

# Chehalis SD Technology Plan

## 10/30/2008

### Chehalis School District

#### District Technology Plan

Chehalis School District  
2007 - 2010

**Technology Vision Statement:**

The Chehalis School District will continue to enhance individual student academic achievement, personal growth, work-related skills, and promote life-long learning and the ethical use of technology. Technology and communications will be components of the educational process for students in a variety of instructional settings.

**Technology will:**

- \*Support accurate, timely and usable information in an efficient and cost effective manner.
- \*Prepare students for life in a technologically rich society.
- \*Empower them to function as learners of the present and citizens of the future.

Students will be enabled to fully utilize technological resources as part of the community's investment in educating children.

**Action Plan:**

<b>Goal:</b>	Technology integration across the curriculum				
<b>SMART Goal:</b>	The Chehalis School District will increase the number of technological opportunities for students by implementing technology based curriculum. Each curricular adoption shall include an intentional element of technology in order to provide unique learning opportunities for students and prepare them for life in a technology rich society. Through this process the Chehalis School District will increase the number of computers and devices by 5% per year.				
<b>Strategy:</b>	All curricular adoptions will include an intentional element of technology integration.				
<b>Rationale:</b>	Providing students with technology rich learning opportunities will better prepare them for life in a technology rich society.				
<b>Activities/Task</b>	<b>Professional Development</b>	<b>Timeline</b>	<b>Resources Amount / Type / Description / Funding Source</b>	<b>Who is Responsible?</b>	<b>Monitoring Effectiveness</b>
Increase technological opportunities for students and staff by purposefully integrating technology across the curriculum.	Staff will be trained on both program specific skills, as well as best practices for technological integration across the curriculum. This will be accomplished through specific training	6/30/2007 - 6/30/2010		Assistant Superintendent, Supervisor of Instructional Technology, Building Administrators, District Curricular Adoption Teams, Department Coordinators, Curriculum	The Chehalis School District will increase the number of technology devices, that are available for student use, by 5% each year. Usage statistics will also be monitored for staff participation in staff development opportunities to reach a total of 100% participation by the year 2010.

	<p>opportunities as well as building specific / age specific training opportunities. By providing this training for staff, students will benefit from the enhanced delivery of academic instruction. Students will also benefit by learning in a technology rich environment in which they can complete projects and assignments in a hands-on, technologically enhanced setting.</p>			<p>Leads, and District Technology Staff.</p>
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Procedures for evaluating success in reaching this goal Monitor yearly curricular adoptions to ensure intentional technological integration. Monitor technology spending to ensure that technological purchases support curriculum.

**Goal:** Technology Literacy - Students  
**SMART Goal:** The Chehalis School District will increase the technology literacy of all students by providing earlier technological integration, consistent technology usage, and greater access to students. By the time students reach 8th grade all students will have received basic keyboarding and research skills. This will be measured by increasing the number of students who achieve tier 3 of the 8th grade National Educational Technology Standards by 2% per year.

**Strategy:** The Chehalis School District will provide technology assistance and training for staff. This allows for the acquisition of tools necessary to provide instruction while enhancing the technology literacy skills of students.  
**Rationale:** By helping teachers to become more technologically literate, students will receive the benefits of this knowledge at an early age / grade level. The benefits will be compounded by giving students more access and time in a technology rich environment which will allow them to learn skills in a more integrated and natural fashion.

Activities/Task	Professional Development	Timeline	Resources Amount / Type / Description / Funding Source	Who is Responsible? Monitoring Effectiveness
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<p>Staff will purposefully plan and implement lessons through the use of hands on technology and encourage students to utilize technology throughout their educational journey. Ongoing staff development will be offered across the Chehalis School District. This will give staff the tools necessary to provide students with multiple opportunities to fully use technology in an integrated and seamless manner.</p>	<p>Staff Development opportunities in the areas of technology integration, curriculum and assessment, and application specific offerings will be provided to all certificated and interested classified staff.</p>	<p>6/30/2007 - 6/30/2010</p>		<p>Director of Instructional Technology, Assistant Superintendent, Building Administrators, all Chehalis School District Staff, Curricular Adoption Teams, students, and Department Coordinators.</p>	<p>Student technology literacy will increase on the 8th grade technology literacy survey by at least 5% per year. Students will demonstrate an increased efficiency and understanding of the world in a more global nature (as enhanced by technology usage and access). This will be measured through student WASL scores, curricular assessment scores, and individual teacher assessments, as technology becomes a more intentionally integrated part of each content area.</p>
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Procedures for evaluating success in reaching this goal Students' level of technology literacy will steadily increase based on the 8th grade tech literacy standards. Students' academic performance will also increase based on classroom assessment, curricular assessment, and WASL scores.

**Goal:** Technology Literacy - Staff  
**SMART Goal:** The Chehalis School District will increase the technology literacy of all students by increasing appropriate and usable staff development opportunities by 10% per year so that staff may be better versed in technology and able to share knowledge and skills with students.

**Strategy:** The Chehalis School District will offer regularly scheduled and impromptu training opportunities to increase the knowledge of technology, technology standards, and how best to integrate technology across the curriculum in a meaningful and natural manner.  
**Rationale:** Increased staff technology skills and literacy, will increase productivity and instructional skills. This allows staff to provide learning opportunities with more skill with a delivery method that is conducive to student learning.

Activities/Task	Professional Development	Timeline	Resources Amount / Type / Description / Funding Source	Who is Responsible?	Monitoring Effectiveness
<p>Ongoing Staff Development in the areas of technology, productivity and technology integration.</p>	<p>Yearly scheduled staff development, impromptu staff development, and staff training that is program specific and relevant to each building.</p>	<p>6/30/2007 - 6/30/2010</p>		<p>Building Administrators, Supervisor of Instructional Technology, Assistant Superintendent, Staff Development Teams, and all certificated staff.</p>	<p>Staff Development utilization statistics will be kept to demonstrate a measurable change in the complexity and the offerings being provided. Over time, the level and skill needs will increase based on more staff demonstrating a greater level of technological literacy. This will be assessed based on a staff technology literacy survey</p>

			conducted each year.
<p>Procedures for evaluating success in reaching this goal A yearly survey will be conducted to see what staff needs are in the technology arena. Over time, the level and skill needs will increase based on more staff demonstrating a greater level of technological literacy. This will be assessed based on a staff technology literacy survey conducted each year.</p>			

**Inventory:** Yes The district has completed the current online technology inventory and will continue to do so annually.

**CIPA Compliance:** Yes The district has completed the current Form 479 and will continue to do so annually.

**District-Level Network and Telecommunications Plan - Part 1**

**District Technology Standards:** The Chehalis School District maintains a hybrid network, utilizing both PCs and Macintosh computers. Our minimum specifications are:

**Client Stations -**

**Windows Custom Built: Pentium IV equivalent 2.4 GHz or higher**

**Windows Purchased: Pentium IV equivalent 2.4 GHz or higher; Energy efficient 80% or above conversion ratio**

**All PC hardware purchases must be approved by the Chehalis School District Technology Department**

**Macintosh: G4 1 GHz or higher; G5/Intel or higher**

**RAM: 1GB minimum**

**Servers –**

**Windows Custom Built: Pentium IV equivalent 2.4 GHz or higher**

**Windows Purchased: Pentium IV equivalent 2.4 GHz or higher; Energy efficient 80% or above conversion ratio**

**All PC hardware purchases must be approved by the Chehalis School District Technology Department**

**Macintosh: Intel or higher**

**RAM: 2GB minimum**

**Monitors –**

**17” LCD minimum**

**Software used district-wide with main function noted:**

**Databases: FileMaker Pro and MySQL**

**Productivity Suite: MS Office, iWork, Open Office**

**Presentation: MS PowerPoint, Visio and KeyNote**

**Print Publishing: MS Publisher and Adobe InDesign**

**Digital Imaging: Adobe PhotoShop and Adobe Fireworks**

**Digital Video: iMovie, iDVD, Adobe Premier, and Pennicle Studio**

**Web Publishing: Adobe**

**Vax Communication: Skyward and Powerterm**

**E-mail: FirstClass**

**Antivirus: Symantec Antivirus**

**Web Browser: Firefox, Safari, and Internet Explorer**

**Standardized Desktop: Apple OS X; Windows XP**

In addition, a number of miscellaneous and specialized software packages are used at specific building and grade levels. Our goal is to reduce the number of unique software packages used district-wide to reduce support and purchase costs.

**Budget Summary:** The Chehalis School District will continue its commitment to technology by maintaining current staffing levels in the technology department. It will also commit a portion of each curricular adoption to technological resources.

**District-Level Network and Telecommunications Plan - Part 2**  
**E-Rate – Priority One Requests**

Voice, Data, Video and Other Priority One Capabilities	Purchase / Budget / Potential Funding Source(s)
<p>The Chehalis School District will continue to work toward its goal of providing adequate bandwidth, voice and video capabilities to allow District staff and students the opportunity to effectively and efficiently communicate with parents, colleagues, fellow students and sources of educational and job-related support and instruction. In order to provide these capabilities, the District will: 1) Analyze bandwidth use and insure it is being used effectively and efficiently; increasing the amount of bandwidth it leases when deemed necessary to maintain adequate data flow. 2) Maintain and update when necessary, present telecommunications system(s) to provide staff and students adequate and reliable communication capabilities. 3) Incorporate more IP video conferencing capabilities where appropriate to provide us greater flexibility in communications by offering more rapid and direct interaction with others.</p>	<p>The anticipated annual cost to the District for providing Priority One Capabilities (Leased Wide Area Network, Internet Access, Local, Cellular and Long Distance Telephone Services) to staff and students is approximately \$25,000. The funding sources for these services will include a combination of Maintenance &amp; Operation Funds, local levy funds, General Funds, Capital Outlay, and E-Rate, where possible.</p>

How will these services support your district's of communication that support teaching and learning, provide parents access to learning goals? These services support the Chehalis School District's Learning Goals by providing means of communication that support teaching and learning, provide parents access to information regarding their children's progress, allow staff and students quick access to pertinent information critical to allow them to complete their assigned tasks and duties, provides for a safer environment in which to work, teach and learn.

**E-Rate – Priority Two Requests**

Hardware/Software/Support	Purchase / Budget / Potential Funding Source(s)
<p>It is anticipated that over the course of the three years to which this plan applies, the Chehalis School District will be replacing, adding and/or upgrading the majority of our existing network hardware and software (Ethernet switches, wireless access points, servers, server software and UPSs). This will be done in order to keep current with industry standards, to help us maintain an efficient, safe and secure network environment and to provide the technology tools necessary for our students and staff to access the resources, develop projects and communicate with others in an efficient and effective manner. The District anticipates to continue receiving support in the form of basic maintenance of networking hardware, software and infrastructure. The District employs a Technology Integration Specialist who provides support for all District staff in a variety of ways, including, but not limited to “in the classroom” technology integration instruction and mentoring, group inservices, one-to-one instruction and grant writing assistance. The cost to the District to provide this support is approximately \$168,000 annually with funding coming from local levy dollars. In addition, District staff take advantage of an array of technology-related staff development opportunities, including after-school workshops, conferences, videoconferences, peer mentoring and coaching. The approximate cost of these offerings is \$5,000 - \$15,000 annually, with funding provided from a variety of sources, including local levy funds, State and Federal program funds, federal and foundation grants and personal contributions.</p>	<p>The anticipated cost for network hardware, software and basic maintenance of these items is approximately \$160,000 over three years. Funding for hardware and software comes from a variety of sources, including local levy funds, Federal funding sources, Federal and Foundation grants. The District also anticipates using eRate reimbursement funds to support eligible hardware, software purchases and basic maintenance agreements where applicable. The combined salary and benefits expenses of district-provided technology support are approximately \$168,000 annually. In addition, basic maintenance agreements with outside service providers for networking items amounts to approximately \$40,000 annually. Funding for these support items comes primarily from local levy dollars. The District will also leverage eRate funding where applicable. The annual cost of providing technology-related staff development to District employees is estimated to be \$5,000 - \$15,000 annually, with funding provided from a variety of sources, including local levy funds, State and Federal program funds, federal and foundation grants and personal</p>

How will these technology elements support your district's learning goals?

The Chehalis School District has primary goals of improving student learning with an emphasis on Math, Reading, Writing and Science success. A number of assessment tools, including the WASL, are being used to evaluate the success being achieved in these areas. Staff need to be able to access, manipulate and understand the data provided from these assessment tools. Technology plays a major role in testing the students, sending and receiving pertinent data, interpreting that data and communicating the results to parents.

**Maintenance, Upgrade, and Support Strategies**

Description of Maintenance/ Upgrade/Support Strategies	Purchase / Budget / Potential Funding Source(s)	Timeline
<p>It is anticipated that much of our existing computer hardware will need to be replaced to keep our inventory current with State technology standards. The District currently has approximately 1300 personal computers and it is anticipated that the number of computers available to staff and students will increase slowly to approximately 1500 machines by 2010. The Chehalis School District Technology Services Department currently has a staff of four full-time and one half-time people to provide technology support for approximately 400 employees, 2600 students and in excess of 2000 computers and peripherals in addition to a wide array of telecommunications hardware and software. In addition, the District has basic maintenance agreements with outside service providers for technology-related items.</p>	<p>The budgeted amount of adding to, upgrading and replacing our computers is \$50,000 - \$75,000 per year, pending on availability. It is hoped that additional funding from the State may be made available to add to this and allow us to speed up our renewal cycle. Funding for hardware and software comes from a variety of sources, including local levy funds, State and Federal funding sources, Federal and Foundation grants. The District also anticipates using eRate reimbursement funds to support eligible hardware, software purchases and basic maintenance agreements where applicable. The combined salary and benefits expenses of district-provided technology support are approximately \$168,000 annually. In addition, basic maintenance agreements with outside service providers for technology-related items amounts to approximately \$250,000 annually. This includes services provided by WSIPC as well as maintenance agreements with IKON for copiers, as well as other agreements. Funding for these support items comes primarily from local levy dollars, with additional support coming from State and Federal programs. The District will also leverage eRate funding where applicable.</p>	<ul style="list-style-type: none"> <li>• 2007-2010 District provided technology support – ongoing</li> <li>• 2007-2010 Computer hardware/software upgrades – ongoing</li> <li>• 2007-2010 Basic Network Hardware, Software, Cabling Maintenance – Annual agreement with Service Provider(s)</li> <li>• 2007 – 2010 Staff Development – ongoing</li> </ul>

How will these strategies support your district's learning goals?

Technology is critical in our district's plan to move towards standards-based learning and performance-based assessment. The technology must be kept current and operational and staff and students need to be up to date on hardware and software use if that technology is to be effective in supporting education. A more robust and stable technology infrastructure reduces downtime, decreases user frustration and therefore increases use and productivity.

As more distance-learning opportunities are taken advantage of, system users will become more reliant on the hardware, software, network and Internet access. Expectations will be to have a seamless and trouble-free connection to these resources. This will necessitate hardware and software to be up-to-date and robust, a network infrastructure with the ability to handle the increased demands at all times and adequate support being available when needed.

**Process to Review and Update Your Entire Technology Plan**

Progress Evaluation and Update Activities/Objectives	Person/Team Responsible	Timeline
<ul style="list-style-type: none"> <li>• Review the district technology plan; identify progress and make necessary modifications annually</li> <li>• Review each school's technology plan; identify progress and make necessary modifications annually</li> <li>• Use surveys and available assessment tools (ie: PILOT) to evaluate the integration of technologies within classroom activities annually</li> <li>• Review the annual on-line technology survey (from OSPI)</li> <li>• Determine needs for teacher training in the technology areas and develop appropriate opportunities for workshops</li> <li>• Review evaluations from teachers on staff development workshops and make recommendations for modifications if necessary</li> <li>• Use assessment tools to gather data on student use of technology. Success is to be determined by: <ul style="list-style-type: none"> <li>• Improvement of student scores on Washington State Assessments given at the 4th, 7th and 10th grade. This is our primary indicator of improved student learning</li> <li>• Meeting the technology literacy standards for teachers and students as set by ISTE</li> <li>• Meeting staff development goals, with positive evaluations of training from participants</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• District Technology &amp; Learning Committee</li> <li>• Building Technology Committees</li> <li>• Curriculum, Instruction and Assessment Director</li> <li>• Technology Director</li> <li>• Technology Support Staff</li> <li>• Chehalis School District Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• April 2007 - Chehalis School District Board of Directors approval of Technology &amp; Learning Plan</li> <li>• April 2007 - Office of Superintendent of Public Instruction (OSPI) approval of Plan</li> <li>• November 2007 - Technology &amp; Learning Committee review Plan. Update where applicable</li> <li>• March 2008 - Discuss Technology &amp; Learning Plan status with School Board</li> <li>• November 2008 - Technology and Learning Committee review Plan. Update where applicable</li> <li>• March 2009 - Discuss Technology &amp; Learning Plan status with School Board</li> <li>• November 2009 - Begin developing new 3-Year Technology &amp; Learning Plan or update existing Plan if applicable</li> <li>• March 2010 - Complete new Technology &amp; Learning Plan</li> </ul>

**Additional Material Documents Uploaded**

Title	Description	File
Board Approval Letter	Signed letter of approval from the Chehalis School District Board of Directors	Board Ltr Tech Plan 07-10.pdf
Cascade Elementary Building Plan 2007-2010		Cascade Elem 2007-2010.doc
Chehalis Middle School Tech Plan 2007-2010		CMS TechPlanForms2007-2010F.doc
Greenhill Tech Plan 2007-2010		GH TechPlanForms2007-2010F.doc
Olympic Tech Plan 2007-2010		Olympic Tech Plan 07-10F.doc
R.E. Bennett Tech Plan 2007-2010		RE BENNETT TECH PLAN 2007-2010F.doc
WF West Tech Plan 2007-2010		WFWTechPlan2007-2010F.doc

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