

Palmer Public School District Technology Plan FY 2009-2011

<p>Benchmark 1 Commitment to a Clear Vision and Implementation Strategies</p>	<p>The Palmer Public School District has a Strategic Technology Team that has the goal of the following: Maintain current and future integration of technology into all aspects of the school district.</p>
<p>A. The district's technology plan contains a clearly stated and reasonable set of goals and implementation strategies that align with the district-wide school improvement plan. The district is committed to achieving its vision by the end of the school year 2010-2011.</p>	<ul style="list-style-type: none"> • Integrate information technology and technology standards across the curriculum. • Assess and upgrade all technology resources on an annual basis. • Expand equal access to technology resources for all students and staff.
<p>B. The district has a technology team with representatives from a variety of stakeholder groups, including school committee members, administrators, and teachers. The technology team has the support of the district leadership team.</p>	<p>The Palmer Public School District has a Technology Oversight Committee made up of a school committee member, district administration, school administration, technology coordinators, teachers, and students.</p>
<p>C. Needs Assessment</p> <ol style="list-style-type: none"> 1. The district assesses the technology products and services that will be needed to improve teaching and learning. 2. The technology plan includes an assessment of the services and products that are currently being used and that the district plans to acquire. 	<p>The Palmer Public School District assesses the technology products and services that will be needed to improve teaching and learning.</p> <p>The Palmer Public School District includes an assessment of the services and products that are currently being used and that the district plans to acquire.</p>
<p>D. The district has a CIPA-compliant Acceptable Use Policy (AUP) regarding Internet and network use. The policy is updated as needed to help ensure safe and ethical use of resources by teachers and students.</p>	<p>The Palmer Public School District has a CIPA -compliant Acceptable Use Policy (AUP) regarding Internet use. Link http://www.palmerschools.org/Technology/technology.htm</p>
<p>E. Budget</p> <ol style="list-style-type: none"> 1. The district has a budget for its local technology plan with line items for technology in its operational budget. 2. The budget includes staffing, infrastructure, hardware, software, professional development, support, and contracted services (including telephone services). 3. The district leverages the use of federal, state, and private resources. 4. For districts that plan to apply for E-rate reimbursement, the technology plan specifies how the district will pay for the non-discounted portion of their costs for the services procured through E-rate. 	<p>The Palmer Public School District has a line within its budget for technology.</p> <p>The Palmer Public School District has a technology budget that includes staffing, infrastructure, hardware, software, professional development, support and contracted services. (Telephone services fall under Facilities and Central office budget)</p> <p>The Palmer Public School District uses the Title II 160 B grant for technology professional development. Palmer Public School utilizes federal, state and private resources for technology.</p> <p>The Palmer Public School District technology plan specifies how the district will pay for the non-discounted portion of their costs for the services procured through E-rate.</p>

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F. Evaluation

1. The district evaluates the effectiveness of technology resources toward attainment of educational goals on a regular basis.
2. The district's technology plan includes an evaluation process that enables it to monitor its progress in achieving its goals and to make mid-course corrections in response to new developments and opportunities as they arise.

The Palmer Public School District has a Technology Oversight Committee that regularly evaluates the effectiveness of technology resources toward attainment of educational goals.

The Palmer Public School District Technology Oversight Committee has a monthly evaluation process that enables the district to monitor its progress in achieving its technology goals and to make mid-course corrections in response to new developments and opportunities as they arise.

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<p>Benchmark 2 Technology Integration and Literacy</p>	<p>The Palmer Public School District encourages all staff to utilize technology integration in the course of their teaching. The Palmer Public School District encourages both staff and students to use district and school technology resources on a daily basis.</p>
<p>A. Technology Integration</p> <ol style="list-style-type: none"> 1. Outside Teaching Time - At least 85% of teachers use technology every day, including some of the following areas: lesson planning, administrative tasks, communications, and collaboration. Teachers share information about technology uses with their colleagues. 2. For Teaching and Learning - At least 85% of teachers use technology appropriately with students every day to improve student learning of the curriculum. Activities include some of the following: research, multimedia, simulations, data interpretation, communications, and collaboration (See the Massachusetts Recommended K-12 Instructional Technology Standards¹). 	<p>The Palmer Public School District has 100% of teachers use technology every day, including some of the following areas: lesson planning, administrative tasks, communications, and collaboration. Teachers share information about technology uses with their colleagues.</p> <p>The Palmer Public School District has at least 85% of teachers use technology appropriately with students each week, including some of the following areas: research, multimedia, simulations, data interpretation, communications, and collaboration.</p>
<p>B. Technology Literacy</p> <ol style="list-style-type: none"> 1. At least 85% of eighth grade students show proficiency in all the Massachusetts Recommended PreK-12 Instructional Technology Standards for grade 8. 2. 100% of teachers are working to meet the proficiency level in technology, and by the school year 2010-2011, 60% of teachers will have reached the proficiency level as defined by the Massachusetts Technology Self-Assessment Tool (TSAT) 	<p>The Palmer Public School District strives for 85% of students from grade 8 to show proficiency in all the Massachusetts Recommended PreK-12 Instructional Technology Standards.</p> <p>The Palmer Public School District teachers are working to meet the proficiency level in technology, and by the school year 2010-2011, 60% of teachers will have reached the proficiency level as defined by the Massachusetts Technology Self-Assessment Tool (TSAT).</p>
<p>C. Staffing</p> <ol style="list-style-type: none"> 1. The district has a district-level technology director/coordinator. 2. The district provides one FTE instructional technology teacher per 60-120 instructional staff. 3. The district has staff dedicated to data management and assessment. 	<p>The Palmer Public School District has a full-time equivalent (FTE) district-level technology director.</p> <p>The Palmer Public School District provides .4 FTE Computer Coordinator for instructional staff at the high school only.</p> <p>The Palmer Public School District does not have one FTE person dedicated to data management and assessment due to fiscal budget constraints.</p>

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<p>Benchmark 3 Technology Professional Development</p>	<p>The Palmer Public School District has a district professional development team made up of district administration, school administration, teachers and union representation.</p>
<p>A. At the end of three years, at least 85% of district staff will have participated in 45 hours of high-quality professional development that includes technology skills and the integration of technology into instruction.</p>	<p>The Palmer Public School District will attempt to have by the end of the 2011 school year at least 85% of district staff will have participated in 45 hours of high-quality technology professional development covering technology skills and the integration of technology into instruction.</p>
<p>B. Technology professional development is sustained and ongoing and includes coaching, modeling best practices, district-based mentoring, study groups, and online professional development. The professional development includes concepts of universal design and scientifically based researched models.</p>	<p>The Palmer Public School District has a Professional Development Committee that is sustained and ongoing and includes coaching, modeling best practices, district-based mentoring, and study groups. The professional development includes concepts of universal design and scientifically based researched models.</p>
<p>C. Professional development planning includes an assessment of district and teachers' needs. The assessment is based on the competencies listed in the Massachusetts Technology Self-Assessment Tool.</p>	<p>The Palmer Public School District has a Professional Development Committee. Planning includes an assessment of district and teachers' needs. The assessment is based on the competencies listed in the Massachusetts Technology Self-Assessment Tool. Stakeholders will review the levels of competencies in the Massachusetts Technology Self-Assessment Tool or similar tools annually.</p>
<p>D. Administrators and teachers consider their own needs for technology professional development, using the technology self-assessment tools provided by the Massachusetts Department of Education or similar tools.</p>	<p>Administrators and teachers consider their own needs for technology professional development, and use the technology self-assessment tools provided by the Massachusetts Department of Education or similar tools.</p>

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<p>Benchmark 4 Accessibility of Technology</p>	<p>The Palmer Public School District provides an infrastructure for connectivity at all of the school buildings and offices.</p>
<p>A. Hardware Access</p> <ol style="list-style-type: none"> 1. The district has an average ratio of fewer than five students per high-capacity, Internet-connected computer. The Department will work with stakeholders to review the capacity of the computer on an annual basis. (The goal is to have a one-to-one, high-capacity, Internet-connected computer ratio.) 2. The district provides students with access to portable and/or handheld electronic devices appropriate to their grade level. 3. The district maximizes access to the general education curriculum for all students, including students with disabilities, using technology in classrooms with universal design principles and assistive technology devices. 4. The district has procurement policies for information and instructional technologies that ensure usability, equivalent access, and interoperability. 5. The district provides classroom access to devices such as digital projectors and electronic whiteboards. 6. The district has established a computer replacement cycle of five years or less. 	<p>The Palmer Public School District ratio of students per any type computer at 3.54</p> <p>The Palmer Public School District provides students' access to portable and/or handheld electronic devices appropriate to their grade level.</p> <p>The Palmer Public School District maximizes access to the general education curriculum for all students, including students with disabilities, using technology in classrooms with universal design principles and assistive technology devices.</p> <p>The Palmer Public School District has procurement policies for information and instructional technologies that ensure usability, equivalent access, and interoperability.</p> <p>The Palmer Public School District provides classroom access to devices such as digital projectors and electronic whiteboards.</p> <p>The Palmer Public School District has established a computer replacement cycle of five years or less.</p>
<p>B. Internet Access</p> <ol style="list-style-type: none"> 1. The district provides connectivity to the Internet in all classrooms in all schools including wireless connectivity, if possible. 2. The district provides bandwidth of at least 10/100/1 Gb to each classroom. At peak, the bandwidth at each computer is at least 100 kbps. The network card for each computer is at least 10/100/1 Gb. 	<p>The Palmer Public School District provides connectivity to the Internet in all classrooms in all schools including wireless connectivity at all schools.</p> <p>The Palmer Public School District provides bandwidth of 10/100 MB to each classroom in each school. The network card for each computer is at least 100/1 Gb.</p>

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<p>C. Networking (LAN/WAN)</p> <ol style="list-style-type: none"> 1. The district provides a minimum 100 Mb Cat 5 switched network and/or 802.11b/g/n wireless network. 2. The district provides access to servers for secure file sharing, backups, scheduling, email, and web publishing, either internally or through contracted services. 	<p>The Palmer Public School District provides a local area network at all schools and a wide area network via fiber and VPN to connect all schools. All networks are a minimum 100 Mb Cat 5 switched network and/or 802.11b/g/n wireless network.</p> <p>The Palmer Public School District provides at all schools services for secure file sharing, backups, scheduling, email, and web publishing, either internally or through contracted services. Email and web site hosting is contracted through the University of Massachusetts.</p>
<p>D. Access to the Internet Outside the School Day</p> <ol style="list-style-type: none"> 1. The district works with community groups to ensure that students and staff have access to the Internet outside of the school day. 2. The district web site includes an up-to-date list of places where students and staff can access the Internet after school hours. 	<p>The Palmer Public Library collaborates with the Palmer Public School district in allowing students and staff access to the Internet outside the school day.</p> <p>The Palmer Public School District web site includes an up-to-date list of places where students and staff can access the Internet after school hours.</p>
<p>E. Staffing</p> <ol style="list-style-type: none"> 1. The district provides a network administrator. 2. The district provides timely in-classroom technical support with clear information about how to access the support, so that technical problems will not cause major disruptions to curriculum delivery. 3. The district provides at least one FTE person to support 200 computers. Technical support can be provided by dedicated staff or contracted services. 	<p>The Palmer Public School utilizes the technology director as the network administrator.</p> <p>The Palmer Public School District makes a commitment to provide timely in-classroom technical support with clear information on how to access the support, so that technical problems will not cause major disruptions to curriculum delivery.</p> <p>The Palmer Public School District provides a full time technician for technical support as well as a Technology Director. SaTL (Students as Technology Leaders at the high school) to supplement computer diagnostics and repair.</p>

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<p>Benchmark 5 E-Learning and Communications</p>	<p>The Palmer Public School encourages both students and staff to use E-Learning Environments.</p>
<p>A. The district encourages the development and use of innovative strategies for delivering specialized courses through the use of technology.</p>	<p>The Palmer Public School District encourages the development and use of innovative strategies for delivering specialized courses through the use of technology, Plato, SATL, Life Smarts, Financial Literacy, Yearbook, Newspaper, and Reading A-Z.</p>
<p>B. The district deploys IP-based connections for access to web-based and/or interactive video learning on the local, state, regional, national, and international level.</p>	<p>The Palmer Public School District deploys IP-based and or ISDN-based connections for access to web-based and/or interactive video learning on the local, state, regional, national, and international level examples being United Streaming, Manhattan Virtual Classroom.</p>
<p>C. Classroom applications of e-learning include courses, cultural projects, virtual field trips, etc.</p>	<p>The Palmer Public School District utilizes applications of e-learning including Life Smarts, Financial Literacy, and United Streaming for virtual field trips.</p>
<p>D. The district maintains an up-to-date web site that includes information for parents and community members.</p>	<p>The Palmer Public School District has an up to date web site at www.palmerschools.org The web site includes all three schools in the district with separate web pages within the district portal.</p>
<p>E. The district complies with federal and state law, and local policies for archiving electronic communications produced by its staff and students. The district informs staff and students that any information distributed over the district or school network may be a public record.</p>	<p>The Palmer Public School District complies with federal and state law, and local policies for archiving electronic communications produced by its staff and students. The Palmer Public School District provides email archives through U-MASS and prohibits student email use. The Palmer Public School District informs staff and students that any information distributed over the district or school network may be a public record.</p>