

# Plymouth Elementary School

## Technology Plan 2008-2011

### Technology Committee Members

Dr. Ethel Gaides, Assistant Superintendent  
Timothy Korade, Technology Director  
Julie J. Flynn, Principal  
Elizabeth DeYoung, Media Specialist  
Jennifer Desloges, Middle School Teacher  
Patricia Dimick, Parent and Teacher,

Gerry Gontarz, Teacher, Middle School Team  
David McCoy, Teacher, Middle School Team  
Karen McLoud, Teacher, Primary Team  
Jon Levesque, Teacher, Primary Team  
Julie Panus, Technology Education Teacher  
Margaret Salt, Reading Specialist  
Cynthia White, Special Education Teacher

### School Mission Statement

The purpose of Plymouth Elementary School is to educate all students to high levels of academic and behavioral performance. Students will take a responsible role in the learning process and will master their grade level objectives with the freedom to participate in extracurricular activities. Teachers will prepare a challenging academic program in an environment that will motivate students to perform at mastery.

### Demographic Description of the Plymouth School District

Plymouth Elementary School serves the town of Plymouth, New Hampshire. Plymouth is an accessible community in the very heart of New Hampshire. Interstate 93 runs on the eastern border of the town. U.S. Route 3 travels through the center of the town. The population in Plymouth consists of 3,000 residents. The town's population is supplemented with 3,000 Plymouth State University students. PSU's academic and cultural environment contributes to the overall persona of Plymouth. Plymouth is a progressive community rich in history and tradition. Plymouth attracts community-minded people and is committed to providing an excellent education for its population.

Plymouth Elementary School is a K-8 school system with an enrollment of approximately 450 students. Plymouth Elementary School is twenty years old with a professional staff of 50 and a support staff of 30. The school community is equipped to continue its tradition of academic excellence while promoting a healthy and safe learning environment for all.

*Approved by the Plymouth School District School Board on November 3, 2008.*

### PLYMOUTH SCHOOL AND DISTRICT GOALS

#### TECHNOLOGY

1. To develop and maintain an informational system that enables a community of learners to develop its potential and acquire the knowledge, skills and attitudes needed to contribute to its community and growing global society.

#### COMMUNITY CONNECTION

2. To develop and maintain a community outreach link which involves students, teachers, parents and community members, and emphasizes the changing cultures within our society.

### **TEACHING AND ASSESSMENT**

3. To ensure that assessment, curriculum and instruction are designed to allow all students to reach potentials based on their individual abilities.

### **THE WHOLE CHILD**

4. To ensure the “whole child’s” potential is fostered in a safe learning environment through a wide variety of opportunities that may include the arts, athletics, leadership, and academics.

### **CITIZENS OF THE WORLD**

5. To develop an understanding of social and political systems, and to encourage responsible participation in our democratic process.

### **TECHNOLOGY VISION STATEMENT**

We believe that we need to prepare students for a growing global culture and economy. The structure of society is rapidly changing to include 21<sup>st</sup> century tools. We must act quickly to prepare our children to participate in the technologically advancing world. We believe that the school community should have unrestricted access to computers within the school environment, so we have worked to develop a school-wide computer network infrastructure. With this belief, we define a computer as an expandable machine with 2.8 Ghz, 1 Gb RAM, and an 80 Gb hard drive.

Computer laboratories, classroom and library/media clusters, teacher desktop computers and large format display equipment form our current distribution profile. We subscribe to the idea that labs, clusters and computers in classrooms support the most flexible integration of computers.

Therefore, our vision is

- To help students develop an understanding of the impact of technology in our global and local society.
- To help students develop an awareness of the impact of technology on career opportunities.
- To help students use technological tools to enhance problem solving.
- To establish a technology system which enables a community of learners to develop its individual potential and acquire the knowledge, skills and attitudes needed to contribute to a healthy society.
- To allow access of students and teachers to computer technology.

### **Hardware and Technology Tools Goals and Action Plan**

Plymouth Elementary School has a solid technology infrastructure, however, we are at a critical point of need in upgrading, maintaining and expanding on this infrastructure. The goals and action plan reflect this status.

- Goal 1: One teacher machine and a minimum four to one, student/ computer ratio per classroom. "Minimum" is based on identified needs. Some classrooms presently have a teacher computer compliant with our definition. The goal is to ensure a minimum of three compliant student computers in each classroom.
- Goal 2: All classrooms connected to the internet.
- Goal 3: Upgrade telecommunication systems.
- Goal 4: Continue installation and upgrade of copper and fiber optic cabling in the building to current structural standards.
- Goal 5: Systematic replacement of older and failing computers.
- Goal 6: Identification and implementation of 21<sup>st</sup> Century Tools -- not limited to digital technology and communication tools -- within all curricular areas.

#### **Action Plan: Access to Technology Resources**

Develop and maintain an informational and technological system that enables learners to develop their potential and acquire the knowledge, skills and attitudes needed to contribute to their community and growing global society.

Our plan is to upgrade internet connectivity with the adjacent high school to create a campus wide 7.5 megabit internet connection to meet K-12 instructional needs.

#### **Action Plan: Information Communication Technology (ICT) Literacy**

- Goal 1: Students at Plymouth Elementary School will be expected to perform tasks involving computer use. Students in grades 1 through 8 receive ICT classes. Students in grades 3 through 8 are developing artifacts for their digital portfolios. These classes are designed around the New Hampshire ICT Literacy Standards for K-12 Students.
- Goal 2: Students will practice Information and Communication Technology literacy throughout all disciplines.

#### **Action Plan: Professional Development**

Plymouth Elementary School believes that Professional Development is essential to 21<sup>st</sup> Century literacy. Therefore, our goals include

- Goal 1: Annually, all certified staff takes the on-line Level of Technology Integration (LoTi) survey located at <http://nheon.org/oet/loti/>, to determine the direction the school takes in providing both in-house, and external professional development efforts.
- Goal 2: All teachers are highly competent users of computer and communications technology.
- Goal 3: Teachers develop a Professional Development Plan that matches the school's goals.

Goal 4: Multiple sources of professional development training are used, i.e. ongoing workshops, The Connected University, college courses, self-study or conferences and workshops. Since our faculty has several members who are adjunct faculty at Plymouth State University, we are able to design graduate level courses based on staff needs. It is the intent of this process to offer and encourage faculty members to increase their skills by offering on site mini-courses and workshops for graduate credit. The Plymouth School District has a generously funded professional development benefit in which teachers are able to take up to 12 hours of graduate study per calendar year.

Goal 5: All teachers are involved in the process of developing student portfolios.

### **Action Plan: Community Collaboration**

Plymouth Elementary School develops and maintains an informational and technological system that enables a wide community of learners to develop the knowledge, skills and attitudes they need.

Goal 1: Plymouth Elementary School promotes the use of school computer resources by members of the Plymouth community. This includes continuing the Plymouth Parks and Recreation/A+ access to computer clusters in the middle school wing and the media center. Fourteen media center computers, purchased with Parks and Recreation/A+ grant funds, are currently shared during and after school. We continue to provide free technical support for the Parks and Recreation equipment and to Parks and Recreation/A+ personnel.

Goal 2: Plymouth Elementary School maintains a cooperative relationship with private, local non-profits including Pemi-Baker Literacy, an organization which offers 1-1 tutorial and small group classes to area adults. PES and the Parks and Recreation computers are available for this after school use as needed.

Goal 3: Plymouth Elementary School continues to maintain an Internet Web Site to inform parents and the school community about educational policies, calendar events, homework and special notices ([http:// www.pes.sau48.org](http://www.pes.sau48.org)). This site also contains community links for the purpose of sharing information with the entire Plymouth community.

Goal 4: Plymouth Elementary School has set the groundwork for parental involvement through secure access to student grades, reports, and examples of student work.

### **Data Collection**

Our timeline aligns with our quarterly technology review.

The school uses *School Dude* and the annual technology survey from the NH Department of Education to plan for equipment changes and obsolescence.

Teacher competency and training in the use of technological tools are described by the annual LoTi survey of our staff members.

Data is collected from internet usage is to determine the future needs of on-line resources.

The ITAMS function of *School Dude* tracks software use in order to determine which software is engaging software, which software is inadequate and licensing compliance

Within the area of Community Collaboration, Plymouth Parks and Recreation is encouraged to keep computer usage logs for the community access computer clusters. These logs can be examined to determine resource needs.

Plymouth Elementary School uses *Performance Tracker* to review and analyze our student data, including *NWEA Measures of Academic Progress*, *Aims Web*, and *NECAP*.

Plymouth Elementary School teachers use *Curriculum Mapper* software to coordinate curriculum.

Professional Development data is collected through *My Learning Plan*.

Intervention and enrichment tools such as *Read 180*, *Accelerated Reader* and *Accelerated Math* generate immediate data for instructional purposes.

## **Budget**

### ***Estimated Budget***

ITEM	2008-09	2009-10	2010-11	Local \$	Grant \$	
Internet Connectivity	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	60%	40%	
Technical Support	\$ 0.00	\$45,000.00	\$45,000.00	100%		
Web Based Resources	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	60%	40%	
Internet Filtering	\$ 700.00	\$ 700.00	\$ 700.00	100%		
Software	\$12,500.00	\$12,500.00	\$12,500.00	100%		
Hardware	\$16,000.00	\$16,000.00	\$16,000.00	50%	50%	

## **Evaluation**

The Technology Committee will meet quarterly as this technology plan must be under continuous review. The changes in technology, sources of funding, and economic climate mandate an active technology plan. The Technology Committee will quickly adapt this plan to the changing environment. The Committee is comprised of staff members who are familiar with how the current plan affects their grade levels and technology integration. They must examine whether or not the goals have been satisfactorily met. They are expected to elicit comments and suggestions from their respective teams during regularly scheduled grade level team meetings. Any opportunities or concerns arising during these meetings may prompt the Technology Committee to convene at any time.

September: Technology Committee members will be appointed or re-appointed. Copies of the current Technology Plan will be distributed to committee members for review. The Technology Committee will convene to review suggested changes to the current plan. The Technology Coordinator will make the changes and redistribute the draft plan to the members by December.

December: The committee will meet to accept the new plan or make further revisions. If this is the three-year renewal of the new Technology Plan, the committee will perform a thorough review and present to the School Board to be approved during the May School Board meeting.

March: The committee will continue review and implementation of Technology Plan.

June: The committee will make a priority list for summer work.

### **Policies and Procedures**

- All internet access within the school is content filtered using *Cyblock* by *Wavecrest* Software. Child Internet Protection Act (CIPA).
- All internet users sign *Student and Teacher Internet Acceptable Use Agreements*.
- Staff and students possess password secured accounts on the school network to ensure data security and integrity.
- Staff and students understand and comply with the copyright laws applicable to the materials that they are using in the school and on-line. Internet safety is implemented through library media and ICT in conjunction with school and local authorities.
- Plymouth uses the state approved record retention policies.
- Distance education policies are currently being addressed.
- Physical records are secured in fireproof storage.
- The *Student Handbook* and website are used as communication tools.
- A+/Parks and Recreation Programs strive to engage each student in our community.
- Plymouth Elementary School is in the process of updating *School-Computer Network User Agreement* and *Parent Permission form and Teacher Internet Acceptable Use Policy*.