



# TECHNOLOGY PLAN

2009-2012

# Windham-Ashland-Jewett Central School District

## **Our 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.

John Wiktorko: Superintendent of Schools  
Catherine Barber: Assistant Superintendent  
Michelle Mattice: Business Official

## **Contact Information for Technology Plan:**

Kathryn Ivarson  
Instructional Technology Coordinator  
Windham-Ashland-Jewett Central School  
5411 Main Street PO Box 429  
Windham, NY 12496  
Phone: (518) 734-3400 ext 1155  
Email: [kivarson@wajcs.org](mailto:kivarson@wajcs.org)

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## **Technology Committee Membership**

To obtain widespread support of our plan, parent's community leaders, school and district administrators, faculty and staff were asked to be part of the technology committee. Surveys were distributed to faculty, staff, parents and students. The committee was made up of the following representatives:

John Wiktorko – Superintendent  
Katy Barber – Assistant Superintendent for Curriculum  
Chad Goodfellow- Director of Technology  
Kathryn Ivarson – Instructional Technology Coordinator

This Committee meets regularly to provide ongoing review of the plan. The purpose of this committee is to steer technology at Windham-Ashland-Jewett Central School in a direction that will create the most effective learning environment for our students.

## **Introduction**

The Windham-Ashland-Jewett Central School 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. Cooperstown, the Baseball Hall of Fame and the cultural resources of Albany are all within comfortable driving distance.

The strengths of a small school are clearly evident in Windham-Ashland-Jewett. The student population of 401 students is largely stable. The professional and support staff of are dedicated to a philosophy of following each student's growth into young adulthood. Students feel supported by their peers, their teachers, and a community proud of its school and its achievements.

Since the introduction of computers into classrooms during the 1950's, we have become accustomed to using the term computer synonymous with technology, however today's technologies have evolved into much more than computers. At Windham-Ashland-Jewett our students are exposed to a wide assortment of technology such as internet in the classroom, distance learning courses, digital books, and much more. As we advance through the use of technology and move forward with standard based education, school environments have become increasingly student centered. To achieve this pedagogical state, technology must be a continuous priority not only with district leaders but faculty, staff, parents and community leaders as a means of enhancing teaching and learning.

The Windham-Ashland-Jewett technology plan should be considered a blueprint for change in the classroom. With rapidly changing technologies the district must be able to positively adapt to change without disrupting the learning process. That is why the Windham-Ashland-Jewett planning process must be cohesive, dynamic and ongoing.

### **Technology Vision**

The Windham-Ashland-Jewett Central School is embarking on an ambitious plan to update, improve, and expand technology use within our school community. With the use of technology, Windham-Ashland-Jewett along with our community of learners will be technologically literate by the eighth grade. Our school community will be able to interact successfully in a technological environment to achieve personal, educational, and workplace goals. We together will work to close the digital divide.

As described in the overall mission of our school, the purpose of education is to prepare students to be productive and caring adults. Within this context, we believe that technology is a tool for learning that expands our instructional repertoire and is the vehicle that significantly enhances the abilities of teachers and learners. Students should be engaged in a stimulating academic environment and a challenging curriculum that is student-centered and focused on inquiry-based learning. The use of technology supports this goal.

We envision that technology is available and effectively supported for all students and staff:

- To provide global access to information
- To meet the curricular needs of all instructors and learners
- To refine critical thinking skills and foster creativity
- To provide a medium for expression and communication
- To collect, assess, and share performance information
- To improve the effectiveness of administrative tasks
- To provide skills and proficiencies necessary for the workforce

### **Technology Mission**

Windham-Ashland-Jewett will incorporate technology as a natural part of education through an integrated, comprehensive framework to govern acquisition, application, and evaluation of technological resources. Technology will be used to provide expanded learning and research opportunities and to promote the goal of lifelong learning and social interaction. The use of technology will be curriculum driven and will be equitably integrated into the total school environment. The District will provide an atmosphere in which a variety of teaching and learning styles can flourish.

### **Definition of Educational Technology**

Educational Technology shall include all tools electronic and telecommunication services that advance our mission as a district. Educational technology shall provide the resources and environment that maximize the opportunity for each and every student to reach his or her academic, creative, and athletic potential.

### **Role of Technology**

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

1. Student Learning – Technology will be used by the students as a learning tool to ensure increased productivity, understanding, creativity, ability to analyze, interpret and communicate knowledge.
2. Teaching – Technology will be used to present lessons, assess student achievement, communicate with faculty, staff, parents, and community.
3. Administration – Technology will be used to assist budget development, payroll, purchasing, accounting, and data coordination.

### **Technology Goals and Objectives**

The Windham-Ashland-Jewett Central School's technology plan will follow all previous technology goals and establish new goals aligned with our technology vision and mission. With the use of technology, the Windham-Ashland-Jewett will provide an atmosphere in which a variety of teaching and learning styles can flourish.

#### **Goal 1: Technology to support teaching and learning.**

Technology will be used to provide expanded learning and research opportunities and promote the national educational technology standards, as well as the districts 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**

- Instructional staff will continue to incorporate appropriate software into all academic areas to facilitate teaching and learning in order to implement New York State standards and prepare students for state assessments.
- Assert leadership at all levels in support of teaching and learning with technology through the Instructional Technology Coordinator.
- Select and endorse a comprehensive set of student technology standards, K-12 with associated student assessment strategies and/or performance measures.
- Develop a comprehensive set of assessment strategies to assist teachers in measuring student proficiency of specific technology milestones at all instructional levels.

## **Goal 2: Technology to support professional development**

Staff development initiatives to ensure technology literacy throughout the faculty and staff will continue to foster our mission of technology. Professional development opportunities in these areas will take place on staff development days and involve multiple sessions.

Objectives:

- New teacher technology orientation.
- Identify and adapt district technology competencies and performance levels for all faculty, staff and administrators.
- Develop a Technology newsletter to keep teachers aware of ever-changing technologies in education.
- Develop and adopt a district professional development model to ensure coordination and collaboration through the use of technology.
- Develop and adopt a professional development series to which teachers will be provided a list of comprehensive set of assessment strategies to assist in measuring student proficiency of special technology standards at each level.

## **Goal 3: Enhance technological landscape**

Windham-Ashland-Jewett has an existing technology infrastructure consisting of an Ethernet and Fiber optic network. Fiber optic cable is used as the backbone of the infrastructure to tie together the wiring closets within the District's buildings. At this point all Ethernet drops are 100Mbps copper.

The Ethernet network is currently made up of a combination of 100Mbps and 1Gb switches. There are 4 Dell Servers located in the IT/Server room that make up the core of the districts Microsoft Network. The Dell servers WAJ-DC1 and WAJ-DC2 are the primary and secondary domain controllers for the network, these servers run Microsoft Windows 2003 server. The Dell server WAJ-DC3 also located IT/Server room runs the M3 Mandarin software for the library. The Dell server WAJ-DC4 located in the business office runs the Infomatics financial software for the Windham-Ashland-Jewett. There are 3 existing labs. There are 2 portable Dell laptop labs and a MS/HS business lab all of which have Dell workstations. Every classroom has at least one workstation connected to the Windham-Ashland-Jewett network and Internet.

High speed Internet is delivered to Windham-Ashland-Jewett from Mid-Hudson Cable and is distributed to the internal network after passing through the perimeter firewall and our Barracuda Content filtering appliance. All District workstations and servers are further protected from threats by the Trend Micro Antivirus Software.

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

An in house email system is maintained and accounts are given to all faculty and staff to facilitate electronic communication.

**Objectives:**

- Replace failing, obsolete equipment and unsupported equipment and applications to keep the districts hardware/software current.
- Implement a regular computer upgrade/replace cycle every 5 years.
- Increase availability and usage of network printers and copy machines for printing and scanning of documents.
- Complete wireless network installation.
- Optimize server rooms and wiring closets.
- Research alternative high speed internet access options.
- Research, evaluate and purchase a supported, user-friendly, web-based, student management system.
- Research and evaluate access control systems on all exterior doors with staff ID cards.
- Research and evaluate the added value of Apple computers in elementary schools.

**Goal 4: Continue community partnerships**

The school-community relationship is one of trust and respect. This relationship will be fostered as a mutually beneficial, sustainable partnership in the area of learning technology.

**Objectives:**

- Continuing education classes held at Windham-Ashland-Jewett
- Technology night where students show off their work they have created using technology.
- Research, evaluate, and purchase a school notification system to facilitate emergency, routine, and communications between school and home.

**Goal 5: Communicate plan status**

Evaluation of the Windham-Ashland-Jewett technology plan will be ongoing to ensure relevance to our curriculum and emerging technologies and services. The technology committee will meet to discuss implementation of broad range technology goals throughout the year. Evaluation will take place in several forms including parent surveys, teacher observation and administration feedback. It is our belief that these efforts, designed to continually review alignment of current activity to this plan and adjust the plan as necessary, enables Windham-Ashland-Jewett Central School to maintain direction in our technology planning and yet be proactive in making slight corrections in our course.

**Objectives:**

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

### **Goal 6: Optimize technological utilization**

Windham-Ashland-Jewett has an existing technology that can be utilized more effectively. Through the office of Instructional Technology, standardization and training, equipment and applications already in the possession of Windham-Ashland-Jewett can be utilized to their fullest potential by all.

#### **Objectives:**

- Update and make usable the laptop mobile carts.
- Utilize audio visual capabilities in classrooms and auditoriums.
- Utilize network capabilities and standards for information exchange.
- Update technology inventory.

### **Goal 7: Reduce risk and improve support**

The overall goal of IT support staff is to reduce risk and improve support through the recommendation, implementation and management of technology processes, policies and procedures. Regular and consistent assessment of all technology and applications will enable sound fiscal decisions to be made regarding future technology purchases.

#### **Objectives:**

- Review and renew support and licensing contracts.
- Standardize desktop installations.
- Implement support procedures for reporting and tracking reported issues.
- Implement faculty and staff computer user policy.

### **Integration and Implementation**

Windham-Ashland-Jewett's main focus of our instructional technology program is the integration of technology into the K-12 curriculum. To implement this goal, both elementary, and high school levels will develop and implement computer curriculum into their daily teaching. Ongoing professional development, as well as faculty support is an essential part of successful technology implementation. Students will be required to achieve technology standards before moving up to the next grade level. The technology standards are both grade level appropriate and department-driven, and draw from recommendations made by New York State's "Long Range Plan for Technology in Elementary and Secondary Education," the "New Compact for Learning," the New York State Learning Standards, and the ISTE Technology Standards

Currently our instructional technology program includes required courses, elective and enrichment programs for technology integration.

K-6 Curriculum Goal: Students in grades K-3 will receive ½ hour of technology and students in grades 4-6 will receive ½ hour of keyboarding instruction per week. Teachers will also incorporate technology into their classroom curriculums.

7-12 Curriculum Goal: Students in grades 7-8 will receive 40 minutes of keyboarding instruction per week. Students in grades 9-12 will be offered a variety of elective and enrichment courses including but not limited to business analysis and business computer applications, digital multimedia, TV & video communication, creativity and innovation, invention, civil engineering/architecture, and computer repair.

Teachers will incorporate Castle Learning as well as other online resources into their daily lesson planning.

Special Education Curriculum Goal: Teachers of students with disabilities will use technology to presenting information in multiple formats and multimedia. Technology will offer students with multiple ways to express and demonstrated what they have learned, and provide multiple entry points to engage student interest and motivation.

### **Staff Development**

Technology staff development is a high priority component of our district technology plan. With the addition of the Instructional Technology Coordinator, WAJ can ensure that our staff knows how to use the new technologies to improve instruction. Teachers can make appointments with the Instructional Technology Coordinator who provides curriculum support and training sessions during the school day. These sessions include individual appointments, small group sessions, modeling lessons, and pushing into the classroom to co-teach with colleagues. Along with the addition of the Instructional Technology Coordinator teachers are allotted one hour of professional development every Monday from 3:00-4:00 pm. The structure of our professional development program is comprehensive and ongoing throughout the school year.

### **Access to Technology**

Windham-Ashland-Jewett is wired for all classrooms and administrative offices to access the internet. Computer labs are located in the following areas of the building to ensure fair computer access to all students ensure all students, technology classroom, two computer labs, and the library. Windham-Ashland-Jewett's computer labs are open one hour before school and close one hour after school, computer labs are also available during recess and study halls. Students are also able to access computers in the library and teacher classrooms.

### **Acceptable Use and Internet Safety Policies**

In accordance to the Children's Internet Protection Act, Windham-Ashland-Jewett requires parents and students to read and accept the Internet Acceptable Use Policy. The Windham-Ashland-Jewett Central School District also warns families in the school handbook that students and families should be aware that some material available via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The internet at Windham-Ashland-Jewett is protected by Barracuda Software's. The district urges parents and guardians to bear responsibility for setting and conveying the standards that their children should follow when using the internet both in and outside of school. Internet users are expected to abide by the

generally accepted rules of the network etiquette and guidelines pertinent to the mission of the district.

The following uses of school provided internet are not permitted:

- ◆ Using the network for any illegal activity, including violation of copyright or other contracts.
- ◆ Using the network for financial gain.
- ◆ Degrading or disrupting equipment or system performance.
- ◆ Vandalizing the data of another user, the network, or other networks via telecommunications.
- ◆ Gaining unauthorized access to resources of entities.
- ◆ Invading the privacy of individuals.
- ◆ Posting anonymous messages.
- ◆ Transmitting or receiving communications in any format which are pornographic, profane, obscene, depicting explicit sexual senses, violence, or which contain other material or media with limited educational value.
- ◆ The use of any form of social networking/chat sites.
- ◆ The use of proxy sites with the intent of circumventing the house security filters.
- ◆ Use of email for any purpose other than school-related.

Internet safety curriculum is also implemented into students K-6 technology curriculum. This curriculum provides a foundation in internet safety to all students in grades K-6. These fundamental competencies are, in accordance with the Children's Internet Protection Act: access by minors to inappropriate matter on the Internet; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including so-called "hacking," and other unlawful activities by minors online; unauthorized disclosure, use, and dissemination of personal information regarding minors; and measures restricting minors' access to materials harmful to them.

### **Information and Communication Technology Literacy**

According to the No Child Left Behind legislation, all students must be technologically literate by the time they finish the eighth grade. The students of Windham-Ashland-Jewett are not only required to be technologically literate, but information and communication literate as well. This means that our students will be able to develop learning skills that enable them to think critically, analyze information, communicate, collaborate, and problem solve through the use of technology. Representatives of the Information and Communication Technology literacy skills follow the following six standards;

1. Communicate Effectively
2. Analyze and Interpret Data
3. Understand Computational Modeling
4. Manage Prioritize Tasks
5. Establish in Problem Solving
6. Ensure Security and Safety.

To ensure our students are meeting this standard each grade level is assessed at the end of each school year.

**Technology Funding**

A district with the size and diversity of Windham-Ashland-Jewett is eligible for a wide range of state and federal funds to support teaching, learning and management of Windham-Ashland-Jewett’s educational environment. In addition, district leadership should always be monitoring other potential funding sources to support the implementation of Windham-Ashland-Jewett’s technology plan.

The following table outlines projected expenditures in the areas of hardware and software at Windham-Ashland-Jewett Central School for the next three years. Windham-Ashland-Jewett has budgeted an additional \$12,000 for technology professional development. Funding for these expenditures comes primarily through general funds and to a lesser degree through grants and E-rate.

	2011-2012 Projected	2010-2011 Projected	2009-10 Budgeted	2009-10 Spent (to date)	2008-09 Budgeted	2008-09 Spent
Salary	70,000	60,000	55,000	3,744	50,000	34,878
Equipment	50,000	45,000	40,000	2,994	35,000	62,837
Staff Development	8,000	8,000	8,000	4,634	8,000	5,446
Contractual Expense	33,000	30,000	27,000	18,889	15,000	13,268
Supplies	1,000	1,000	1,000	0	1,000	0
State-aided Software	8,000	8,000	8,000	0	8,000	11,213
BOCES Services	10,000	10,000	10,000	0	25,000	0

The Windham-Ashland-Jewett’s Technology Committee, in conjunction with the Business Office, will review and approve all technology related purchasing. A vast majority of required repairs are either covered under warranty coverage, or outsourced once warranty coverage has expired.

**Evaluation of Plan**

Evaluation of the Windham-Ashland-Jewett technology plan is an ongoing process to ensure relevance to our curriculum and emerging technologies and services. The goal of our technology plan is to strengthen and support K-12 education with information and communications technology.

The criteria we use to measure success include the experiences and skills students must master by the time they leave elementary school, middle school, and high school. Along with the student success measurement, surveys to faculty and staff, teacher observations, network monitoring, and community input will be used as tools to assess the Windham-Ashland-Jewett technology plan.

### **Categorization of Existing Computer Hardware**

Category	Description	IBM
Computer	Laptop Computers	44
Computer	Desktop Computers	161
Server	Windows Server	4
Printers	Network laser printers (HP 4000 series, etc.)	16
Printers	Inkjet printers (HP DeskJet, Epson Stylus, etc.)	30
Cameras	Digital Cameras	8
Projectors	LCD/Video/Data projectors	29