

**Five Town CSD/MSAD# 28**

# **Three Year Technology Plan**

**2006-2009**

**Patricia M. Hopkins, Superintendent of Schools  
Michael Weatherwax, Asst. Superintendent of Schools**

## Table of Contents

	<b>Page(s)</b>
1. Community and Parental Involvement	1-2
2. Vision	2
3. Goals	3-5
4. Identify Necessary Technology	5-7
5. Collaboration with Adult Literacy Service Providers	7-8
6. Strategies for Improving Academic Achievement and Teacher Effectiveness	8
7. Integration of Technology with Curricula, Instruction and Assessment	8-9
8. Technology Type and Costs, and Coordination with Funding Resources	9-12
9. Supporting Resources	12
10. Steps to Increase Accessibility	13
11. Promotion of Various Curricula and Teaching Strategies that Integrate Technology	13-14
12. Professional Development	14
13. Innovative Delivery Strategies	15
14. Accountability Measures	15-16
Appendix I	18-22

## **1. Community and Parental Involvement**

Because technology continues to play an important role in modern industrial society, integrating technology into the schools will help prepare students to succeed in a rapidly changing world. "Technology is transforming society, and schools do not have a choice as to whether they will incorporate technology but rather how well they use it to enhance learning" (North Central Regional Educational Laboratory & Illinois State Board of Education, 1995). Technology integration also is important because it supports the goals of education. To ensure that technology is effectively integrated into the schools, educators and community members must collaborate to create a formal technology plan. Developing a plan for using technology to support education reform means more than providing for the acquisition of computers and software. To be successful, a technology plan must promote meaningful learning and collaboration, provide for the needed professional development and support, and respond flexibly to change.

In order to improve communication, the Five Town School District community (MSAD #28, Five Town CSD & Union 69) is in the second year of PowerSchool Student Information System implementation. When the system is fully operational, in the Fall of 2008, parent and students will be able to log into the system and retrieve grade reports, homework assignments, project information and student status on local standards and Maine Learning Results (MLR).

In the summer of 2004, the District launched a new web site that provides the community with school information, sport activities, current events, board agendas and meeting minutes, board policies and staff directories.

The technology committee developed a new community survey in the fall of 2003 to get feedback on the current District Technology Plan. The results are in Appendix I.

The Technology Committee is a diverse group of individuals that represent a cross section of the entire educational community of MSAD #28 and Five Town CSD. The Committee members are:

Nell Alexander, Social Studies Teacher Camden Hills Regional High School  
James Anastasio, Principal Camden Hills Regional High School  
Larry Cassis, Science Teacher Camden Hills Regional High School  
Shannon Cochran, Computer Technician Five Town CSD/MSAD # 28  
Chris Dowd, Computer Consultant Sage Corporation  
Jon Duke, Computer Technician Five Town CSD  
Angie Ferris, 6<sup>th</sup> Grade Teacher, Camden Rockport Middle School

Ben Fisher, Student Camden Hills Regional High School  
Cindi Forman, Director of Special Education  
Kathy Foss, Librarian Camden Rockport Middle School  
Gail Green, Computer Ed Tech & Parent Rockport Elementary School  
Robert Iannuzzi, Director of Instructional Technologies  
Brandon Koons, Student Camden Hills Regional High School  
Dee Kopesky, Computer Teacher & Parent Camden Rockport Middle School  
Tori Manzi, MSAD #28 & Five Town CSD Board Member  
Doug MacWilliams, Computer Technician FiveTown CSD/MSAD # 28  
Debbie Meservey, Librarian & Parent Rockport Elementary School  
Tom Neeley, Librarian Camden Hills Regional High School  
Jan Staples, Principal Rockport Elementary School  
Faith Vautour, Social Studies Teacher Camden Hills Regional High School  
Chris Walker-Spenser Computer Science Teacher Camden Hills Regional High School  
Michael Weatherwax, Assistant Superintendent FiveTown CSD/MSAD # 28

## **2. Vision**

The district's vision is to develop life-long learners who value diversity, and are confident in using technology in a variety of ways. More specifically, the district staff believes that:

- Technology is a tool for education to support learners in solving problems, developing critical thinking skills, communicating ideas, and working collaboratively on multi-disciplinary projects.
- Professional development for educators is imperative if technology is to be effectively used in the teaching/learning process.
- Learning is a constructivist process where students create their own knowledge through active participation in complex, meaningful tasks.
- The information explosion demands that we manage and communicate information effectively.
- Advances in communication and transportation have increased global interdependence and therefore a need for cross-cultural cooperation and understanding facilitated through telecommunication technology.
- Technology should help students become active, independent, life-long learners.

Technology provides a tool to facilitate educational restructuring, which is so necessary to prepare youth for the 21st century. Business as usual will not be sufficient to meet the educational needs of a leading nation in a global society. Technological developments have precipitated the very changes that now demand the use of technology in our nation's schools. To maintain world-class status as a nation, the United States needs to have a world-class educational system, and this means the extensive use of technology.

**3. Goals** – Articulate specific goals, aligned with the Maine *Learning Results*, for using advanced technology to improve student academic achievement.

<b>GOALS</b>	<b>ACTION PLAN</b>	<b>TIMELINE</b>
<p>1. Provide students and staff with technology tools that will enhance their educational goals.</p>	<p>1a. Replace 35% of old equipment each year.</p> <p>1b. Upgrade operating systems in all buildings.</p> <p>1c. Conduct a software needs assessment and replace old programs.</p>	<p>1a. 2006-07 2007-08 2008-09</p> <p>1b. All operating systems will be replaced by 2007.</p> <p>1c. Ongoing Fall 2006 Fall 2007 Fall 2008</p>
<p>2. Integrate technology-based curricula, hardware and software that will support the Maine Learning Results, into all K-12 curricular areas.</p>	<p>2a. Integrate Internet research techniques in the library curricula.</p> <p>2b. Research, preview and purchase software that develops problem-solving skills, critical thinking concepts and supports MLR's.</p> <p>2c. Conduct in-service courses related to software that supports curricular needs.</p>	<p>2a. Fall of 2008</p> <p>2b. Ongoing</p> <p>2c. 2006-2009</p>

<b>GOALS</b>	<b>ACTION PLAN</b>	<b>TIMELINE</b>
2. Integrate technology-based curricula, hardware and software that will support the Maine Learning Results, into all K-12 curricular areas (CONT.)	2d. Replace or purchase K-12 teacher laptops.	2d. Budget for the following years: 2006-2007 2007-2008 2008-2009
3. Increase community awareness and promote technology usage at home and in school.	3a. Review and update District web pages.  3b. Hold parent information seminars i.e. Safe use of the Internet.  3c. In cooperation with Camden & Rockport Public Libraries, offer senior citizen technology awareness sessions (use students as Instructors).	3a. Ongoing  3b. Ongoing- Fall & Spring of each year.  3c. Fall 2007
4. Conduct a K-12 Technology curriculum review.	4a. Create a committee comprised of K-12 staff members.  4b. Conduct monthly meetings.  4c. Present report to Joint Curriculum Committees.  4d. Board presentations.	4a. Fall 2007  4b. 2007-2008  4c. Fall 2008  4d. Spring 2009
5. Review the technology offerings at Camden Hills Regional High School. And Camden Rockport Middle School.	5a. Review offerings and make appropriate changes in the curriculum.	5a. Begin Fall 2007

<b>GOALS</b>	<b>ACTION PLAN</b>	<b>TIMELINE</b>
5. Review the technology offerings at Camden Hills Regional High School. And Camden Rockport Middle School. (CONT)	5b. Investigate the possibility of offering a certified Cisco networking & AP computer science courses.  5c. Investigate the possibility of offering advanced computer courses at CRMS.	5b. Fall 2007  5c. Fall 2007
6. Continue technology in-service program for teachers, ed techs, administrators, library media personnel and support staff.	6a. Offer courses.  6b. Conduct needs assessment survey.	6a. Fall & Spring: 2006-2007 2007-2008 2008-2009  6b. Spring: 2007 2008
7. Hire additional IT support staff.	7a. Seek data that shows the number of technicians at other district employ. Also obtain data from ACTEM that shows the ratio of technicians to computers across the state.	7a. Spring 2006
8. Provide technical training for computer technicians.	8a. Increase the funds in the department's professional service line	8a. Spring 2006 (funds to be included in the 2006-2007 budget)

**4. Identify Necessary Technology** – Include a technology assessment. Gather information about technology currently in use so that what will be needed to meet new goals can be determined.

The technology committee developed a series of data gathering instruments. The process was completed by January 2004 and the information was used to update this plan and drive future hardware and software purchases. The data collection instruments and the survey results can be found in Appendix I

## Table of current hardware MSAD # 28

EQUIPMENT	LOCATION	DISTRICT
Networking – T1 Line for Internet access, 1- Router, 6- switches, 3- airports & 2 hubs	Rockport Elementary East Grades K-2	MSAD# 28
Networking – T1 Line for Internet access, 1- Router, 2- switches, 5- airports	Rockport Elementary West Grades 3-4	MSAD# 28
3- Servers, 1- admin, 1-library & 1- student/staff	Rockport Elementary	MSAD# 28
5 – administrative computers	Rockport Elementary	MSAD# 28
1- Computer Lab w/24 iMac computers	Rockport Elementary West Campus	MSAD# 28
45 - Classroom computers (at least 1/classroom) iMacs	Rockport Elementary	MSAD# 28
9- Library computers – 1 check out unit & 8 OPAC stations	Rockport Elementary	MSAD# 28
Networking 1-T1 Line for Internet access, 1- Router, 13- switches, 21- airports & 3 hubs Entire building is wireless (MLTI project)	Camden Rockport Middle School Grades 5-8	MSAD# 28
5- Servers, 1- admin, 1-library, District web and mail servers (service CSD & MSAD end users) & 3- student/staff	Camden Rockport Middle School	MSAD# 28
5 – administrative computers	Camden Rockport Middle School	MSAD# 28
1 - Computer Lab w/32 iMac computers 1- MIDI music lab w/7 eMac computers	Camden Rockport Middle School	MSAD# 28
52- Classroom computers (at least 1/classroom) iMacs	Camden Rockport Middle School	MSAD# 28
12- Library computers – 1 check out unit & 2- OPAC stations	Camden Rockport Middle School	MSAD# 28
243 - MLTI laptops, 217 student, 22 staff & 4 spares	Camden Rockport Middle School	MSAD# 28

## Table of Current Hardware FiveTown CSD

EQUIPMENT	LOCATION	DISTRICT
Networking – T1 Line for Internet access, 1- Router, 14- switches, 22- airports, 1-firewall & 2 hubs	Camden Hills Regional High School Grades 9-12	Five Town CSD
9- Servers, 4- admin, 1-library, 1- PowerSchool (service to CSD, MSAD & Union 69) & 3- student/staff	Camden Hills Regional High School	Five Town CSD
22 – administrative computers	Camden Hills Regional High School	Five Town CSD
4 - Computer Labs w/30 iMac computers, 53 Window computers	Camden Hills Regional High School	Five Town CSD
- Classroom computers (iMacs)	Camden Hills Regional High School	Five Town CSD
68- Teacher Laptops iBooks	Camden Hills Regional High School	Five Town CSD
19- Library computers – 2 check out unit & 7- OPAC stations	Camden Hills Regional High School	Five Town CSD

### 5. Collaboration with Adult Literacy Service Providers –

Describe how the program will be developed, where applicable, in collaboration with adult literacy service providers.

The District actively supports and advocates the use of hardware, network, software and other technology resources by adult learners.

The IT staff works directly with the Adult Education Director and staff to plan and implement relevant new course offerings, to purchase hardware and software, and to recommend instructors and train staff.

The Five Town CSD Adult Education program utilizes Camden Hills Regional High School's technology equipment, computer labs, network, file servers and IT department support to offer courses to the public. This fall, the two departments were able to pool funds and hire a new computer technician, who works a late shift and is thus able to meet the technology needs of the Adult Education Department by conducting preventive maintenance on file servers, switches, routers and classroom computers during off hours. The Directors meet regularly to discuss new course offerings and future purchases and this cooperation has positively affected the growth of Adult Education courses over the last two years. We have been able to purchase and install a PolyCom unit for distance

learning classes, open the high school library for computer usage, increase computer offerings and expand the use of other facilities. This fall, adults have been able to enroll in college courses at the University of Maine's Hutchinson Center and interact with the professor and other students and never leave Camden.

The IT Director has met with Rockport Public Library staff and has been involved in the planning phases for wireless access at their facility. This project will provide Rockport Middle School students, who have MLTI laptops, access to the Internet during evening and weekend library hours.

The IT Director plans to create a joint District (MSAD #28 & CSD), Rockport and Camden Public Library Council that will discuss facilities usage, joint literacy activities and possibly cooperative purchasing of printed materials, hardware and software.

## **6. Strategies for Improving Academic Achievement and**

**Teacher Effectiveness** – Describe how funds, specifically Ed Tech funds where applicable, will be used to improve academic achievement, including the technology literacy of all students attending schools served by the SAULEA; and describe how funds expended will improve the capacity of all teachers in schools served by the SAULEA to integrate technology effectively into curriculum and instruction.

The IT Director and his staff assist teachers with classroom presentations, technology projects and help develop technology-based lessons that embrace the Maine and local learning standards.

The staff development group will create a needs assessment instrument, develop courses that integrate technology into all curricular areas, review and post lesson plans that use technology to meet objectives and standards. These exemplars will be posted on the District web site and hard copies will be placed in faculty rooms. District funds will be used to send teachers to technology conferences, develop threaded discussions on "best practices" and train staff on the new student information system. In addition, the ed tech workshop committee is committed to provide their staff with relevant and exciting ways to incorporate technology into their classroom activities.

## **7. Integration of Technology with Curricula, Instruction, and**

**Assessment** – Describe how technology (including software and electronically delivered learning materials) will be integrated into curricula, instruction, and assessment and include a timeline for this integration.

The teachers are always seeking new ways to deliver curricular materials. They are developing online assessment instruments, designing lesson plans around specific software programs, previewing new software packages and conducting research to

discover new technologies that will make learning exciting and relevant. Our science department has purchased a variety of probes that are used in chemistry, biology and physics to gather information, graph data and make assumptions based on the results. The art teachers use Photoshop software to digitally enhance photos, create journals and design jewelry. Elementary students use school-based, linked web sites to enhance learning in math, science and social studies. They learn keyboarding skills from the Type-To-Learn program and word process their original writing for language arts or research papers. Students use Kid Pix software to illustrate science concepts, and some classes invite parents to a viewing of Kid Pix slide shows about the solar system. Students use math software to improve math skills. Many teachers invite the parents and grandparents to a viewing of the slideshows. The middle school has started a i Movie club for students who have an interest in filmmaking. Business classes utilize spreadsheets and Quick Books to learn accounting techniques. Family Career Science classes use digitally enhanced sewing machines. Industrial technology classes use Auto Cad programs for drafting purposes and to design homes.

## **8. Technology Type and Costs, and Coordination with Funding**

**Resources** – Develop a step-by-step action plan, with timeline, that includes goals, activities, required hardware and software, costs, and funding sources. Describe the type and costs of technology to be acquired and how it fits within the current structure (use the list developed in the technology assessment in # 4, above.). Designate sources of funding, specifically Ed Tech funds, E-Rate funds, and coordination with funds from other Federal programs, and state and local sources, that support technology acquisition and integration.

### **MSAD # 28 Recommended Hardware\* & Software Purchases 2006-2007**

<b>HARDWARE/SOFTWARE</b>	<b>COST</b>	<b>FUNDING SOURCE</b>	<b>TIME-LINE</b>
2 APC Power Unit Battery Modules	\$2,100	District Tech Funds	6/07
8 Projection Devices (4-RES & 4-CRMS)	\$7,200	District Tech Funds	6/07
25 Computers for CRMS Lab	\$23,000	District Tech Funds	6/07
12 Laptops for K-2 teachers	\$12,000	District Tech Funds	6/07
10 Printers ( 5 RES & 5 CRMS)	\$2,500	District Tech Funds	6/07
10 Replacement Computers for classrooms @ CRMS	\$9,000	District Tech Funds	6/07
District Backup Server (MSAD share)	\$5,000	District Tech Funds	6/07

**MSAD # 28 Recommended Hardware\* & Software Purchases  
2007-2008**

<b>HARDWARE/SOFTWARE</b>	<b>COST</b>	<b>FUNDING SOURCE</b>	<b>TIME-LINE</b>
Purchase 243 current MLTI Laptops from State (\$40/unit)	\$9,720	District Tech Funds	6/07
3 Network Switches	\$3,200	District Tech Funds	6/07
25 Computers for RES West Lab	\$25,000	District Tech Funds	6/08
2 Student Servers (1-RES & 1-CRMS)	\$7,800	District Tech Funds	6/08
6 Airports	\$1,200	District Tech Funds	6/08
20 laptops 7-8 Grade Teacher replacements	\$18,000	District Tech Funds	6/08
Classroom Software	\$4,500	District Tech Funds	6/08
OS Upgrades	\$8,500	District Tech Funds	6/08
Virus Protection, Email & Web software contracts	\$9,500	District Tech Funds	6/08
2 Network Switches	\$9,300	District Tech Funds	6/08

**MSAD # 28 Recommended Hardware\* & Software Purchases  
2007-2008**

14 Computers (7-RES & 7-CRMS)	\$12,600	District Tech Funds	6/09
1 Student Server (RES)	\$3,500	District Tech Funds	6/09
2 Network Switches 1-RES & 1-CRMS)	\$6,400	District Tech Funds	6/09
2 Mobile Labs (40 computers, 2 carts, 2 projectors 2 printers & 2 Airports)	\$45,000	District Tech Funds	6/09
OS Upgrades	\$3,500	District Tech Funds	6/09
Classroom Software	\$4,500	District Tech Funds	6/09

\*Funds are procured thru leased purchase

**Five Town CSD Recommended Hardware\* & Software  
Purchases 2006-2007**

<b>HARDWARE/SOFTWARE</b>	<b>COST</b>	<b>FUNDING SOURCE</b>	<b>TIMELINE</b>
26 Teacher Replacement Laptops	\$28,000	District Tech Funds	6/07
10 Replacement Printers	\$2,500	District Tech Funds	6/07
5 Projection Devices	\$4,500	District Tech Funds	6/07
2 Blade Switches	\$700	District Tech Funds	6/07
District Backup Server (CSD share)	\$5,000	District Tech Funds	6/07
OS Upgrades	\$8,000	District Tech Funds	6/07
Classroom Software	\$5,000	District Tech Funds	6/07
Email Server Software	\$6,500	District Tech Funds	6/07

\*Funds are procured thru leased purchase

**Five Town CSD Recommended Hardware\* & Software  
Purchases 2007-2008**

<b>HARDWARE/SOFTWARE</b>	<b>COST</b>	<b>FUNDING SOURCE</b>	<b>TIMELINE</b>
22 Teacher Replacement Laptops	\$26,000	District Tech Funds	6/08
1 Admin Servers	\$3,700	District Tech Funds	6/08
2 Blade Switches	\$700	District Tech Funds	6/08
2 APC UPS Surge Protection Units	\$690	District Tech Funds	6/08
10 Library Computers	\$9,500	District Tech Funds	6/08
Classroom Software	\$6,000	District Tech Funds	6/08
Virus Protection, Email & Web software contracts	\$9,500	District Tech Funds	6/08

\*Funds are procured thru leased purchase

**Five Town CSD Recommended Hardware\* & Software  
Purchases 2008-2009**

<b>HARDWARE/SOFTWARE</b>	<b>COST</b>	<b>FUNDING SOURCE</b>	<b>TIMELINE</b>
22 Teacher Replacement Laptops	\$26,000	District Tech Funds	6/09
1 Admin Servers	\$3,700	District Tech Funds	6/09
2 Blade Switches	\$700	District Tech Funds	6/09
2 APC UPS Surge Protection Units	\$690	District Tech Funds	6/09
10 Library Computers	\$9,500	District Tech Funds	6/09
20 PC CAD Computers	\$18,000	District Tech Funds	6/09
20 Monitors	\$4,800	District Tech Funds	6/09
Classroom Software	\$10,000	District Tech Funds	6/09
Email & Web software contracts	\$8,500	District Tech Funds	6/09

\*Funds are procured thru leased purchase

**9. Supporting Resources** – Describe the supporting resources such as services, software, other electronically delivered learning materials, and print resources that will be acquired to ensure successful and effective uses of technology.

MSAD # 28 and Five Town CSD’s Instructional Technology Department is comprised of a Director of Instructional Technologies and three computer technicians. The department is responsible for network infrastructure, server maintenance, desktop repairs, software upgrades, general troubleshooting, new equipment installation, staff in-service, District web site administration, wireless network, phone system @ Camden Hills Regional High School, Adult Education technical support, and email system maintenance.

The IT staff will introduce a new electronic knowledge base in the fall of 2005 that will support the high school teacher laptop initiative. Teachers will be able to post questions, get answers to problems and share “what works” activities with colleagues. If this project is successful, it will be replicated in the middle and elementary schools.

**10. Steps to Increase Accessibility** – Describe the steps being taken to ensure that all students and teachers have increased access to technology. The description must include how Ed Tech funds, if applicable, will be used to help students in high-poverty and high-needs schools, or in schools identified for improvement or corrective action under Section 1116 of Title I; and how the steps taken will ensure that teachers are prepared to integrate technology effectively into curricula and instruction.

As stated in the three-year plan, the districts are ensuring that all classrooms have at least one or more computers for student use. The equipment will be state of the art and will have software loaded on the hard drive that will help the students meets local and state standards.

The CSD is committed in expanding the MTLI project to include all 2004 incoming freshman. The project will be funded locally if the State fails to find the revenues.

The IT Director works closely with the Special Education Director to meet the technological needs of students with IEP’s. We have provided students with laptops, Palm Pilots, word processors, adaptive devices and voice-activated software.

All K-12 students are provided with an account that allows them to access on save data. They also have daily opportunities to access computers, printers and other peripheral devices in classrooms, labs or libraries. Computer labs in the middle and high school are also open for student use after school.

**11. Promotion of Various Curricula and Teaching Strategies that Integrate Technology** – Describe how various curricula and teaching

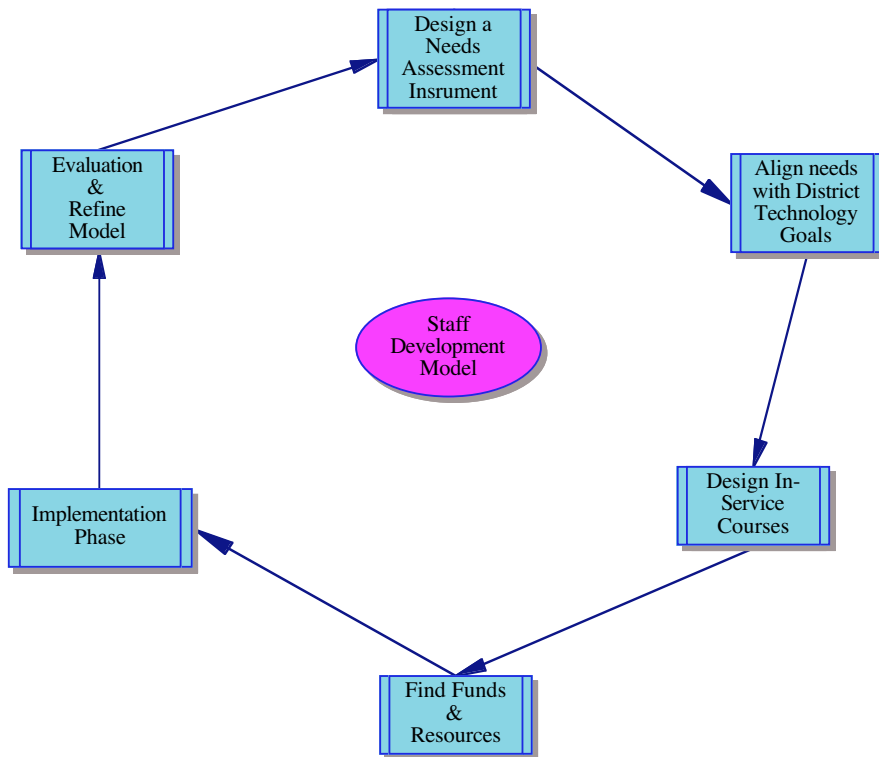
strategies that integrate technology effectively into the general curriculum and instruction will be identified and promoted based on a review of relevant research, and promoted to leading to improvements in student academic achievement.

As teachers are creating assessment tools, writing curriculum and developing teaching strategies, they must be cognizant of hardware and software programs that will help them achieve their goals. The district's major technology goal is that all teachers use technology effectively and integrate it into daily classroom activities. This is a continuation of the teacher training pillar, with a few additional stipulations: (1) The need for training is ongoing and must be about not only how to use technology, but also how to support student learning; and (2) pre-service teacher education must be transformed to include training in the use of classroom technologies. Research, development, and evaluation will shape the next generation of technology applications for teaching and learning. As the use of technology in education becomes more commonplace, it becomes critical to understand what we are learning about what works and what doesn't. The delivery of education and related services over the Internet is being touted as the next most innovative application" and fostering such innovation is key to long-term educational success. The Districts will develop technology standards for teachers, provide "hands-on" training, infuse technology into new curricula and support technology projects.

**12. Professional Development** – Describe how on going, sustained professional development for teachers, principals, administrators, and school library media personnel will be provided to further the effective use of technology in the classroom and library media center.

*Staff development generates the changes in curriculum and instruction that pull students into higher states of growth. —Bruce Joyce, Emily Calhoun, and David Hopkins*

MSAD # 28 and Five Town CSD districts are supportive of technology staff development and believe that without in-service offerings technology will lay dormant in classrooms and labs. We also need to prepare our staff for the technological age. They must be ready to embrace technology and use it as a tool for developing lessons, creating assessment documents, grade and standards recording and planning meaningful "real life experiences" for students. The Technology Committee will use the following model to create appropriate and content rich technology courses for all staff members of MSAD #28 and Five Town CSD:



**13. Innovative Delivery Strategies** –Articulate Describe how the development and use of innovative strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance-learning technologies, will be encouraged, particularly in areas that would not otherwise have access to such courses or curricula due to geographical distances or insufficient resources.

The technology committee and the Adult Education Department are researching the possibility of offering online courses for staff and students.

The Director of Instructional Technologies is investigating the possibility of using the Adult education PolyCom unit to deliver courses to high school students. Some examples of courses that could be delivered to multiple sites are advanced placement courses, Japanese or International Sign Language.

Elementary staff could use the unit to take virtual trips to places of interest, like the Kennedy Space Center or Buckingham Palace.

**14. Accountability Measures** – Describe the process and accountability measures which will be used to evaluate the extent to which the plan activities are effective in integrating technology into curriculum and instruction, increasing the ability of teachers to teach, and enabling students to reach Maine’s *Learning Results*.

Technology implementation is a continuous process that adapts to the organization's changing circumstances and includes ongoing evaluation. Effective evaluation will force planners to rethink and adapt objectives, priorities, and strategies as implementation proceeds. Continuous evaluation also facilitates making changes if aspects of the plan are not working.

Evaluating the implementation of the technology plan can be conducted by various means. Simple observations, both negative and positive, that have been made by students and teachers using the technology are the most helpful. Interviews and informal meetings with both teachers and students can draw out the lessons that both groups have learned from using the technology. A simple written survey can assist in measuring the extent to which the plan has met its original objectives and expected outcomes. The Technology Committee will develop an evaluation instrument by March 2004 that will be used to monitor the success of the plan.

The following questions will be addressed when planning the evaluation instrument:

- How and when will the tech committee evaluate the impact the technology plan implementation has on student performance?
- Who will be responsible for collecting ongoing data to assess the effectiveness of the plan and its implementation?
- What windows of opportunity exist for reviewing the technology plan? (For example, the plan might be reviewed during curriculum review cycles.)
- How will accountability for implementation be assessed?
- How will the team assess the level of technological proficiency gained by students, teachers, and staff?
- How will technology be used to evaluate teaching and learning?
- What is the key indicator of success for each component of the plan?
- How will the team analyze the effectiveness of disbursement decisions in light of implementation priorities?
- How will the team analyze implementation decisions to accommodate for changes as a result of new information and technologies?

# **Appendix I**

## **Survey Results**

## Staff Technology Needs Assessment Results

	Total Staff
Number of Assessments turned in	35

### Hardware Needs

#### Section 1 Question 1

What hardware do you currently have access to at School?

Desktop computer in lab or classroom	17
Laptop computer	34
Printer in lab or classroom	29
USB portable drive	4
LCD Projector	8
CD Burner	7
Digital Camera	13
Digital Video Camera	4
Other	0
Overhead Projector	3

#### Section 1 Question 2

What hardware do you currently not have access to at school which you need or would like to be able to access?

None	7
Other	0
Digital Camera	2
Data Projector	4
DVD	2
Computers	0
Flat Bed Scanner	1
USB Drive	1
Plotter	1
Color Printer	1

CD Burner 1

### Section 2 Question 1

What software do you currently have access to at school?

Email	35
Internet (Netscape or Explorer)	35
Word-processing (AppleWorks, Word)	35
Spreadsheet (Excel AppleWorks)	33
Data bases (access or FileMaker)	15
Quark express, PageMaker	4
i Photo	19
Adobe Photoshop	10
i Movie	15
Inspiration	2
KidPix	1
Web Authoring Software	2
A grading program	27
Other	

### Section 3 question 1

What technology skills do you currently have?

I know how to keyboard	31
I know how to read and send email	32
I know how to access the Internet	32
I know how to use Internet search engines	29
I know how to do word processing	32
I know how to create and use spreadsheets	24
I know how to create and use databases	18
I know how to move and manage folders and document	28
I know how to create a website	11
I know how to create a Power Point presentation	16
Other	0
Quicken	1
Photoshop	1

Section 3 question 2

What technology skills do you not have now but believe that you need to learn?

Presentation software	2
Web page design	4
Excel	1
Database	1

0

Section 4 question 1

0

To what extent do you use a computer as part of your teaching and your students' learning?

0

0

Very Little or not at all

9

Once or twice per week

8

Almost daily

14

Section 4 Question 2

How do you most often have students use a compute?

1 = most often 4 being least

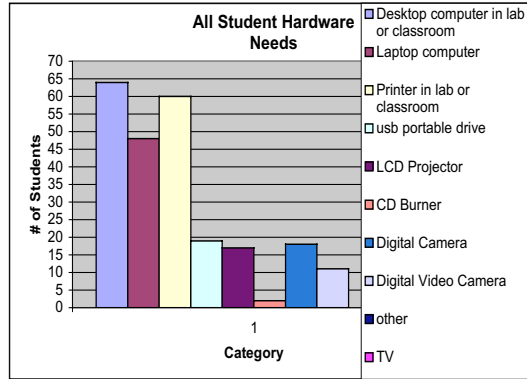
Word process writing assignments 4

to do Internet research 7

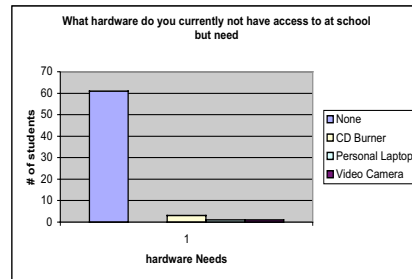
To make presentations via PowerPoint

Total Student surveys

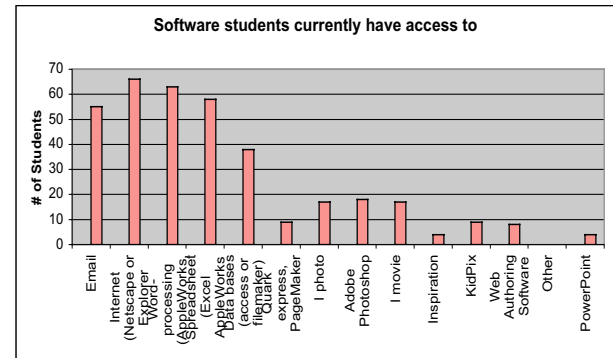
Number of Assessment turned in	70
Hardware Needs	
Section 1 Question 1	
Hardware do you currently have access to at School	
Desktop computer in lab or classroom	64
Laptop computer	48
Printer in lab or classroom	60
usb portable drive	19
LCD Projector	17
CD Burner	2
Digital Camera	18
Digital Video Camera	11
other	
TV	4



Section 1 Question 2	
What hardware do you currently not have access to at school which you need or would like to be able to access	
None	61
Other	
CD Burner	3
Personal Laptop	1
Video Camera	1

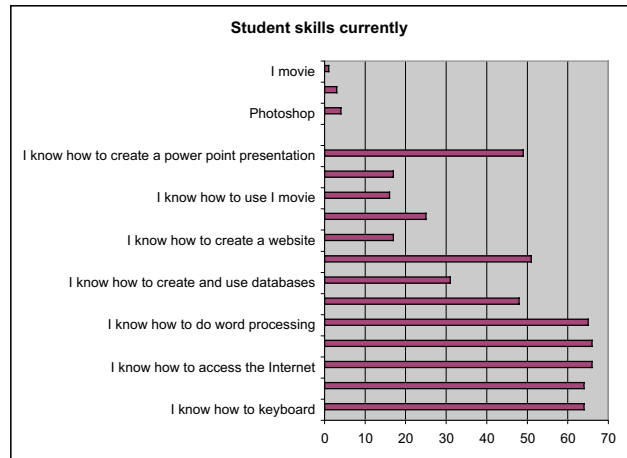


Section 2 Question 1	
What software do you currently have access to at school	
Email	55
Internet (Netscape or Explorer)	66
Word-processing (AppleWorks, Word)	63
Spreadsheet (Excel AppleWorks)	58
Data bases (access or filemaker)	38
Quark express, PageMaker	9
I photo	17
Adobe Photoshop	18
I movie	17
Inspiration	4
KidPix	9
Web Authoring Software	8
Other	0
PowerPoint	4



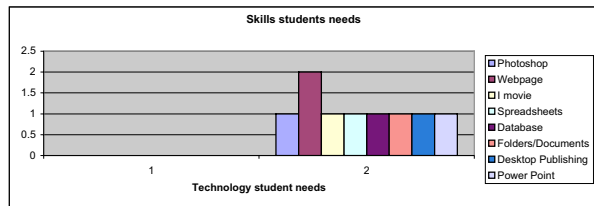
Section 3 question 1  
What technology skills do you currently have?

I know how to keyboard	64
I know how to read and send email	64
I know how to access the Internet	66
I know how to use Internet search engines	66
I know how to do word processing	65
I know how to create and use spreadsheets	48
I know how to create and use databases	31
I know how to move and manage folders and docum	51
I know how to create a website	17
I can do Desktop publishing	25
I know how to use I movie	16
I know how to use I photo	17
I know how to create a power point presentation	49
Other	
Photoshop	4
Webpage	3
I movie	1



Section 3 question 2  
What technology skills do you not have now but believe that you need to learn?

Photoshop	1
Webpage	2
I movie	1
Spreadsheets	1
Database	1
Folders/Documents	1
Desktop Publishing	1
Power Point	1



Very Little or not at all	18
once or twice per week	31
almost daily	17

Section 4 Question 2  
In which classes do you use a computer the most? Rate from 1-5 1=highest 5 =lowest

Science	
Math	
Social Studies	
English/Language Arts	
Other (Foreign Language, Art, PE, etc.)	

