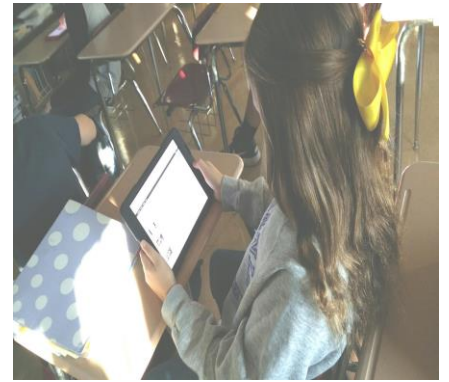
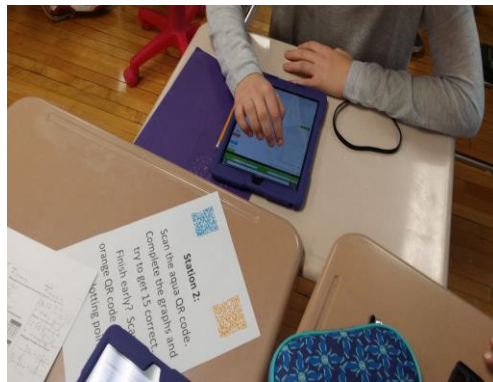


Windham-Ashland-Jewett Central School **DISTRICT TECHNOLOGY PLAN**

2015-2018



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Table of Contents

Component 1: Mission, Technology Committee, and Introduction	1
Component 2: Technology Vision and Mission	2
Component 3: Role of Technology	3
Component 4: Technology Goals and Objectives	3
Component 5: Staff Development	7
Component 6: Technology Funding & Categorization of Existing Hardware	8
Component 7: Available Resources	9
Component 8: Evaluation of Plan	9

The WAJ Mission

Windham-Ashland-Jewett Central School will provide the resources and environment that maximize the opportunity for each and every student to reach his or her academic, creative, and athletic potential.

Technology Committee Membership

At Windham-Ashland-Jewett Central School (WAJ) we consider ourselves a learning community and value the input of others in our decision-making process. Our district technology plan was designed to meet the needs of all stakeholders, therefore, input was solicited from parents, community members, district administrators, faculty, staff, and students. Surveys were distributed to faculty and discussion forums were held for community members and students.

John Wiktorko, District Superintendent
Tammy Hebert, Assistant Superintendent for Curriculum & Instruction
Michelle Mattice, Business Official
AJ Savasta, Director of Technology
Nicole Ray, Instructional Technology Coordinator

This committee meets regularly to monitor progress and evaluate the efficacy of the plan. The purpose of this committee is to steer technology integration at WAJ in a direction that will create an engaging and robust learning environment for our students.

Introduction

The Windham-Ashland-Jewett Central School District is a small, rural K-12 school located in the Northern Catskills. Situated in a beautiful mountainous area within the Catskill State Park, it is particularly attractive to people who enjoy the outdoors and the advantages of rural living. The area has two ski resorts, numerous golf courses, as well as other outdoor activities like hiking and fishing. In addition, there is an active concert series during the summer, which attracts world-class musicians from institutions such as the Metropolitan Opera. Hotels, guesthouses and restaurants add significantly to the quality of life and the economic base of the community.

At WAJ we consider ourselves a family of professionals and work together towards accomplishing common goals with the hopes of preparing every student for success beyond our walls. One of the most unique features of our district is that the professional and support staff feel personally invested in the growth of all WAJ students and are dedicated to following and supporting each student's growth into young adulthood. WAJ students are encouraged by their peers, their teachers, and a community proud of its school and its achievements.

Our team of professionals is dedicated to preparing our students for college and career, and firmly believe that educational technology plays an integral role in readiness for future success. In 2015, WAJ began a judicious district-wide implementation of the International Society for Technology in Education (ISTE) standards for both teachers and students. Professional development, community outreach, marketing, investment in resources, and a highly effective technology staff, have buttressed the overarching goal of integrating technology into every classroom and for every student. WAJ is committed to transforming the use of technology to meet the evolving needs of our students and to ensure that they graduate college and career ready. To expose students to a variety

of platforms and devices the district has invested in new chromebooks, Surface tablets, iPads, and continues to maintain and update existing laptops and desktops. Digitizing the classroom and the district is a major technology goal. Both teachers and staff will be provided with professional development geared towards the digital access of resources for students, parents, community members, and employees of the district. In addition, the district recognizes that ease-of-use is key in ensuring that the focus in the classroom continues to be on content, rather than the device itself. In an effort to streamline access to resources, WAJ has invested in Launchpad, a web-based program that is designed to simplify the login process for both students and teachers, reducing the time that it takes to login in to a variety of applications. Furthermore, the district has upgraded the web-filtering system to Securly, which will be a more efficient and user friendly filtering medium.

The WAJ technology plan will serve as a guide as we work towards fulfilling our district technology goals and ensuring that our faculty feel prepared with the tools necessary to make meaningful connections between curriculum and technology.

Technology Vision

The Windham-Ashland-Jewett Central School is embarking on an ambitious plan to update, improve, and expand educational technology use within our school community. Through the implementation of the ISTE standards coupled with our growing supply of hardware, students will begin working towards achieving tech literacy during their kindergarten year and will be fully prepared to innovatively solve problems and tackle 21st century tasks upon graduation from WAJ.

Our Technology Vision:

Ensuring students and faculty gain exposure to a variety of different technologies and are prepared to tackle any challenges they may face regardless of the device being used.

Technology Mission

Technology is an important piece of our district’s mission statement to “provide the resources and an environment that maximizes the opportunity for each and every student to reach his or her academic, creative, and athletic potential.” To fulfill this mission we are working towards ensuring students gain exposure to a variety of different technologies and are prepared to tackle any challenges they may face regardless of the device being used.

Our Technology Mission:

To provide all students equitable access to a variety of digital tools upon entering WAJ and supporting teachers in creating learning experiences that allow students to become proficient in using technology.

Role of Technology

Technology plays a crucial role in each of the three major school district functions below:

- **Student Learning:** Technology will be used by the students as a learning tool to:
 - Foster Creativity and Innovation.
 - Encourage Communication and Collaboration.
 - Conduct research and enhance information fluency.
 - Build critical thinking and problem solving skills.
 - Engage students in experiences that will develop them into responsible digital citizens.
 - Apply skills that demonstrate their understanding of technology systems and concepts.

- **Teaching:**
 - Technology will be used to digitize the learning environment.
 - Facilitate and inspire student learning and creativity.
 - Design digital age learning experiences and assessments.
 - Model digital age work and learning.
 - Promote and model digital citizenship and responsibility.
 - Participate in professional growth through learning communities, professional development, sharing technology expertise, and engaging in the many technology-themed professional development opportunities available at WAJ.

- **Administration:** Technology will be used to support professional development, enhance communication, and assist in the budget development, payroll, purchasing, accounting and data coordination processes.

Technology Goals and Objectives

Just as technology is always changing, the WAJ technology plan is flexible and will be monitored to evaluate its relevance, efficacy, and to ensure that it is aligned with our technology vision and mission. To ensure that we are meeting the needs of all students and that all learners find themselves in a learning environment in which they can flourish we will update the plan as needed.

Goal #1	Implementation of ISTE Standards.
Goal #2	Technology to Support Teaching and Learning.
Goal #3	Technology to Support Professional Development.
Goal #4	Improve Network Infrastructure and Invest in Mobile Devices.
Goal #5	Maintain Community Partnerships.
Goal #6	Consistently Monitor and Evaluate Technology Plan.
Goal #7	Optimize Technological Utilization.

Goal #8	Manage and Minimize Risk.
Goal #9	Prepare Students and Teachers for Computer Based Testing (CBT).
Goal #10	Expand Learning Opportunities for Students Via the Distance Learning Network.

Goal 1: ISTE Standards for Students

In 2015, the WAJ Board of Education established a district goal of implementing the ISTE standards in grades K-12. Differentiated professional development, student assessments, and classroom observations have been aligned to the ISTE standards, which have fostered an environment that incorporates technology on a daily basis.

Objectives:

- Identify foundational applications for both elementary and secondary classrooms.
- Embed foundational application instruction into curriculum.
- Grades K-6 ISTE skill checklists 3 times a year.
- Professional development to support implementation of ISTE standards.
- Incorporation of tech vocabulary into classrooms.
- Development of ISTE crosswalk aligned to NYS Teaching Standards and Marshall Rubric.
- Students will learn and apply technology skills that will prepare them for college and career.

Goal 2: Technology to support teaching and learning

Technology will be used to provide expanded learning and research opportunities and promote the ISTE standards, as well as the district's goal of lifelong learning and social interaction. The use of technology will be curriculum driven and will be equitably integrated into each academic area.

Objectives:

- Faculty will continue to incorporate appropriate applications into their classrooms.
- Teachers will participate in professional growth opportunities that will expose them to new educational technologies.
- Support teachers in using technology to collect and evaluate data to drive instruction.

Goal 3: Technology to support professional development

Targeted professional development offerings will be designed to meet the varying skill levels of faculty and staff and will provide the supports necessary to boost confidence and allow teachers to begin rapidly integrating technology into their curriculum.

Objectives:

- New teacher technology orientation.
- Innovative instructional strategies that incorporate technology will be shared and promoted through the WAJ professional learning network (PLN).

- Identify the technology skill levels of all teachers and design professional development that will allow all teachers, from novice to advanced, to experience growth with regard to technology integration. To accomplish this, teachers will participate in a needs assessment to identify areas of strength and weakness with regard to technology. The data gleaned from this assessment will be used to drive professional development offerings.
- Produce a monthly technology newsletter to share with faculty and staff highlighting the use of technology by WAJ students and teachers, model examples of some of the latest trends in educational technology, and to promote professional development opportunities.
- Professional development journals will be maintained to monitor and evaluate progress and growth.

Goal 4: Improve network infrastructure and invest in mobile devices

Windham-Ashland-Jewett has a network infrastructure consisting of fiber optic, ethernet, and wireless networks. Fiber optic cables connect the server room and three switch closets throughout the building. Desktop and peripheral devices are connected using Ethernet wiring and Wi-Fi is used to connect all mobile devices.

The district operates on a Microsoft Operating System platform. The primary and secondary domain controllers are both Dell servers running Microsoft Server 2008 Enterprise software. A Lenovo server operating Microsoft Server 2012 R2 hosts our virtual servers and desktops. A third Dell server runs the Infomatic Financial and VFACS Asset Management software packages. This server also acts as a print server for all network printing functions. Data is backed up nightly through a Barracuda backup device and stored off site through Preville Network Services in Albany.

High speed Internet is delivered to Windham-Ashland-Jewett from Mid-Hudson Cable via fiber optic and is distributed to the internal network after passing through the perimeter firewall. Internet content is filtered by Securely, a cloud based web filter designed specifically for educational use. All district workstations and servers are further protected from threats by Trend Micro Antivirus Software.

The telecommunications infrastructure at WAJ provides for at least one phone in every classroom and office. All phones are able to access not only all other classrooms and offices but also outside lines by entering individual passwords provided to each staff member.

WAJ utilizes Google as its email provider and operates under the domain “wajcs.org”. Using Google gives staff, faculty, and students access to Google applications such as Google drive, docs, sites, calendars, and many others. All faculty, staff, and students have email accounts. To minimize risk, students are currently only able to communicate within the wajcs.org domain.

Objectives:

- Update firewall, switches, and other infrastructure to increase security, speed, and reliability of our network.
- Update wireless network to increase coverage and speed throughout the entire building.
- Increase Internet speed to meet the growing use of cloud based applications.
- Use technology to ensure student and staff safety through the use of video cameras and other electronic security systems.
- Continue to research and deploy various devices for student and staff use such as desktop computers, laptops, iPads, Chromebooks and Surface tablets.
- Expand the use of virtual computers.

- Replace failing, obsolete, and unsupported equipment and applications to keep the districts hardware/software current.
- Research the benefits and risks of a “bring your own device” policy to allow students greater mobility and flexibility.

Goal 5: Maintain community partnerships

The community plays an integral role in the successful implementation of the WAJ district technology plan. Modeling responsible technology use at home will support the district in shaping responsible digital citizens. Providing families with the knowledge and tools necessary to support their student(s) at home with using technology will ultimately allow WAJ students to develop into well-rounded digital citizens.

Objectives:

- Student Tech Guru Desk at open houses and other high traffic school events. These students will support parents in accessing technology that will help them in monitoring and evaluating the academic growth of their student(s).
- Parenting in the Digital Age informational table will be available during high traffic school events.
- Technology night where students show off their work they have created using technology.
- Continue using school notification system to communicate important information to WAJ families.
- Parent technology nights that focus on digital citizenship and internet safety.

Goal 6: Monitor and evaluate technology plan

Evaluation of the Windham-Ashland-Jewett technology plan will be ongoing to ensure goals are being met, student growth is being achieved, and that the plan is aligned with our vision and mission. The technology committee will meet to discuss implementation of broad range technology goals throughout the year. Evaluation will take place in several forms including teacher and student surveys, parent feedback, and teacher observations.

Objectives:

- Annual goal setting
- Faculty, staff, parent, and administration feedback.
- Semi-Annual Review

Goal 7: Optimize technological utilization

Windham-Ashland-Jewett understands that technology is constantly changing and in order to utilize technology efficiently we must continuously evaluate and update the devices and applications we use.

Objectives:

- Solicit input from teachers and students to determine appropriate devices. “One size does not fit all.”
- Research, test and implement new applications for teacher, student, and administrative use.
- Remain open to new ideas and embrace change.

Goal 8: Manage and minimize risk

The overall goal of the technology department is to minimize risk while allowing students, faculty and staff to access necessary technologies. Regular and consistent assessment of all technology and applications will enable proper safeguards, policies, and procedures to be implemented and monitored.

Objectives:

- Review and renew support and licensing contracts.

- Ensure all devices receive necessary manufacturer's updates.
- Update firewall and antivirus protection regularly.
- Determine appropriate content and configure web filtering accordingly.
- Teach ethical and safe technology use to students, faculty, and staff.

Goal #9: Prepare students and teachers for computer based testing (CBT)

New York State is currently transitioning towards computer based testing for state assessments with a target date of spring 2017 when 3-8 exams must be completed electronically.

Objectives:

- Participate in the spring 2016 field testing.
- Evaluate the minimum technology requirements for CBT and compare to our available resources.
- Provide professional development that will support teachers in preparing students for CBT.

Goal #10: Expand learning opportunities for students via the distance learning network

We recognize that the distance learning network has many opportunities for students to enroll in course offerings that they would otherwise not have access to. Our distance learning program continues to grow in terms of unique courses that we receive and host.

Objectives:

- Attend regional distance learning meetings.
- Provide professional development for teachers on virtual field trips and videoconference collaborations.
- Train new distance learning teachers on how to digitize their resources allowing for a streamlined communication and feedback process for remote students.

Staff Development

Consistent and differentiated educational technology themed professional development (PD) has played an essential role in the implementation of the ISTE standards district wide. To effectively meet the varying needs of all teachers, a tech needs assessment is given in the beginning of the school year. The data gleaned from this assessment drives the professional development goals for the year. This has allowed professional development to be tailored to meet the tech needs and skill levels of all teachers.

At WAJ, our professional development is facilitated by the Director of Technology, Instructional Technology Coordinator, and teachers also have many opportunities to share their expertise with one another in a PD setting. Professional development is offered several times a month and in a variety of formats including:

- One hour sessions on Mondays from 2:45-3:45
- “Tech Bites” mini PD two times a month.
- Individual instructional technology appointments with the Instructional Technology Coordinator which can also include modeling lessons and pushing into the classroom to co-teach with colleagues.

In addition to the unique PD delivery options that teachers have, tech PD at WAJ has been gamified so that teachers can track their progress toward meeting PD goals, while also participating in friendly competition. We measure our progress and growth in integrating technology in the classroom through teacher observations and the professional development journal.

Technology Funding

WAJ is committed to consistent investments in technology to meet the evolving needs of students, faculty and staff. The table below outlines projected expenditures for technology. Primary Funding for necessary Technology infrastructure upgrades in the next 2 years will be from the New York State Smart Schools Bond Act.

	2017-2018 Projected	2016- 2017 Projected	2015-16 Budgeted	2014-2015 Actual	2013- 2014 Actual
Salary	164,183	156,915	150,000	27,778	65,000
Equipment	30,000	30,000	30,000	36,728	9,171
Staff Development	6,000	6,000	6,000	2,955	5,542
Contractual Expense	10,000	10,000	10,000	13,472	9,951
Supplies	15,000	15,000	15,000	19,693	10,118
State-aided Software	8,000	8,000	8,000	3,179	9,821

The WAJ Technology Committee, in conjunction with the Business Office, will review and approve all technology related purchasing. The majority of required repairs are either covered under warranty, or repaired in house by the IT staff once warranty coverage has expired.

Categorization of Existing Computer Hardware:

Category	Description	Count
Server	Windows Server	8
Computer	Desktop Computers	215
Computer	Laptop Computers	55
Mobile Devices	Ipads	67
Mobile Devices	Chromebooks	60
Mobile Devices	Surface Tablets	19

Available Resources:

Elementary Computer Lab	22 Dell Desktop Workstations
Secondary Computer Lab	22 Dell Desktop Workstations
Library	22 All in one touch-screen monitors
Mobile Units	2 laptop carts 3 Chromebook carts 2 iPad carts 1 Surface tablet cart
Classrooms	Workstations

Evaluation of Plan:

Monitoring and evaluating progress toward reaching the goals outlined in the WAJ technology plan is an ongoing process. To ensure that we are fulfilling our technology mission we will seek feedback from stakeholder groups by distributing surveys to faculty and students, conducting classroom observations, and encouraging community input.