provide technology education to the greater community. Some possible areas of technology education provided may include PowerSchool, Google Apps, Internet usage and safety, blogs, wikis and office applications. Utilize the schools web site to provide up to date information.

III. Data Collection

The Technology Committee and the Technology Department will be implementing the following tools to gather and analyze information related to access, literacy, professional development and community collaboration:

Action steps:

1. The Technology Department and Committee will conduct an annual fall survey of staff to determine technology needs (access, training, instructional needs and support, and community collaboration). The results of this survey will be shared with the Technology Committee and administration and will be used to drive professional development and support activities. The results of this survey will also be used by the Technology Committee to drive technology plan revisions and adjustments. A follow-up survey of all staff will be implemented in the spring of each year for feedback on the implementation of action items generated by the fall of the new school year.
2. Survey – A survey will be conducted annually beginning in the 2012-2013 school year to survey staff on current instructional practices, levels of teaching innovation and personal computer usage. The results of the survey will directly affect the direction of the Technology Department and Committee's plans for professional development activities and access to technology

initiatives. Results of the survey will be reviewed by both groups upon their release and follow-up evaluations by both groups will be performed on an annual basis to assess progress.

3. The Technology Department will complete all of the NH School Building Surveys and present the results to the Technology Committee. Survey results will be used to drive technology plan revisions and adjustments.

IV. Budget

2012-2013 Budget Actual

Budget Line	WMS	CWES	Total
Tech Salary & Compensation	\$36,461	\$36,461	\$72,922
New Equipment	\$20,200	\$10,500	\$30,700
Repair and Maintenance	\$2,500	\$1,500	\$4,000
Supplies	\$2,625	\$2,500	\$5,125
Replacement Equipment	\$6,362	\$6,360	\$12,722
Dues and Fees	\$13,709	\$14,412	\$28,121
Totals	\$81,857	\$71,733	\$153,590

2012-2013 Goals

- Replace 25 desktop computers (WMS)
- Upgrade 25 classroom desktops (CWES)
- Upgrade student laptop memory and replace batteries as required (CWES,WMS)
- Purchase 20 laptops for professional staff (CWES-10, WMS-10)
- Purchase 4 LCD Projectors (WMS-2, CWES-2)

2013-2014 Budget Projected

Budget Line	WMS	CWES	Total
Tech Salary & Compensation	\$36,461	\$36,461	\$72,922
New Equipment	\$23,050	\$26,520	\$49,570
Repair and Maintenance	\$3,500	\$3,000	\$6,500
Supplies	\$3,500	\$3,000	\$6,500
Replacement Equipment	\$47,600	\$29,506	\$77,106
Dues and Fees	\$13,710	\$14,412	\$28,122
Totals	\$127,821	\$112,899	\$240,720

2013-2014 Goals

- Replace 35 classroom desktops (CWES-25, WMS-10)
- Replace 52 student laptops (CWES-26, WMS-26)
- Upgrade 18 laptops for professional staff (CWES-9, WMS-9)
- Purchase 4 projectors (CWES-2, WMS-2)
- Purchase 10 Promethean Boards (Cwes-5, WMS-5)
- Purchase 4 sets of student HHRDs (CWES-1, WMS-3)
- Purchase 2 B&W laser printers (CWES-1, WMS-1)
- Purchase 4 digital cameras (CWES-2, WMS-2)
- Purchase 2 digital video cameras (CWES-1, WMS-1)
- Purchase USB flash drives for staff use as requested (CWES-30, WMS-30)
- Purchase 15 I-Pads for CWES (\$9,400)
- Purchase Enterprise wireless for WMS (\$30,000)

2014-2015 Budget Projected

Budget Line	WMS	CWES	Total
Tech Salary & Compensation	\$36,461	\$36,461	\$72,922
New Equipment	\$23,050	\$26,520	\$49,570
Repair and Maintenance	\$3,500	\$3,000	\$6,500
Supplies	\$3,500	\$3,000	\$6,500
Replacement Equipment	\$29,300	\$69,850	\$99,150
Dues and Fees	\$13,710	\$14,412	\$28,122
Totals	\$109,521	\$153,243	\$262,764

2014-2015 Goals

- Replace 35 classroom desktops (CWES-15, WMS-10)
- Replace 78 student laptops (CWES-26, WMS-52)
- Upgrade 18 laptops for professional staff (CWES-9, WMS-9)
- Purchase 4 projectors (CWES-2, WMS-2)
- Purchase 10 Promethean Boards (CWES-5, WMS-5)
- Purchase 4 sets of student HHRDs (CWES-1, WMS-3)
- Purchase 2 B&W laser printers (CWES-1, WMS-1)
- Purchase 15 I-Pads for CWES
- Replace building wiring and switches at CWES (\$40,000)

V. Evaluation

Technology Plan Assessment:

1. The Technology Committee, chaired by the Technology Coordinator and consisting of administrative and professional staff members, meets quarterly. The Committee monitors progress on the Technology Plan and recommends corrections as needed.

2. Progress on the Technology Plan is overseen by the Technology Coordinator and the Technology Committee.
3. Data from all sources listed in the data sections of this plan is gathered on a continuous basis.
4. Progress is monitored through:
 - Quarter meetings of the Technology Committee
 - School Board meetings
 - Parent communications
 - Annual review of the plan by the entire school staff
5. Recommendations and revisions are made by the Technology Committee during meetings as new developments and opportunities arise.
6. 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 consistent with school and district goals and objectives.

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 at WMS is 1:1.45. CWES has a ratio of 1:4 which does not meet the present needs of the students. Technology support is not 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. 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 are also available to assess these goals.

Technology Literacy Evaluation:

Weare School District has implemented a technology curriculum that addresses the NH ICT literacy standards and ISTE's NETS.

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 Weare School Board for their approval. 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, online textbooks, and other resources.

VI. Policy and Procedure

Children's Internet Protection Act (CIPA) / Security Policy

CIPA Compliant Security:

- Firewall: Untangle Server Build: 9.3.1
- Filtering: Untangle Server Build: 9.3.1 protects all computers
- Proxy server: N/A
- LAN based security: SME 8.0 server with clam AV software
- Data backup methods: Network attached storage device backs servers every night in addition to backup to desktop server
- Facility security: Server room locked, data closets locked, computer labs locked, school building locked
- COPPA (Children's Online Privacy Protection Act) and CIPA (Children's Internet Protection Act) compliance
- Passwords: multilevel passwords used where applicable, passwords required to log on network, passwords used for specific programs
- Email: Staff only
- Computer use: Student use with staff supervision
- Network access: Student use with staff supervision, student access denied in some applications

Acceptable Use of Electronic Network & Internet Resources Policy School Administrative Unit 24

Weare School District Policy Purpose of This Document

This policy outlines efficient, safe, ethical and legal use of network and Internet resources within the School Administrative Unit 24 (SAU 24). This policy applies to users of electronic information resources located or accessed on any SAU 24 network. SAU 24 provides a network to facilitate communication and sharing.

Qualifying for Use

The privilege and responsibility of using our network and Internet resources is based on the concept of a qualified and informed user. Access to and use of these resources entails a great responsibility. Inappropriate use will result in disciplinary action, which may include suspension or revocation of privileges. A current copy of this agreement must be signed by all system users (staff, students and a parent, if the student is under 18 years of age) and must be on file in order to use any SAU24 network.

Internet Access and Safety Policy

Technology Protection Measure:

The SAU 24 uses both Internet filtering and security software to filter materials that are profane, obscene, unlawful, discriminatory, violent, or hateful as required by federal guidelines of the Children's Internet Protection Act (CIPA). It is recognized that neither is infallible, and we rely on the responsible use of the Internet by our students and staff. Students are frequently monitored by teachers and staff when using computers.

Internet Safety Policy

The emerging Web 2.0 technologies such as email, blogs, social networking, and wikis have transformed how the world communicates and learns. These exciting and innovative communications often have educational value and cannot be completely filtered. SAU 24 educates its staff and students about appropriate online behavior, including cyber bullying, and interacting with individuals. To insure safety and promote reliable Internet use, all users must adhere to the following code of conduct when accessing online resources.

Code of Conduct

Security within the SAU 24 network is a maximum priority. Network users are expected to behave appropriately and respectfully and agree to the following parameters and conditions:

Procedures and Proper Usage

Users:

- a. shall not evade, change or exceed resource quotas or disk usage.
- b. Shall not eat or drink in the immediate vicinity of any computer or network asset.
- c. shall register all personal computers and devices with the Technology Department before using them on any SAU 24 network.
- d. Shall not set up or participate in Internet or LAN-based proxy or sharing applications.
- e. must notify staff about security problems, unacceptable Internet sites or inappropriate communication.
- f. shall not install/upload software to SAU 24 computers or store software on network servers without authorization from the technology department.
- g. Shall recognize that Network Logs vary depending on the server and are kept for no more than 45 days.
- h. are responsible for making back-up copies of their critical documents.
- i. shall refrain from cyberbullying.
- j. shall not reveal personal information on the Internet or plan to meet people contacted through the Internet unless part of a classroom activity.
- k. Shall not access or create profane, obscene, unlawful, discriminatory, violent, or hateful material.
- l. SAU 24 network resources will not be used for personal gain (e.g. - such as, but not limited to printing, personal photos, eBay, Craig's list, second jobs...)
- m. shall not share their usernames/passwords with any individual.
- n. shall not willfully attempt to bypass content filters.

Privacy

- a. Users will not share their account information or leave their accounts open.
- b. All files and communications are subject to inspection (ie. no right to privacy.)
- c. Network data storage areas are to be treated as school property.
- d. Software may be used to remotely control and monitor computers while in use.
- e. Parents/guardians have the right to review the contents of their child's files and communications.
- f. All users must respect the privacy of other network users and the confidentiality of user and network passwords.

Copyright and Plagiarism

- a. Violation of copyright and/or software agreement is considered a violation of this policy.
- b. Explicitly copyrighted materials will often have conditions describing how they may or may not be used, users shall abide by these.
- c. Plagiarism is expressly forbidden. (Plagiarism is the claiming of another person's work as your own.)
- d. Proper citations will be used when citing electronic information.

District Web Site

- a. Web pages display school activities and projects and may include photos, student names and work with parent/guardian permission.
- b. Web pages are considered public documents and comply with Federal School District Guidelines.
- c. Web pages shall not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal laws.

Vandalism

- a. Vandalism is defined as any malicious attempt to damage or disrupt the physical computers, software, network systems or data of other users.
- b. Vandalism will result in disciplinary action, which may include suspension of computer services and possible referral to legal authorities and/or restitution.
- c. Individuals may be held financially responsible for damages *including*, but not limited to:
 - Attempts to move, remove, or damage software, hardware, or files.
 - Attempts to hack into any network or computer environment.
 - Physical damage to a computer while it is assigned or checked out to them.

Email/Direct Communication

- a. Network users will abide by netiquette in their electronic communication.
- b. Email accounts are maintained and/or archived in accordance with applicable policies.

Research & Reference

With the information that abounds on the Internet, it is important for our students and staff to recognize authoritative and respected sources of information. To this end, students and staff will give preference to:

- a. Subscription resources that have been reviewed by educators.
- b. Teacher reviewed and evaluated sites and materials.
- c. Information from educational, government and non-profit websites (.edu, .gov, .org).

Violations of the Acceptable Use Policy

The SAU 24 places a high value on the appropriate and responsible use of its network and Internet resources. A violation of this policy will result in the following consequences:

Student Users

First Infraction: removal from the computer network for one week (five school days).

Second Infraction: removal from the computer network for one calendar month (i.e.: from the 14th of September to the 14th of October).

Third Infraction: removal from the computer network for ninety (90) school days.

All infractions of the policy will be disclosed to parents in writing. Infractions of this policy may result in further disciplinary action based on the rules of the Student Code of Conduct. Some infractions may require reporting to law enforcement. ***School administrators reserve the right to modify the consequences outlined above if deemed appropriate.***

Faculty/Staff Users

Infractions set forth in this agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action. Inappropriate behavior in violation of state and federal statutes will be subject to prosecution by those authorities.

Legal References:

RSA 194:3-d, School District Computer Networks
Children's Internet Protection Act (CIPA)

See also JICE,EHAA,JICDD,JIC,KDC,EGA