

Fabius-Pompey Central School District Technology Plan 2008-2012

**Superintendent of Schools
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MISSION STATEMENT / VISION

Fabius-Pompey Central School District's administration and faculty work together to guide students through their journey of academic achievement and self-discovery. A positive environment combined with a well-structured curriculum insures students will obtain a well-rounded education that prepares them to pursue their goals and to benefit their community. Technology has been a large part of our student's educational experience. The District, its students, staff, parents, and residents are seeing the results of the efforts with the investment of time and money in expanding its technology program. The realized results have served to create even more interest and commitment to continue to expand the District's efforts in the area of technology.

PLAN SUMMARY

The District's Technology Committee develops the Fabius-Pompey Central School District's Instructional Technology Plan. The Technology Coordinator facilitates the committee. The members of the committee are comprised of representatives from both buildings, District technical support staff, and building administrators. The committee meets four to six times a year and is charged with overseeing the integration of instruction and technology across all District curriculum areas. The Fabius-Pompey School District Instructional Technology Plan includes clear goals and realistic strategies, professional development plans, an assessment of the district's needs, an annual budget, and a staff survey which is used as an evaluation process. A major emphasis of our instructional technology program has been increased parent / community communication through our District technology using the District's website, email and electronic grading.

PAST ACHIEVEMENTS

1. Libraries as media centers have been developed at each school site. This includes: 1) libraries, which are fully automated; and 2) libraries that serve as centers for on-line research, video distribution, and Internet access.
2. The District has expanded and improved the infrastructure for Internet access at each school site.
3. The implementation of in-service stipends and administrative promotion of technology workshops have resulted in most, if not all, of the staff participating in technology-oriented programs.
4. The Technology Committee set goals of integrating technology into all aspects of academic curriculum and establishing technology exposure/training to staff members as a regular offering during staff development days.
5. A District website has been developed by staff and is online, available to parents, the community and those outside the community seeking information regarding the Fabius-Pompey School District.
6. A local e-mail program has been installed on the elementary server with all District staff having been trained in its use and provided with secure access to the system. Teachers are utilizing e-mail to communicate with parents as well as students who may be missing school due to medical reasons.
7. All instructional areas have integrated instructional technology to meet students' needs to access and process information, communicate knowledge, develop and promote enhanced problem solving and critical thinking skills resulting in improved achievement with NYS Standards and Assessments.
8. Departments who have reviewed their curriculum included effective integration of technology into their subject areas, with specific referencing of the technology adaptation in their presentations to the Board of Education.
9. Provided internet access to the computers located in the three libraries.
10. All computers are networked within the District. Category 5 wiring from the server rooms to every classroom was installed. A fiber optic cable connection between the two buildings was installed for permanent computer connectivity.
11. High school business classroom was networked.

12. Computer clusters were formed in special subject areas of art, technology, home and careers, and special education.
13. On-line participation in student record keeping (currently through OCM BOCES SISWEB program). The staff at the middle/high school utilize My Grade Book.

INFRASTRUCTURE

The Fabius-Pompey School District currently utilizes an Ethernet network comprised of Category 5 copper wire and a 100 mega-bit backbone. The network is connected to OCM BOCES via an OC3 fiber optic cable which provides Internet access to our school. In addition, the three switch rooms in the high school are connected together with fiber optic connections. There is also a fiber optic cable that connects the high school to the elementary school. In the elementary school the main switch room connects to the 25 port switch located in the computer lab.

All classrooms in both buildings have at least one category 5 drop and the labs, two in the high school and one in the elementary school, have 25 category 5 drops per lab. The district currently has four servers - 3 Dells and 1 HP slated for replacement. We host our own email server, due our own dhcp addressing, web and email filtering. All client workstations are Dell computers running Windows XP Professional SP2. To enforce computer security we use Windows 2003 server Group Policy Objects (GPO) along with mandatory and roaming profiles. Students have tighter restrictions in place using a mandatory profile coupled with GPO restrictions. Most teachers are running a roaming profile with slightly lesser GPO restrictions. The majority of printers in the district are networked printers and based on your user account only the assigned printers for your account are present when a user is logged on.

OCM BOCES provides support to the district by providing a LAN Technical Support Specialist on site four days a week. This person is solely responsible for the entire school districts technology needs. Also we have vendor support via service agreements on various hardware and software.

We consider technology to be a tool to enhance student learning and the instructional environment. It should be integrated into the curriculum and afford both students and teachers with rich learning environments. Students should gain increasing exposure to and competency with these tools and be able to make decisions as to what is the best tool to meet the needs of the task at hand.

It is our goal for students to be proficient in using current technologies and have opportunities to seek out and use new technologies. We also intend for staff and faculty to strive each year to learn new computer skills and develop units which integrate technology into all curriculum areas.

I. Goals

The Technology Committee has assessed the present state of technology in the District and has compiled a plan for addressing the District's technology needs for the future. The Committee has developed a plan that can be implemented in three years to insure students, faculty, and community members are able to utilize these opportunities. They have also identifies realistic strategies in order to execute the goals. The priorities for increased access to educational technology are as follows:

1. Heighten student learning through the integration of technology across all curriculum areas relative to New York State Education Department Standards.
2. Supply equitable access to technology, sustain the networking infrastructure, and provide the technical support necessary to have functional instructional technology network.
3. Produce, promote and implement effective policies that ensure the safe and ethical use of educational technology.
4. Produce, promote and implement effective professional development programs relative to instructional technologies.

5. Enhance telecommunication services and technological innovations to increase our effectiveness in communicating with parents and the community.

II. Realistic Strategies

Technology is a tool to improve learning and should be integrated into regular daily instruction. Students should be able access, retrieve, and use information by using technology effectively.

1. Funding must be provided by the District to support the increasing technology needs. It is recommended that \$10,000 for the first year with additional \$5,000 in yearly increments added to this budget line for the next 5 years.
2. An on-going updating of equipment, including district servers and printers (rotating on a five year schedule), computer lab computers, teacher's classroom computers, software, infrastructure to support growing needs of the students. Some thoughts for consideration--
 - Additional Internet ports in each classroom
 - Mounted projectors wired to teacher's desktop computer and/or TV/DVD mounted in classrooms
 - Wireless access points (Wifi code access passwords)
 - Use "Pilot" classrooms in each school where technology is being used frequently and successfully to enhance student learning. May be able to acquire a teacher center grant for this.
 - Simplify the software purchasing process
 - SIS Data Warehouse System available for elementary faculty/staff
 - Installation of SmartNoteBook Software and education resources
3. Our district web page is a significant communication for our parents and community. It requires attention in order to offer more information and communication.
4. Additional procedures need to be put in place regarding the maintenance/cleaning and rotation of equipment. A database of equipment has been established. It should be expanded to include software and audio visual equipment. In addition, a teacher tutorial needs to be developed for new staff, and a schedule
5. In order to increase home/school communication and as a safety measure, our telephone system needs to be updated.
6. Continuation of technology being incorporated into each curriculum review, with specific skills/applications integrated
7. Curriculum/exit outcomes grades six through twelve will be developed, while those already identified at the K-5 levels will be reviewed on a periodic basis
8. A full-time Technology Coordinator would be responsible for facilitating district Technology Committee, ordering hardware and software, budget, inventory up-to-date, stay current on Technology opportunities, write grants, etc.
9. Training of our lab-teaching assistants to set up and load new software and hardware
 - Add one (1) FTE Teacher Assistant for the Elementary Lab
 - Lab teaching assist(s) and librarian will have full viewing on their monitor of currently logged on students

Over the next three years, the team will research other districts' implementation of technology. As we network with other school districts and OCM BOCES, we will continue to expand our plan to advance of students' technological skills and knowledge as well and enhance student learning. As a component of the curriculum review process, technology will be appropriately integrated and skills will be built upon year after year. Professional Development, a sufficient budget, and a collaborative team working together will afford the District the opportunity to create a vision for the implementation of the plan. Focus on adding/upgrading hardware and software as well as infrastructure to support additional technology.

III. Professional Development

The Professional Development Team should plan to devote one full day of staff development to technology. Outside trainers and well as staff members will provide training to colleagues on various software, on-line resources, applications, and curriculum integration. When applicable, training will be offered for any new software, on-line subscriptions, databases, resources, etc. In-service will be scheduled throughout the school year, including after school hours. BOCES will provide training on the various resources available to staff and students to encourage more staff and students have access to information sources. Training for all new staff regarding equipment and resources available will be incorporated into the New Staff Orientation.

As we continue to develop the District's website, staff will be encouraged to operate an active webpage through on-going staff development at both the basic and advanced levels. Training will be done by OCM BOCES staff.

IV. Needs Assessment

Much of the telecommunication services, hardware, software and/or other services are provided by BOCES. We rely of the expertise of our BOCES colleagues to provide us with current, up-to-date services as well as advise us of new or better/more efficient services/products. Currently our telephone system is supported by Windstream and Verizon, Internet Access is maintained by BOCES, as is our firewall. Currently we are assessing our needs instructionally to determine the additional switches and cable drops. As stated in the strategies section above, additional personnel and established procedures will be part of this three-year plan.

V. Sufficient Budget

A projected budget has been included based on reasonable expectations of receiving funding and incurring expenses. (attached)

VI. Evaluation Process

Every three years, staff will be surveyed to establish needs, level of integration, challenges, and support. This information will help to determine completed goals and establish new ones.

Teacher Survey (attached)

V. Budget

ACCOUNT	DESCRIPTION	2007-08	2008-09	2009-10	2010-11
		BUDGET	PROJECTED BUDGET	PROJECTED BUDGET	BUDGET
A1621.476-00-0000	Service Contracts - Pages	\$600	\$630	\$662	\$695
A1621.....	Maintenance of Plant	\$600	\$630	\$662	\$695
A5530.427-00-0000	Telephone - Cell Phones	\$6,000	\$6,300	\$6,615	\$6,946
A5530.....	Garage Building	\$6,000	\$6,300	\$6,615	\$6,946
					\$6,946
A 2630.220-00-0000	Computer Hardware	\$15,000	\$15,750	\$16,538	\$17,364
A 2630.440-00-0000	Contract Prof-Tech Serv	\$5,500	\$5,775	\$6,064	\$6,367
A 2630.450-00-0000	Supplies & Materials	\$4,500	\$4,725	\$4,961	\$5,209
A 2630.461-00-0000	NYS Aid Computer Software	\$14,681	\$15,415	\$16,186	\$16,995
A 2630.479-00-0000	Travel & Conference	\$150	\$158	\$165	\$174
A 2630....	Computer	\$129,893	\$129,893	\$129,893	\$129,893
	BOCES SERVICES				
A1620.490-00-0000	601.060 - CNY Regional Network - O	\$42,800	\$44,940	\$47,187	\$49,546
A1620.490-00-0000	602.020 - Local Telephone	\$17,200	\$18,060	\$18,963	\$19,911
A1620.490-00-0000	602.030 - Telephone Long Distance	\$1,000	\$1,050	\$1,103	\$1,158
A1620.....	Operation of Plant BOCES Services	\$61,000	\$64,050	\$67,253	\$70,615
					\$70,615
A2630.490-00-0000	620.300 - Operations	\$13,610	\$14,291	\$15,005	\$15,755
A 2630....	Computer Assisted Instruction BOCES Services	\$13,610	\$14,291	\$15,005	\$15,755
					\$15,755
A2630.490-00-0000	620.301 - Computer Supplies Servi	\$2,000	\$2,100	\$2,205	\$2,315
A2630.490-00-0000	562.110 - Center for Learning Tech	\$4,500	\$4,725	\$4,961	\$5,209
A2630.490-00-0000	562.120 - Software/Additional	\$2,500	\$2,625	\$2,756	\$2,894
A2630.490-00-0000	563.010 - Model Schools Base Fee	\$3,100	\$3,255	\$3,418	\$3,589
A2630.490-00-0000	563.020 - Workshops	\$4,000	\$4,200	\$4,410	\$4,631
A 2630....	Computer Assisted Instruction BOCES Services	\$16,100	\$16,905	\$17,750	\$18,638
	GRANTS				
F2071.400-08-0000	CONTRACTUAL EXPENSE IIA	\$757	\$757	\$757	\$757 Staff Dev.
F2111.200-08-0000	EQUIPMENT	\$28,000	\$0	\$0	\$0
		\$28,757	\$757	\$757	\$757
		\$255,960	\$232,826	\$237,934	\$243,298

VI. Evaluation Process

Fabius-Pompey Central School District Technology Needs Assessment Survey

Grade (circle all that apply):

K 1 2 3 4 5 6 7 8 9 10 11 12 AIS Specials (Art, Library, Music, P .E.) Other

Number of computers in your room: 0 1 2 3 4 5 Other

The Technology Committee has put this survey together to help gather information from their colleagues. We appreciate your support in helping us to help you.

1. Technology Skills - Put A, B, C, D or E on the line to describe your learning/skill level for the statements listed below.

- | | |
|---|--------------------------------------|
| A) I don't know how to do this | C) I can do this independently |
| B) I can do this, but sometimes I need help | D) I can teach others how to do this |
| | E) Not applicable |

How far along are you in learning to...

- ___ use a word processor (Microsoft Word, Student Writing Center) to create documents?
- ___ use a spreadsheet (Microsoft Excel) to enter and calculate numbers?
- ___ use a spreadsheet (Microsoft Excel) to create graphs?
- ___ use a database (Microsoft Access) to enter information, sort information and create reports?
- ___ use drawing or painting software to create pictures?
- ___ use a digital camera and/or scanner to get pictures into the computer?
- ___ use presentation software (Microsoft PowerPoint) to create a presentation?
- ___ use email to send and receive messages Eudora, Microsoft Outlook?
- ___ create a web page for classroom use?
- ___ use a search engine to find information on the Internet?
- ___ use a projection device to project what is on the computer screen?
- ___ use on-line library catalog to search for books that are in the library ?
- ___ use desktop publishing software (Microsoft Publisher)to create newsletters?
- ___ use Integrated Learning Systems (CCC, School Vista)?
- ___ use Computerized Assessment software (Accelerated Reader, ST AR, STAR Early Lit.)?
- ___ use subject-specific software (Edmark, School Vista Math 3/4)?
- ___ use Inspiration/ Kidspiration?
- ___ use BOCES webmax (download videos)
- ___ use on-line data bases

2. Technology Integration - Put an A, B, C, D, E on the line to best describe your integration of technology into the classroom.

- A) I do not use it in teaching and learning
- B) I am beginning to understand its relevance in teaching and learning and to experiment using it with students
- C) I make a conscious effort to include it in teaching and learning and to integrate it effectively into my lessons
- D) I naturally include it in teaching and learning and use it in powerful ways
- E) Not applicable

Overall, how far along are you in using technology to enhance teaching and learning?

- ___ Spreadsheets (Microsoft Excel)?
- ___ Databases (Microsoft Access)?
- ___ Drawing or painting software?
- ___ Digital cameras an/or scanners?
- ___ presentation software (Microsoft PowerPoint)?
- ___ email (Eudora, Microsoft Outlook)?
- ___ the Internet for publishing?
- ___ the Internet for research?
- ___ A projection device?
- ___ Desktop publishing software (Microsoft Publisher)?
- ___ Integrated Learning Systems (CCC, School Vista)?
- ___ computerize assessment software (Accelerated Reader, STAR, STAR Early Lit.)?
- ___ subject-specific software (Edmark, School Vista Math 3/4 ?
- ___ Inspiration/Kidspiration?

3. Barriers to Technology Integration (Put an A, B, C, D on the line.)

- A) Not a barrier B) Minor barrier C) Moderate barrier D) Major barrier

- ___ Not enough or limited access to a computer
- ___ Not enough or limited access to a projection device
- ___ Not enough or limited access to digital camera and/or scanner
- ___ Lack of time in class schedule for projects involving technology
- ___ Too much down time when computer equipment malfunctions
- ___ Not enough training opportunities for technology projects
- ___ Lack of time to learn and practice using technology to enhance learning
- ___ Lack of knowledge about ways to integrate technology into curriculum
- ___ Lack of time to develop lessons utilizing technology
- ___ Internet or other software speeds are too slow
- ___ Lack of instructional support for technology projects
- ___ Lack of technical support for technology projects
- ___ No recognition for integrating technology for teaching and leaning
- ___ Not all students have basic computer skills
- ___ Too much preparation required to integrate technology into curriculum

Other:

4. Attitude toward technology (Put an A, B, C, D on the line.)

- A) Strongly Agree B) Agree C) Disagree D) Strongly Disagree

- ___ Using technology makes me more effective.
- ___ Technology helps me organize my work.
- ___ I find the use of technology to be motivating.

- ___ I am comfortable learning about and using technology.
- ___ I would like to integrate more technology into my work.
- ___ I would like to integrate more technology into my classroom.
- ___ The building administration encourages the use of technology.
- ___ The district administration encourages the use of technology.
- ___ I feel comfortable helping others in school with technology.
- ___ I feel comfortable asking others in the school for help with technology.
- ___ I take personal time to learn and practice technology skills.

5. Support (Place an A, B, C, D on the line to indicate how important the following support is to you)

- A) Very Important B) Important C) Unimportant D) Would not use

- ___ School-based technology support personnel
- ___ Release time to observe other teachers using technology
- ___ Technology conferences
- ___ On-site technology workshops
- ___ Classroom computer use for teachers
- ___ Stipend for staff development time
- ___ Computer to take home
- ___ Staff technology labs open during non-school hours
- ___ Release time for exploring

The best time(s) for me to learn about technology would be (check your top 2 choices):

- ___ Before school (7:00- 7:40)
- ___ During School (with substitute available)
- ___ After school (3:30- 5:00)
- ___ Summer (July)
- ___ Summer (August)
- ___ Summer mornings (8:30- 11:30)
- ___ Summer afternoons (12:00-3:00)

6. Level of Commitment

Please circle your level of commitment to technology training over the next year:

- A) Very High B) High C) Low D) Very Low

7. Other Comments

Please write any other comments you might have about technology and integrating technology with the curriculum on the back of this page.