

Amagansett School District

Technology Integration Plan

May 2010 – June 2013

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Board of Education

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Central Office Administration

ELEANOR TRITT
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MRS. KELLY WHITE
DIRECTOR OF PROGRAMS/CSE CHAIR

MRS. CHERYL BLOECKER
DISTRICT CLERK

MRS. ROXANNE ECKER
TREASURER

Technology Staff

MS. JEN MILLER
NETWORK & SYSTEMS ADMINISTRATOR

District Technology Planning Committee

NETWORK COORDINATOR
DIRECTOR OF PROGRAMS/CSE CHAIR
PRE-K 3
ART
LIBRARY
READING

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MRS. KELLY WHITE
MRS. PEGGY BIANCHI
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MRS. MARILEE TALMAGE

Executive Summary

Amagansett is a small community on the South Fork of Eastern Long Island. There is one elementary school in the district. There are approximately 110 pre-kindergarten through 6th grade students attending the elementary school. The district pays tuition for approximately 70 students to attend East Hampton Middle School and High School. There are approximately 25 certified teachers included in a total of 33 employees at Amagansett School.

At the request of the Superintendent of Schools and the Board of Education, a Technology Planning committee was established in the summer of 1996 to recommend specific hardware, software and networking infrastructure necessary to implement an educational technology plan for the Amagansett School District. That year the committee distributed questionnaires to the teachers and parents to collect information to help in developing a strategic plan. Two teachers wrote a preliminary three-year proposal that took into account our current use of computers in the classrooms. The plan addressed the knowledge and experience needed by our students and staff to be competitive in the 21st century, and the equipment, programs and training required to accomplish this task.

Subsequent technology planning committees have focused on the following key areas:

- Providing every student in the Amagansett School with access to the technological tools that facilitate learning across the curriculum.
- Identifying student's goals with regard to technology.
- Preparing educators for new roles shifting from using technology as an "add-on" to making technology an integral part of instruction.
- Modernizing the school and facility to foster the use of technology.
- Developing building infrastructures for use in the integration of technology into the curriculum, with special emphasis given to telecommunication and the internet.
- Ensuring support of the Board of Education and the community for funding of maintenance, upgrades and the necessary support personnel to make the program a success.

Technology Mission Statement

The mission of the Amagansett Technology Planning Committee is to foster a school climate which incorporates technology into all aspects of the instructional program and management of the school. As a result, our school will promote students who are well versed in the many uses of the computer and other media, and who are well prepared to function successfully in the world and educational environment they enter upon graduation from Amagansett Elementary School.

Amagansett School commits to harnessing the power of technology to...

- Restructure curriculum making it more interesting, exciting and motivating through the use of multi-media technology and applications.
- Create an educational environment that empowers all constituents.
- Provide tools and resources to enhance student learning.
- Serve as a resource to help students organize and express thoughts and ideas.
- Track and record student achievements through evaluating information management systems.
- Create opportunities for communications and projects in cooperation with other students locally, nationally, and internationally.
- Provide for the use of technology in all learning activities by equipping classrooms, offices, labs, and libraries with computers that are connected to the school network and to the Internet.
- Maintain an Amagansett School Web Page, which will be the foundation of our school's communications network.
- Provide a gateway to the world through Internet access and distance learning.

Amagansett School commits to helping students use technology to...

- Become self-directed learners, empowered to pursue individual learning paths.
- Enhance "people skills" and develop the students' capacity to work as part of a team.
- Acquire the communication, analytical and evaluative higher order thinking skills to function in an information intense society.
- Possess a strong understanding of technology and its impact upon the world.
- Exhibit competence in using the computer as a tool for word processing, numerical calculations, retrieving information, researching topics and generating reports.

- Develop skills to use multimedia equipment and applications effectively and efficiently.
- Recognize the potential of communications through the Internet.
- Be proficient in using the Internet as a research tool.
- Be able to select the appropriate media components and integrate those into projects and assignments, which cross disciplines.
- Evaluate their own work and progress by selecting projects, assignments and reports, which will become part of their portfolio.

The Amagansett School professional staff commit to using technology to...

- Serve as facilitators, coaches and mentors in the learning process to their students, parents and colleagues.
- Become competent users of technology, utilizing various learning modalities to create a positive classroom-learning climate and to optimize student achievement.
- Utilize the Internet for research and communication.
- Facilitate the academic growth of their students through the use of all technology: computer, video, voice, etc.
- Use the computer network to maintain student records, create portfolios of student work and exhibit examples of student success.
- Offer access to computer-stored materials and curriculum guides to be used in preparing classroom activities.
- Create an environment where interdisciplinary approaches to learning are encouraged and supported.
- Offer access to student work and projects.
- Involving the School Library Media Center as an integral part of the learning environment.
- Foster a school environment that provides insight into art, music, religion, and diverse cultures.

Amagansett Support Staff, the Director of Programs and the Superintendent/Principal commit to using technology to...

- Interact with all members of the school and community.
- Assess students and track growth in achievement.
- Manage student data.
- Manage fiscal transactions.
- Support Special Education data management and meet legal requirements.

Core Element 1: Goals and Strategies for use of Technology throughout District

Communication and Information Access Goals and Strategies

- The local area network connecting all classrooms will be maintained and improved upon to support communications and collaboration throughout the district.
- Students and district staff will continue to have access to the internet and improved connectivity for communication and information to expand curriculum resources and communication.
- In compliance with CIPA regulations, a content filtering system will continue to be maintained and improved upon to ensure maximum protection against harmful material.
- In compliance with CIPA regulations, the Library Teacher will continue to review internet safety with all classes and students throughout the district. Internet Safety is reviewed during monthly Coffee and Conversation with Parents as well as during PTA meetings.

Administrative Goals and Strategies

- The District will continue to require a signed Technology Contract or Acceptable Use Policy from each student prior to any access of computers throughout the district to aid in compliance with state CIPA regulations. (See Appendix A for Technology Contract/AUP.)
- The District will continue to require a signed staff Acceptable Use Policy. (See Appendix B for Technology Contract/AUP.)
- The District will continue to utilize the Online Public Access Catalog (OPAC) in the Library Media Center to improve student information retrieval skills for life long learning. Other items will be added to the catalog including videos, CD's, and paperback books.
- The District will continue to improve implementation of administrative hardware and software to provide an efficient manner to accomplish the record keeping and daily activities such as grades, attendance, IEP, etc.

Instructional and Curricular Goals and Strategies for Students (ISTE NETS 2007)

1) Creativity and Innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:

- a) Apply existing knowledge to generate new ideas, products, or processes.
- b) Create original works as a means of personal or group expression.
- c) Use models and simulations to explore complex systems and issues.
- d) Identify trends and forecast possibilities.

2) Communication and Collaboration

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

- a) Interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.
- b) Communicate information and ideas effectively to multiple audiences using a variety of media and formats.
- c) Develop cultural understanding and global awareness by engaging with learners of other cultures.
- d) Contribute to project teams to produce original works or solve problems.

3) Research and Information Fluency

Students apply digital tools to gather, evaluate, and use information. Students:

- a) Plan strategies to guide inquiry.
- b) Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
- c) Evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
- d) Process data and report results.

4) Critical Thinking, Problem Solving, and Decision Making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources. Students:

- a) Identify and define authentic problems and significant questions for investigation.
- b) Plan and manage activities to develop a solution or complete a project.
- c) Collect and analyze data to identify solutions and/or make informed decisions.
- d) Use multiple processes and diverse perspectives to explore alternative solutions.

5) Digital Citizenship

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students:

- a) Advocate and practice safe, legal, and responsible use of information and technology.
- b) Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- c) Demonstrate personal responsibility for lifelong learning.
- d) Exhibit leadership for digital citizenship.

6) Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations. Students:

- a) Understand and use technology systems.
- b) Select and use applications effectively and productively.
- c) Troubleshoot systems and applications.
- d) Transfer current knowledge to learning of new technologies.

Competency Goals in Support of Student Learning For Educators (ISTE NETS 2008)

- 1) **Facilitate and Inspire Student Learning and Creativity**
Teachers use their knowledge of subject matter, teaching and learning, and technology to facilitate experiences that advance student learning, creativity, and innovation in both face-to-face and virtual environments. Teachers:
 - a) Promote, support, and model creative and innovative thinking and inventiveness.
 - b) Engage students in exploring real-world issues and solving authentic problems using digital tools and resources.
 - c) Promote student reflection using collaborative tools to reveal and clarify students' conceptual understanding and thinking, planning, and creative processes.
 - d) Model collaborative knowledge construction by engaging in learning with students, colleagues, and others in face-to-face and virtual environments.

- 2) **Design and Develop Digital-Age Learning Experiences and Assessments**
Teachers design, develop, and evaluate authentic learning experiences and assessment incorporating contemporary tools and resources to maximize content learning in context and to develop the knowledge, skills, and attitudes identified in the NETS•S. Teachers:
 - a) Design or adapt relevant learning experiences that incorporate digital tools and resources to promote student learning and creativity.
 - b) Develop technology-enriched learning environments that enable all students to pursue their individual curiosities and become active participants in setting their own educational goals, managing their own learning, and assessing their own progress.
 - c) Customize and personalize learning activities to address students' diverse learning styles, working strategies, and abilities using digital tools and resources.
 - d) Provide students with multiple and varied formative and summative assessments aligned with content and technology standards and use resulting data to inform learning and teaching.

- 3) **Model Digital-Age Work and Learning**
Teachers exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society. Teachers:
 - a) Demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations.
 - b) Collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation.
 - c) Communicate relevant information and ideas effectively to students, parents, and peers using a variety of digital-age media and formats.
 - d) Model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate, and use information resources to support research and learning.

4) Promote and Model Digital Citizenship and Responsibility

Teachers understand local and global societal issues and responsibilities in an evolving digital culture and exhibit legal and ethical behavior in their professional practices. Teachers:

- a) Advocate, model, and teach safe, legal, and ethical use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documentation of sources.
- b) Address the diverse needs of all learners by using learner-centered strategies providing equitable access to appropriate digital tools and resources.
- c) Promote and model digital etiquette and responsible social interactions related to the use of technology and information.
- d) Develop and model cultural understanding and global awareness by engaging with colleagues and students of other cultures using digital-age communication and collaboration tools.

5) Engage in Professional Growth and Leadership

Teachers continuously improve their professional practice, model lifelong learning, and exhibit leadership in their school and professional community by promoting and demonstrating the effective use of digital tools and resources. Teachers:

- a) Participate in local and global learning communities to explore creative applications of technology to improve student learning.
- b) Exhibit leadership by demonstrating a vision of technology infusion, participating in shared decision making and community building, and developing the leadership and technology skills of others.
- c) Evaluate and reflect on current research and professional practice on a regular basis to make effective use of existing and emerging digital tools and resources in support of student learning.
- d) Contribute to the effectiveness, vitality, and self-renewal of the teaching profession and of their school and community.

Core Element 2: Professional Development

Professional Development for Educators

The objective of professional development is to train our educators to carry out the Amagansett School District Technology mission statement. Training progress is evaluated via the Technology Planning Committee quarterly meetings, surveys, review of student work, and through regular teacher review process.

Technology training will continue to be addressed through

- Educators training during Superintendent conference days
- Faculty meetings dedicated to enhancing technology skills
- Courses from universities on Long Island
- BOCES training
- Librarian training through Eastern Suffolk BOCES
- Technology conferences
- Title III training
- Model Schools technology training
- Vendor training on new purchases
- Before and after school tech educators development taught by educators

Professional Development for Staff

The objective of staff development is to train our staff to carry out the Amagansett School District Technology mission statement. Training progress is evaluated via the Technology Planning Committee quarterly meetings, surveys, review of student work, and through regular teacher review process.

Technology training will continue to be addressed through

- Staff development during Superintendent conference days
- Technology conferences
- Title III training
- Model Schools technology training
- Vendor training on new purchases

Professional Development for Parents

Professional development for parents is addressed through monthly Coffee and Conversation meetings with district administration and the community as well as regular PTA meetings.

Professional Development Training Documentation

The attendance records are maintained in each educator's personnel folder kept within the district office.

Core Element 3: Assessment of Hardware, Software, and Services

Locations: Amagansett School District is comprised of 1 building containing approximately 110 students in grades Prek3 through Grade Six.

Assessment of Telecommunication Services

The Amagansett School District building is connected to the internet via a Cablevision Lightpath Inc. modem. All classrooms and administrative rooms as well as all computers within each room have internet access.

Network Schematic

Please refer to Appendix C for a Network Schematic

Hardware Inventory

Servers, Switches and Routers

Level	Type	OS	Process or	Ram	HD	Back-up
Elementary School	Instructional	Windows 2003	2.8GHZ	2GB	275GB	RAID
	Instructional	Windows 2003	1.8GHZ	2GB	200GB	RAID
	Administration	Windows 2003	3 GHZ	2.5GB	150GB	RAID

Location	Model	Number
Basement	3COM 3848	3
	3COM-4250	2

Computers and Peripheral Equipment

Type	Total	OS	Instructional	Administrative
Desktop Optiplex 620	46	Windows XP	46	0
Desktop Optiplex 745	64	Windows XP	8	56

Laptop Apple iBook	42	MAC OS X	40	2
Laptop Acer 3000	20	Windows XP	14	8
Laptop Latitude D620	37	Windows XP	32	5
Laptop Inspiron 600m	5	Windows XP	5	0
Printers	30	N/A	20	10
Scanners	10	N/A	8	2
Wireless Access Points	10	N/A	9	1
Projectors	2	N/A	2	0
Intelligent Boards	16	N/A	15	1
HP PhotoSmart R707	11	N/A	11	0
HP PhotoSmart M437	10	N/A	10	0
Canon PowerShot	9	N/A	8	1
Canon EOS Rebel	2	N/A	2	0
Sony Handycam DVD	2	N/A	2	0
Brother IntelliFAX	4	N/A	0	4
4GB Thumb Drives	55	N/A	30	25

Software Inventory

Instructional Software Inventory

The district's philosophy of active participatory learning drives the types of software used by students and teachers. Some examples include

- Brainstorming, concept mapping, outlining: *Kidspiration* and *Inspiration*
- Graphic creation: *Adobe Photoshop Elements*, *KidPix*, *Wiggle Works*
- General productivity (word processing, spreadsheet, database, presentation): *Microsoft Office*
- Typing: *Type to Learn* and *Type to Learn jr*
- Digital media creation: *Windows Movie Maker*, *Microsoft Photo Story*, *Apple iMovie*, *Garageband*, *iDVD*

Administrative Software Inventory

- General productivity: *Microsoft Office*
- Email: *Microsoft Exchange server*
- Payroll, Accounts Payable, Accounts Receivable, Human Resources: *Finance Manager*
- Content Filtering: *Bascom Filter for compliance with CIPA Policies and Regulations*

Staffing

The District currently supports one full time Network Systems Administrator to coordinate technology for our single elementary school of 110 students.

A Technology Planning Committee has been established to continuously assess and evaluate the progress of staff technology goals. The committee will continue to meet on regularly scheduled basis to address evolving needs and assess progress toward meeting goals.

Though most of our staff is familiar with computers, many lack a depth of knowledge necessary to keep pace.

Email Archiving System

The District currently utilizes the BOCES email archiving system. Emails throughout the district are archived on a daily basis.

Financial System

The District currently utilizes the third party product Finance Manager to manage all District Financial information. This data is backed up offsite each night to the BOCES facility and data integrity is checked nightly.

Student Management System

The District currently utilized the third party products of ESchool and IEP Direct to manage all student information as well as for Special Education management.

Additional Programs

The District currently utilized the third party products FamilyFirstAlerts for school wide system notifications as well as SchoolSpan for website production and hosting.

Core Element 4: Budget

Technology Budget 2009-2010

Amagansett School District currently does not participate in any E-Rate projects.

Professional Development is included in contractual and salaries

Internet access is via Cablevision Light Path Inc, and is part of contractual expenses

Boces services currently utilized are Email Archiving, Finance Manager Backups, Offsite storage.

Technology expenditures over the past several years have been approximately:

2003-2004	\$79,000
2004-2005	\$85,000
2006-2007	\$95,000
2007-2008	\$100,000
2008-2009	\$110,000
2009-2010	\$120,000
2010-2011	\$122,000

Projected Technology Budget 2009-2010 \$120,000

Hardware	\$40,000
Contractual	\$50,000
Software	\$30,000

Projected Technology Budget 2010-2011 \$122,000

Hardware	\$40,000
Contractual	\$52,000
Software	\$30,000

Core Element 5: Evaluation Process

Evaluation process towards specific goals

A Technology Planning Committee has been established to continuously assess and evaluate the progress of staff technology goals. The committee will continue to meet on regularly scheduled basis to address evolving needs and assess progress toward meeting goals.

2010-2011 Evaluation Process towards specific Goals

- Increase the use of whiteboards and digital photography across the curriculum/*staff observations by administrator and logs of use*
- Introduce the Mac platform to teachers and students/*Mac inventory in Asset Max and log of staff development related to Mac*
- Integrate technology more fully into the broad spectrum of learning and teaching found in all grades and in special subject area by using a target technology approach/*beginning grid of target technology across the grades and subject areas*
- Focus on helping students use technology for research/*library media center documentation*
- Investigate options for electronic student portfolios/*file of articles, products, samples*
- Agree on specific student competencies expected at each grade level and design assessment tools to assess these competencies/*list of competencies*
- Support a staff development program responsive to individual teacher needs/*Technology Planning Committee quarterly reviews*

2011-2012 Action Plan with evaluation in italics

- Identify priority directions for equipment purchase and infrastructure improvement/*Technology Planning Committee minutes and documented list of priorities*
- Conduct a staff needs assessment to focus the year's staff development efforts/*data from staff assessment and logs of staff development based on these results*
- Document specific target technologies by subject area for each grade level and special subject area/*revise and update the grid of Target Technology*
- Pilot electronic portfolios/*student portfolio samples*
- Develop a Technology Plan for 2010-2014/*plan ready for submission*

Appendix A

Student Technology Contract (or Acceptable Use Policy)

I _____, **promise to follow these rules while using Technology at school, home, or elsewhere.**

I will use computers for education purposes only.

I will never give out personal information about myself or anyone else, such as home address, telephone number, or the name and location of my school, without my teacher's permission.

I will tell my teacher right away if I come across any information that makes me feel uncomfortable.

I will never send a person my picture or anything else without first checking with my teacher.

I will always treat people online with respect and treat them, as I would like to be treated.

I will not reply to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teacher right away.

I will not vandalize, abuse or break any hardware, software or any part equipment.

I will not bring any disks or CD-ROMs from home and use them at school without permission from my teacher.

I will not copy any information from the computer or Internet and turn it in as my own work.

Student's signature _____ Date _____

Parent's signature _____ Date _____

Teacher's signature _____ Date _____

Appendix B

Staff Technology Contract (or Acceptable Use Policy)

In consideration of the use of the Amagansett Union Free School District's Computer System (DCS), I agree that I have been provided with a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. I agree to adhere to the staff policy and the regulations and to any changes or additions later adopted by the District. I also agree to adhere to related policies published in the Staff Handbook. I shall report all student violations of the District's policy on student use of computerized information resources to District officials.

I understand that failure to comply with these policies and accompanying regulations may result in the loss of my access to the DCS and may, in addition, result in the imposition of discipline under the law and/or the applicable collective bargaining agreement. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the District.

(Blank lines for items of staff information)

Staff Member Signature

Date

School/Building

Appendix C

Network Schematic

Insert Network Diagram.