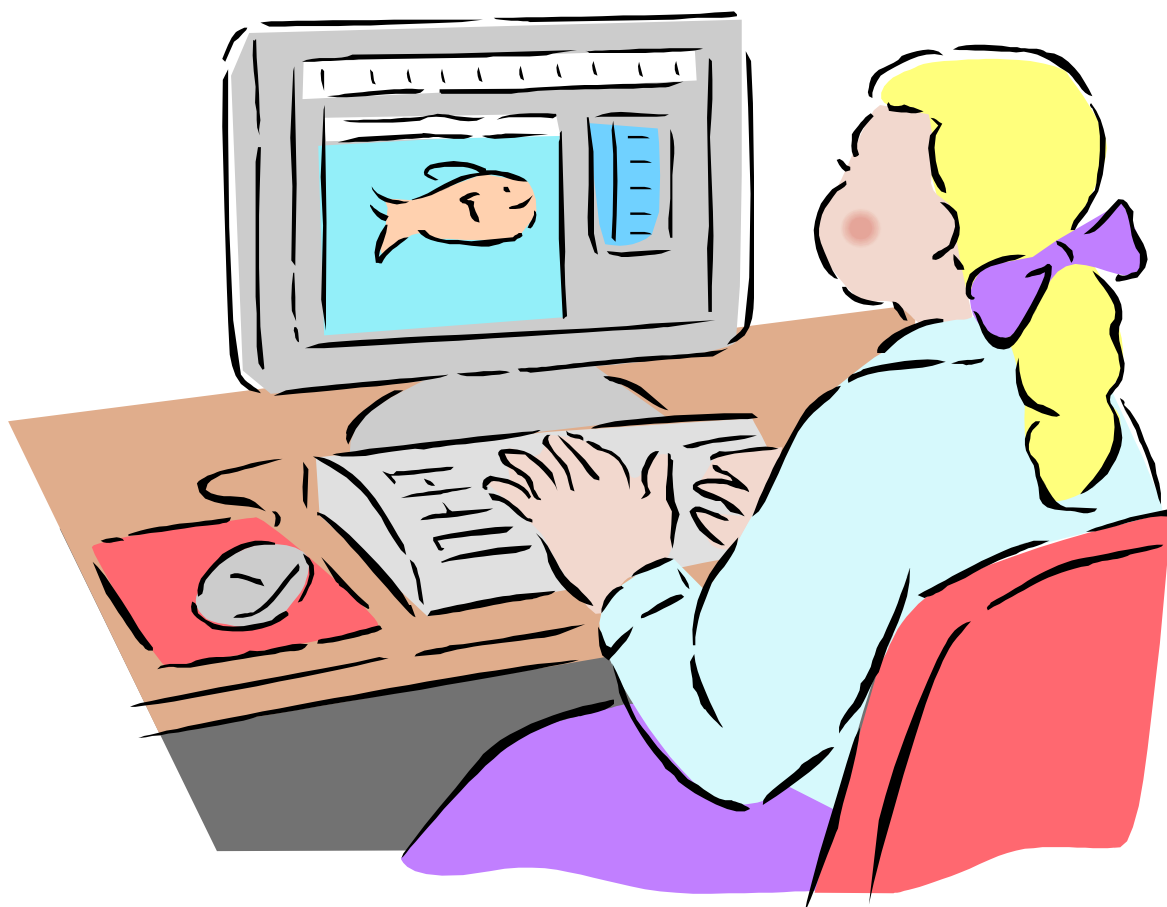


Granby Public Schools Technology Plan

School Year 2007 – 2008 through 2010 – 2011



Granby Public Schools – Technology Plan

School Year 2007 – 2008 through 2010 – 2011

Technology Planning Committee	
Name	Role
David Lukaskiewicz	Technology Coordinator/Chair
Kevin Brown	Teacher
Christina Brownell	Granby Jr. Sr. High School librarian
Jonathan Cavallo	Granby Jr. Sr. High School Assistant Principal
Trish Colson	Teacher
Cheryl Denette	Computer Tutor
Clay Hennessy	Computer Teacher (Consulting Member)
Tony Kwajewski	Teacher
Fran LaBreck	Teacher
Margaret Larson	Teacher
Dan Lynch	Granby Jr. Sr. High School Principal
Pam McCauley	West Street School Principal
Kristen Naglieri	Computer Teacher (Consulting Member)
Maura Whalen	Teacher

TECHNOLOGY PLAN HISTORY

In 1995, the Granby Public Schools formed its first Technology Planning Committee.

They were charged with the task of writing the first formal Technology Plan. After many months of hard work, the first five year Technology Plan was a reality. Almost immediately, the implementation began. The school buildings were wired, computer labs were installed, and curriculum was modified to utilize the new technology. This all resulted in new learning opportunities for both students and teachers that created positive educational experiences that were previously unavailable.

After the completion of the five year plan, technology planning and implementation continued. Input from teachers, administrators, students, and the community provided the foundation for network expansion, additional computer labs, and changes to curriculums, etc. Keeping with the spirit of the original plan, the planning and implementation process became continuous to constantly adjust for the school's increasing technology needs.

This new plan was written to comply with the Massachusetts Department of Education's requirement for an updated formal technology plan and also to review the current technology planning and implementation procedures and to make adjustments where needed.

TECHNOLOGY PLAN VISION

- A. The previously listed individuals have volunteered to serve as current members of the Technology Planning Committee. The committee consists of teachers, administrators, and parents of students. Although the initial phase of this plan has resulted in this written document, the dynamic nature of educational technology requires its implementation plan to be updated regularly. In order to assist with this process, the committee will be active each year and welcomes new members. Interested individuals should indicate their desire to participate to the Superintendent of Schools, the respective Principal, or the Technology Coordinator. Likewise, any individual(s) whom the Superintendent or any Principal believes could be an asset to this committee should be encouraged to participate. This committee will meet throughout the school year to monitor the execution of the Technology Plan and perform any of the duties listed hereon.
- B. The Granby District Improvement Plan clearly states the following goals relevant to Technology:

District Goal: Improve students' ability to learn effectively and live productively in an increasingly digital world. (NET Standards)

Rationale: "To thrive in the world today, students need higher-end skills, such as the ability to communicate effectively beyond their peer group, analyze complex information from multiple sources, write or present well-reasoned arguments about nuanced issues and develop solutions to interdisciplinary problems that have no one right answer. In this light, technology is not a panacea for education, but a powerful springboard to higher-level learning." (The Road to 21st Century Learning: A Policymaker's Guide to 21st Century Skills (2003))

District Objective	Guides/Measures	District Target
<p>To improve students' proficiency in the use of computers and applications, as well as an understanding of the concepts underlying hardware, software, and connectivity.</p> <p>To develop in students an understanding of the responsible use of technology and the ethics and safety issues in using electronic media at home, in school and in society.</p> <p>To develop students' ability to use technology for research, critical thinking, problem solving, decision-making, communication, collaboration, and creativity to develop innovative products and processes.</p> <p>(Based on the MA Curriculum Frameworks)</p>	<p>Massachusetts Curriculum Frameworks for K-12 Technology Literacy Standards</p> <p>National Educational Technology Standards for Students: The Next Generation</p>	<p>A K-12 Curriculum articulation plan that integrates the State standards into all academic areas by grade level.</p>

- C. In support of the District Improvement Plan, the Technology Planning Committee has set the following goals:
1. To integrate technology into both teacher administrative tasks and into student learning activities.
 2. To provide professional development for staff to increase their knowledge and skill level for using instructional technology and also increase their use of technology in their classroom.
 3. To improve access for students and teachers to school computers during the school day.
 4. To maintain and update the infrastructure to support the educational technology needs of students and faculty.
 5. To improve student access to school technology resources after school.
- D. The Technology Plan will be supported in the following ways:
1. In its annual operating budget, the Granby Public Schools will designate funds for a full time technology coordinator. In addition, the following will also be provided:
 - a. Service Support Contracts for administrative software such as accounting, payroll, student database, school nurse software, special education management software, etc. The amount will be approximately \$13,000.00.
 - b. Service Support Contracts for student support software and community outreach software such as library automation and web based telephone message deployment software, etc. The amount will be approximately \$6,000.00.
 - c. Service Contracts for computer engineering services, high level technical support, software support for internet content filter, email for teachers, antivirus support, hardware repairs, and infrastructure/network repair, etc. The amount will be approximately \$45,000.00.
 - d. Supplies such as printer toner and removable media, etc. (Maintained by each building principal as part of their "Supply Budget")
 2. The Granby Public Schools will leverage the potential use of federal, state, and private resources as follows:
 - a. The Business Manager will monitor the availability of eRate services and the Granby Public School's eligibility. If funding becomes available and the Granby Public Schools are eligible, the Business Manager will initiate the application process. Supporting documentation will be provided by the Technology Coordinator.
 - b. The Associate Superintendent will monitor the availability of entitlement and competitive grants. If such grants are available and the Granby Public Schools are eligible, the application process will be initiated by the

Director of Pupil Services. Supporting documentation will be provided by the Technology Coordinator.

- c. The Technology Coordinator will pursue and accept donations, when appropriate, of technology equipment and supplies that are useful to the Granby Public Schools and supportive of its District Improvement and Technology Plans.

Funding opportunities or donations for equipment, services, and or supplies that are of no value to the Granby Public Schools nor supportive of its District Improvement Plan or Technology Plan will not be pursued or acquired. Likewise, funding opportunities or donations for any of the above that would result in a projected implementation expense greater than the value of the donated technology or service or create a grossly inefficient situation will not be considered.
 - d. If sufficient funding is not available from the sources listed above to implement the plan, the Granby Public Schools may pursue a “Town Funded” Capital Article for technology or pursue other funding sources from the town.
- E. The Granby Public Schools will constantly assess its technology needs and likewise monitor the effectiveness of its technology resources toward attainment of educational goals. This is done by:
1. Periodic surveying of teachers and administrators, including:
 - a. Using the Massachusetts Technology Self-Assessment Tool (TSAT) to monitor improvement in teacher’s technology skills;
 - b. Surveying teachers for technology professional development needs; and
 - c. Collecting information from the appropriate teachers on student performance and technology skill level as specified in the Massachusetts Recommended PreK-12 Instructional Technology Standards.
 2. Making note of anecdotal evidence obtained from students, teachers, and administrators. Although informal, such information may provide insight into the strengths and weaknesses of the implementation of the Technology Plan and may indicate a need to further evaluate or study a specific issue. Thus, teachers, administrators, students, parents, and community members will be encouraged to provide responsible feedback to the members of the Technology Planning Committee and/or the technology coordinator.
 3. Collecting data from teachers and administrators on the adequacy of technology resources and professional development activities. Based on this information, the Technology Planning Committee may suggest changes to the appropriate school administrator such as:
 - a. The acquisition of new or additional technologies such as hardware or software, etc.

- b. The replacement of antiquated technologies such as hardware or software, etc.
- c. Specific types of course offerings for professional development opportunities for teachers.
- d. New course offerings and/or changes to the curricula taught to students.

TECHNOLOGY INTEGRATION

A. The Granby Public Schools will encourage teachers to use technology everyday.

1. Outside the Classroom

Teachers will use technology regularly for one or more of the following:

- a. Lesson planning;
- b. Administrative tasks; and
- c. Communications and collaboration.

This will be accomplished by computerizing more administrative tasks that were traditionally accomplished on paper. Some examples include:

- i. The submission of grades electronically;
- ii. The use of drop boxes for forms and certain communications; and
- iii. Utilizing a computer program to analyze student performance in the MCAS.
- iv. The use of district managed email and MassONE.

2. Within the Classroom

Teachers will use technology appropriately with students each week, in such areas as:

- a. Research
- b. Multimedia
- c. Simulations
- d. Data Interpretation
- e. Communications and collaboration

This will be accomplished by promoting the use of technology in every classroom, regardless of grade level or discipline. Some of this may occur with the acquisition of newer textbooks and equipment that require both the student and teachers to utilize multimedia or web based applications for learning activities that were previously accomplished within the textbook or its supplements, etc. Thus, the combination of using

technologies derived from a textbook publisher and participation in professional development activities will escalate the use of technology in the classroom.

B. Student Use of Technology

1. Each year, teachers of technology will review their curriculum to insure that it aligns with Massachusetts Recommended Pre-K – 12 Instructional Technology Standards and make the appropriate adjustments. The teachers of technology will insure that all students are progressing towards meeting grade appropriate standards as defined by Massachusetts Recommended Pre-K – 12 Instructional Technology Standards with a goal of more students meeting or exceeding higher levels of proficiency each year.
2. In its effort to promote responsible use of technology, the Granby Public Schools will
 - a. Maintain Acceptable Use Policies for both students and teachers. In addition, technology relevant procedures and rules will be contained in the faculty and student handbooks.
 - b. utilize a CIPA approved content filter for incoming internet traffic

C. Staffing

1. The Granby Public Schools will employ a full-time equivalent (FTE) district-level Technology Coordinator.
2. The Granby Public Schools will utilize contracted services to provide specialized repairs, system engineering, product implementation, and professional development, etc.
3. The Superintendent, with feedback from other administrators, teachers, and the community, will monitor the adequacy of the technology support staff and make adjustments, such as an increase in staff, if necessary.

PROFESSIONAL DEVELOPMENT

1. All teachers will be strongly encouraged to pursue high quality professional development and to advance their technology skills as defined in the TSAT. The Granby Public Schools will provide professional development activities that will help all teachers advance their technology skills each year. Ultimately, every teacher will have the technology skills necessary to utilize technology effectively for teaching and administrative duties appropriate for

their grade level and/or subject matter. This will be accomplished by offering high-quality technology professional development opportunities covering technology skills and the integration of the same into instruction.

ACCESSIBILITY OF TECHNOLOGY

A. Students per Instructional Computer

1. The Granby Public Schools will strive to obtain new (or better) computers each year in its effort to provide more computer access to students and teachers. In its annual planning and information gathering process, the Technology Planning Committee will suggest additional computer purchases and/or replacements so that the number of students to computer ratio is maintained at 5:1 or better.
2. Ideally, every computer will be capable of operating the software required by its targeted users, effectively and efficiently. In its annual planning, the Technology Planning Committee will, with input from the Technology Coordinator, suggest retirement and replacement or upgrading of antiquated equipment.

B. Technical Support

1. Since technology is only useful when it is functional, the Granby Public Schools will be committed to timely technical support. At the end of each school year, the Technology Coordinator will assess the “turn around time” for repairs and report the same to the Superintendent of Schools. Additional staff and/or contracted services will be considered if necessary.

INFRASTRUCTURE FOR CONNECTIVITY

A. Internet Access Networking

1. The Granby Public Schools will provide connectivity to the local area network (LAN) and the internet in all classrooms with a bandwidth of 100 MB. (The connection between the West Street School and the Granby Jr. Sr. High School will be slower due to the distance and the limitations of the connection method.)
2. The Granby Public Schools will provide a unique and secure location for every teacher in the district and student in grades 4 – 12 to store their files. These storage facilities will be backed up several times per week.

B. Innovative Technologies

1. The Granby Public Schools will encourage the development and use of innovative strategies for delivering specialized courses through the use of technology. Teachers will be encouraged to inform a member of the Technology Planning Committee or the Technology Coordinator if a new and innovative technology should be considered. The Technology Planning Committee will research the concept and make a recommendation to the appropriate school administrator.

ACCESS TO SCHOOL TECHNOLOGY RESOURCES OUTSIDE THE SCHOOL DAY

- A. The Granby Public Schools will maintain an up-to-date web site that includes information for parents, students, and the community.
- B. The Granby Public Schools will encourage teachers to provide sufficient computer access time for students to complete their school work. Computer time may be set aside as a portion of a class, students may be taken to the computer lab by the teacher, or a teacher may have an after school computer lab session.
- C. An effort will be made to make the computer labs accessible after school hours.

This amended Technology Plan has been approved by the Superintendent of Schools under the authority of the Granby School Committee.