

Technology Plan
Russell Independent School District
409 Belfont Street
Russell, Kentucky



<http://www.russellind.kyschools.us>

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Acknowledgments

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Executive Summary

Technology supports the strong tradition and goals of excellence that the Russell Independent Schools system has fostered over the years. Our mission states, “We will commit resources and staff to enable students to develop the necessary skills that empower all students to pursue academic excellence as demonstrated in achievement of state and national standards.” Our district is therefore committed to capitalizing on all available funding sources to ensure the priorities established by our district are accomplished. Our district has adopted 4 main focus points for our schools: 1) It is ALL about the kids, 2) Communication, 3) Transparency, 4) Accountability. In the crafting of this plan, these focus points are the benchmarks for our decisions. The *vision* for the Technology Program at Russell Independent Schools is to support our schools in accomplishing the district’s mission, while integrating 21st Century technology that will empower the learning community to become information-literate critical thinkers and achieve lifelong learning goals in their personal, educational, and workplace environment. *Goals* for this plan are to continue to refresh and update our workstations to allow for more student based project production and to support our district’s commitment to data driven instruction (MAP testing, EOC testing, etc.), to expand our e-reader offerings across the district and ensure that students are proficient in the borrowing/lending process, continue to expand our digital citizenship instruction to include student-led instruction, and include Device Neutral Assignments in each of our courses. Professional Development will aid the Teachers in using the students’ personal devices to instruct innovatively and effectively. *Needs*, in order to make this happen, are proper staffing for our department, and sufficient funding for this expansion. *Priorities* for this year will include the need of proper staffing of our department, as well as expansion of BYOD initiative in our district, and the continuation of the integration of technology into classrooms to further authentic learning tasks and improve student achievement. We will also The Kentucky Education Technology System (KETS) Master Plan 2013-2018 outlines the standards that have been set for completion of this phase. Russell Independent School District is committed to meeting the requirements of the plan by making choices that will enhance learning within the district.

<http://education.ky.gov/districts/tech/kmp/Pages/default.aspx>

The National Education Technology Plan was also consulted in the writing of this plan

<http://www.ed.gov/category/keyword/national-education-technology-plan>

Planning Process and Methodology

In order to implement a comprehensive district technology plan for the safe, effective integration of technology that will provide appropriate guidelines for acquisition, training, and support for staff, students, and the community, the following steps will be taken:

- Survey and research the most effective practices for technology integration in schools.
- STCs from each school will gather needs survey from their buildings for initial plan-writing process.
- Recommend technology plan be embedded in the Comprehensive School Improvement Plan at each school, with input from all stakeholders.
- Provide adequate technology resources to support students, staff, and community.
- Utilize Professional Growth Plans of district employees to determine professional development needs, and then provide that training for district employees to equip them with the knowledge of ways to integrate technology into their instruction of Core Standards.
- Update the Russell Independent District Technology plan annually, based upon evaluation data, research, and committee review.
- Disseminate information to assist faculty and staff in purchase of home computers and software.
- The technology department will provide consultation to Family Resource Center on support and technical purchases.
- Professional Development Training for district employees enabling them to update and maintain school and classroom web sites to include relevant information to school and community.
- Update and maintain the district web site and other social networking tools to include relevant information to school community and solicit feedback from the community.

The Technology Committee will review these steps to evaluate their implementation annually, revising the plan as needed.

In the 2015-16 Russell Independent Technology Plan, we are currently working toward or have met all goals. This year we were able to meet Goal 1.8: Employ sufficient technical support staff to maintain hardware, software, and the wide/local area networks, permanently.. This had great impact on our service to stakeholders. BYOD continues, successfully. Many of the goals of the 15-16 plan are on-going, and are included again in this plan.

Current Technology and Resources

The assessment of Russell Independent's current technology and technical staff resources to ensure successful and effective uses of technology shows the following findings:

- 1) Technologies already in place include a wired and wireless network throughout the district (guest and secure access); we have an adequate phone system (phone access in each classroom), but do not have voice mail capability; we have a video surveillance system, and visitors must be screened via a buzzer and security camera prior to entrance into the building. Our video surveillance system is connected with e911 in our county and regular drills are conducted to ensure connectivity; we have 70% pc and 30% Macs at the desktops; and the majority of our software is internet based.
- 2) The condition of current technologies is such that we currently have a 150 MB connection to our state's broadband access. We also have sufficient battery backup power for each of our wiring closets. Our wireless system is at full coverage for each building, and should have achieved saturation for the buildings by the end of the 15-16 school year.. We currently employ a Chief Information Officer, and a Network Administrator full time, and a technician full time.
- 3) Accessibility of technology for learners is aided by our BYOD policies and wireless connectivity. We utilize classroom sets of wireless devices at RPS, and RMS. All schools have open labs and library accessibility.
- 4) Training for our technical staff is achieved through state CIO meetings, KySTE conferences, and ISTE Conferences.

Curriculum and Instructional Integration Goals

The Integration of Technology into Curriculum and Instruction is being done through 21st Century Classroom tools, personally and district-owned mobile devices, and innovative classroom instructors. All classrooms currently have projectors, networked computers, and document cameras. Russell Primary, Russell-McDowell Intermediate, and Russell Middle School Classrooms all have SMARTBoards.

Goal 1

Russell Independent Classroom teachers will utilize our BYOD Policies and assign Device Neutral Assignments encouraging the use of student project based learning on their various devices.

Action Plan: Projects/Activities

Project/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible
DNA will be the focus of all professional development and classroom resource assistance.	Students will be instructed through the use of a Device Neutral at least once a nine weeks in grades 3-12	Student Work Lesson Plans/Rubrics in CIITS PLC Discussion	Monthly/Quarterly 7/1/16 – 6/30/17	Principals Greta Casto
Sustain and expand iPod Touch and iPad initiative and or other appropriate mobile device. In addition, students will be allowed to utilize their own personal devices.	Students will have technology at the point of need—mobile access.	Student work CIITS Walkthrough observations (partial and full)	7/1/16– 6/30/17	Greta Casto Russ Cole
Google Classroom will be utilized as a hybrid option for online coursework.	Students will have experience with online coursework for traditional and NTID.	Google Classroom Logs	Quarterly 7/1/16 – 6/30/17	Greta Casto

Goal 2

All Russell Independent Classrooms will utilize 21st Century Classroom tools to integrate technology into everyday instruction. These tools can include, but are not limited to: LCD projector, document camera, networked computer, SMARTBoard, Airliner, Classroom Response Systems, or mobile devices, and Apple TVs.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible
Tools allowing for immediate feedback/teacher monitoring will be used to monitor	Immediate feedback will enable followup instruction the next day to be	Hard copies of sample feedback.	7/1/16– 6/30/17	Principals

student progress (i.e.Socrative, Poll Everywhere, Plickers)	molded to student needs.			
CIITS Related Resources (and Resources like them) will be used in Daily Instruction.		Usage reports from Related Resources Lesson Plans in CIITS	7/1/16– 6/30/17	Debbie Finley Student Achievement Coaches

Curriculum and Instructional Integration Goals – Evaluation

All faculty and staff are required to integrate technology into Curriculum and Instruction daily. The focus is that this integration will be student centered, rather than teacher centered. This data will be debriefed after Instructional Rounds, and feedback will be given to teachers after both informal and formal observations. Student work will also be shared in grade level meetings, as well as department meetings. If the instructor and principal deem it appropriate, the integration may appear in the student growth goals. If the “look for” items are not observed or student work does not evidence the integration of technology into the curriculum, mentors will work with the teacher to develop an action plan for infusing this type of instruction into the daily routine. We are currently working on DNA, with all professional development referring to and explaining it. Teachers are meeting periodically with principals regarding CIITS and are making progress infusing the resources into their daily instruction.

Student Technology Literacy Goals

Goal 1

Implement and assess a spiral curriculum for students that integrates technology in an engaged learning environment, designed to meet local, state, and national standards of excellence in a legal and ethical manner for the promotion of citizenship and technological leadership.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible
2.1 Ensure that technology is integrated using a variety of strategies and tools to enhance the K-12 curriculum according to state guidelines, the National Educational Technology Standards for Students (NETS). This will be accomplished through monthly, and job-embedded PD.	*Open Labs will be utilized for Project Based Learning Activities in each School reflecting SBDM Instructional Practice Policies. *Flexible Library will be utilized in RMIS, RMS, and RHS	Teacher Evaluation TPG Reviews Open Lab Schedules and the Student Work Produced Flexible Library Use (where available) and the Student Work Produced	7/1/16– 6/30/17	Building Principals Greta Casto
2.2 Assess technology integration using state and district rubrics.	All teachers and administrators will have access to the <i>Kentucky Teacher Technology Framework</i> to guide integration.	CIITS Walkthroughs (partial and full) will have technology integration evidenced when appropriate.	7/1/16– 6/30/17	Greta Casto Robin Clay Jill Banks Diana Wireman Julie Gullett
2.3 Implement and maintain Student Technology Leadership Program in our schools.	* Students may participate in Local, Regional, and State Showcases.	Student Work Showcase Presentations	7/1/16– 6/30/17	Principals Greta Casto

Goal 2

Russell Independent Schools will implement multiple evaluation tools to evaluate Technology Proficiency, for both students and faculty and staff.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible
Utilize Digital Driver's License to assess proficiency of Russell Independent Students in Digital Citizenship in 6 – 12 grade.	Russell Independent Schools will have a tangible formative assessment for students that will allow the school to monitor the progress of the students and faculty and staff as they move toward technology proficiency. Goal of 10% more proficient students over 2014 (Initial Year of DDL).	Results of Assessment	7/1/16– 6/30/17	Greta Casto Heather Aldrich Shawn Moore Anna Chaffin
Russell Independent Faculty and Staff will be evaluated on proficient technology use during scheduled evaluations	Faculty and Staff will be asked to include technology as a professional growth goal if indicated.	Evaluation/observatio of supervisor	7-1/16 – 6/30/17	Heather Aldrich

Student Technology Literacy Goals – Evaluation

Project Based Learning will be the central focus of promoting Student Technology Literacy at Russell Independent Schools. This will be accomplished through multiple means: Flexibly Scheduled Library Use, Google Classroom, Open Lab Usage, and Review of Student Work. This will be monitored and evaluated by Library Usage Logs, Google Classroom Logs, Open Lab Logs, and Teacher Conferences about Student Work. All teachers will be evaluated and their use of PBL will be a portion of their demonstration of Standard X. Student Technology Leadership Program Teams will compete and be assessed in various categories (including Student Technology Literacy Skills) at both Regional and State Competitions. Each school is required to have participation in STLP. Technology Literacy Skills are a byproduct of PBL and STLP projects. In order to actually assess technology integration and technology proficiency, the *Kentucky Teacher Technology Framework* and Anecdotal Assessment will be employed. The Kentucky Teacher Technology Framework will be utilized with each teacher that is scheduled to be evaluated this year. Anecdotal Assessment will be done as formative assessment.

Staff Training/Professional Development Goals

Goal 1

Russell Independent Schools will offer quality professional development that will enable our teachers and support staff to integrate technology into instruction. Monthly Technology PD will be scheduled district-wide.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible
Provide professional development to assist staff in meeting the state Teacher Technology Standard X. TPG's will reflect the professional development needs in the area of technology.	Monthly Technology PD offerings will be designed around the needs outlined in the faculty's TPG. Teachers will integrate the technology modeled in the professional developments into their instruction.	TPG Review Student Work Observations	7/1/16– 6/30/17	Greta Casto Building Principals
KYSTE Conference will have participants from the district.	Teachers will integrate the technology modeled in the professional developments into their instruction.	TPG Reviews Student Work Observations	2/1/16– 4/1/17	Greta Casto Heather Aldrich
TIS Conference will have participants from the district.	Teachers will integrate the technology modeled in the professional developments into their instruction.	TPG Reviews Student Work Observations	7/1/16– 8/1/17	Greta Casto Heather Aldrich

Staff Training/Professional Development Goals – Evaluation

All faculty and staff at Russell Independent Schools are required to attend both non-flexible and flexible professional development. During the non-flexible portion, sign in sheets will be used to determine if all teachers have completed the non-flexible portions of the technology PD as listed in the DCIP and CSIPs for our schools. Formal observation instruments include the technology and digital literacy criteria, and the instructional supervisors will be “looking for” examples of the technology professional development focus items listed in this plan. Informal observations

(walk throughs) will also add to the anecdotal data that supervisors will collect throughout the year to evaluate our implementation of our professional development focus items. This data will be debriefed after observations, and feedback will be given to teachers after both informal and formal observations. If changes need to be made to TPGs after observations, principals will meet with the teacher and the changes will be made.

Technology Goals

Goal 1

Maintain and upgrade a state-of-the-art network infrastructure to provide global communications and information literacy for schools and administration with sufficient technical support to extend, further develop, and keep the network operational.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible
1.1 Monitor and assess the bandwidth requirements to optimize the performance of our Wide Area Network and Local Area Networks.	Student access will improve as wait time is minimized.	KETSview will be used to monitor bandwidth and ensure that traffic is at acceptable levels.	Monitor Daily 7/1/16– 6/30/17	Greta Casto
1.2 The district will provide technology resources at a ratio that is at or better than that required by the KETS Standards.	Personnel and staff will have increased accessibility to technology resources.	Inventory; Active Directory Workstations; ITAM Evaluated Annually in conjunction with the Technology Readiness Report.	7/1/16– 6/30/17 Last Evaluated 11/2015	Greta Casto
1.3 Utilize technology to support the curriculum and improve student achievement with an emphasis on classroom integration to facilitate implementation of the Kentucky Program of Studies, Common Core, the Learning Goals and Expectations, ISTE's National Educational Technology Standards for Students.	Teachers will integrate technology resources for inclusion in daily instruction. Instructional Practice Policies will guide teachers in integration practice.	Lesson Plans, Walkthrough Assessments, Teacher Evaluations, Student Work Instructional Practice Policies are evaluated annually by SBDM Councils. End of Course Data	7/1/16– 4/30/17 Evaluations will coincide with the Russell Independent Schools Evaluation Schedule.	Greta Casto Heather Aldrich Anna Chaffin Shawn Moore Pam Wright David Caniff Philip Cassity Stacey Thompson LeaAnn Crager
1.4 Teachers, administrators, and staff will have access to KETS standard	Teachers, Library Media Specialists, and Administrators will meet technology evaluations standards.	Technology Course Grades Digital Driver's License Data	7/1/16– 6/30/17	Greta Casto

equipment, network, and software.				
1.5 Evaluate and sustain multimedia equipment and peripherals in accordance with our SMART Classroom Initiative to create and maintain expansive programs that challenge all levels of learners.	All classrooms will utilize multimedia equipment and peripherals in daily instruction.	Inventory of Rooms Quarterly Student Work Samples	7/1/16– 6/30/17	Greta Casto
1.6 Provide and support e-mail accounts for staff and students. Students will utilize district e-mail accounts to access and complete teacher assignments and to collaborate on classroom projects.	Teachers and students will be trained to utilize this resource, and good digital citizenship will be modeled and practiced as the collaborative tools are modeled in integrated instruction. Professional Development follow-up materials as well as Professional Learning Community information will be distributed through shared OneDrives/Google Drives..	Lesson Plans, Walkthrough Assessments, Teacher Evaluations, Student Work	7/1/16– 6/30/17	Greta Casto Heather Aldrich Anna Chaffin Shawn Moore Pam Wright David Caniff Philip Cassity Stacey Thompson LeaAnn Crager
1.7 Employ sufficient technical support staff to maintain hardware, software, and the wide/local area networks.	Current hardware, software, and network equipment will be supported in a timely fashion.	Schooldude Reports will track wait time for job requests.	7/1/16– 6/30/17	Russell Board of Education
1.8 Review and update the district Acceptable Use Policy form annually. Form will be in Student handbook with the signoff there. Student Accounts will be disabled until signed	Summer Technology Committee Meeting Agenda will include AUP review. Changes will be submitted to KSBA and the Russell Board of Education for review and approval.	KSBA review Russell Independent Board of Education Review	7/1/16– 8/1/17	Greta Casto Russell Independent Technology Committee

User Agreement is received each time policy is changed, or each time a student enters a new school in our district.				
1.9 The Technology Department will provide technical support to the Family Resource Center. This will include Infinite Campus.	FRYSC will maintain a website in addition to newsletters to communicate with stakeholders concerning programming that is available.	Report from FRYSC Advisory Committee	7/1/16– 6/30/17	Greta Casto Becky Roark
1.10 FRYSC representative will be on Technology Committee.	FRYSC will coordinate with the Technology Department (and Community Education) to provide Technology Training for the Community.	Sign-in Sheets		Greta Casto Becky Roark
1.12 Provide wireless access throughout RHS, RMS, RMIS, and RPS including security switches and saturation of access.	Enable district to leverage personally owned devices, utilizing our school’s network, to be used as instructional devices.	Network Monitoring Tools	7/1/16- 6/30/17	Greta Casto Russ Cole

Goal 2

Acquire sufficient software and hardware through systematic planning and upgrading at the district and school building level to maintain an equitable, cost-effective technology base for our students and staff as outlined in the KETS Master Plan.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible
2.1 Provide district-wide equity and standardization with PC/Mac-compatible hardware and software that meets district and state guidelines.	Students will have the opportunity to learn/work from anywhere on our network seamlessly.	Inventory/KETS Guidelines	7/1/16– 6/30/17	Greta Casto
2.2 Implement a target classroom computer/student ratio of 1:4 district-wide. The BOE is open to Students bringing in Personally Owned Devices if endorsed by SBDM.	Students will have almost immediate access to networked resources.	School Report Card	7/1/16– 6/30/17	Greta Casto Russell Board of Education
2.3 Select standardized applications/solutions where appropriate and relevant to curricular needs through a standard review process. School technology committees may request additional software through their school's comprehensive improvement plan.	Students will have applications that are selected based on their instructional needs.	Inventory Observation/ Documentation of student need	7/1/16– 6/30/17	Greta Casto Heather Aldrich Robin Clay Jill Banks Diana Wireman Julie Gullett
2.4 Support the district's student management Program (Infinite Campus).		School Dude Work orders	7/1/16– 6/30/17	Greta Casto Russ Cole Anthony Thompson
2.5 A1.1a (1) Internet training is provided to facilitate technological and safe access by students and staff.	* All students will have Digital Citizenship training * 100% of students will have access to internet for educational purposes. Improved learning potential as evidenced	State Testing Results Digital Driver's License or comparable program	7/1/16– 6/30/17	Greta Casto Robin Clay Carolyn Shelton Terri McConda Michelle Light Jennifer Perry Jill Banks

	by meeting State Testing goals.			Mark Casto Diana Wireman Beth Westenhofer
2.5 A1.1a (2) Lightspeed Filtering	Lightspeed Filtering	Periodic Reports (i.e. proxy reports); Netspective Reports	7/1/16– 6/30/17	Greta Casto Russ Cole
2.6 Hardware/software will be employed to aid teachers in formative assessment of students—and CIITS will be utilized to manage data. Training will be implemented to incorporate SMART Response with CIITS when SchoolNet approves its use.	*All schools will have access to CRS for pre and post tests for curriculum mastery * All schools will participate in the utilization of Study Island and Google Classroom. * All schools will participate in the utilization of MAP testing.	State Test Results MAP Test Results	7/1/16– 6/30/17	Greta Casto Heather Aldrich Mr. Horne
A1.1a (2)Data line provided to central office to facilitate the record keeping and email/internet to central office staff	100% access by teachers and staff to access records for monitoring student achievement.	Working Dataline that sends and receives traffic Ping Tests	7/1/16– 6/30/17	Russ Cole
A1.1 c Teachers will be encouraged to use email as an alternative means of communicating with parents on a regular basis.	*Teachers will communicate with parents via email. *Faculty/Staff will be offered refresher training on Office 365 , with an emphasis on digital citizenship.	Documentation of e-mail correspondence Agenda and Sign in Sheet from Office 365 training.	7/1/16– 6/30/17	Building Principals Greta Casto
A1.1 c (1) All District Employees will be trained and will continue to use the current phone system for normal daily tele-communication functions.	100% of teachers and staff will communicate with stakeholders to improve student achievement	Principals will monitor communication logs.	7/1/16– 6/30/17	Greta Casto

<p>A1.1 c (2) Principals will target students with poor attendance through telephone contacts with parents utilizing both current phone system and cellular service.</p>	<p>Improved attendance resulting in higher learning potential as evidenced by meeting State test goals</p>	<p>Meeting Goal of 96% Attendance State Test Goals</p>	<p>7/1/16– 6/30/17</p>	<p>Anthony Thompson Attendance Clerks Building Principals Heather Aldrich</p>
<p>2.1 Provide district-wide equity and standardization with PC/Mac-compatible hardware and software that meets district and state guidelines.</p>	<p>Students will have the opportunity to learn/work from anywhere on our network seamlessly.</p>	<p>Inventory/KETS Guidelines</p>	<p>7/1/16– 6/30/17</p>	<p>Greta Casto</p>

Technology Goals – Evaluation

Russell Independent Schools will monitor our bandwidth using KETSview to ensure that we are able to optimize the performance of our WAN and LAN. Graphs will show the usage of our bandwidth and if the limits we have are sufficient to handle our traffic. If it isn't sufficient, our CIO and Network Admin will explore to find reasons that the bandwidth isn't sufficient and will search for ways to correct the problem or increase bandwidth. Our annual inventory of hardware and peripherals (in preparation for the Technology Readiness Report) will determine if we are at or better than required by KETS standards. If the numbers are not sufficient, additional funds will be sought to correct the ratio of students to devices. SBDM Instructional Practice Policies will be enforced (those include the policies concerning Technology Integration.) Principals will monitor lesson plans and observe actual instruction to ensure the inclusion of daily technology integration. Student work samples will further demonstrate the use of technology integration. Where there are deficiencies, principals will work with the instructional coaches to develop an action plan for the correction of the problem. The District Technology Committee will review the Schooldude Reports and track wait time for job requests to determine need for additional staffing in the Technology Department. If need is substantiated, the School Board will be approached to try to rectify the situation. The FRYSC website will be monitored for number of visits, and we will use surveys and sign-ins for the I-Safe Training to determine effectiveness. A review of these two indicators will be the focus of reflection of what to change for next year. The wiring and wireless projects are the focus of our vision for expansion this year. As funding comes available, we will install this networking and monitor it for effectiveness. This may have to be a multi-year goal if e-rate funding is not available.

Budget Summary

Note: duplicate this page for each year as needed (if a multiyear plan)

Acquired Technologies and Professional Development	Ed Tech Competitive Title IID	Ed Tech Formula Title IID	E-Rate	NCLB/other than Title IID	KETS	Other
WORKSTATIONS (1.2; 1.5, 2.1; 2.2)					\$35,000.00	
Network Maintenance (1.5)					\$3,000.00	
21 st Century Classroom Initiative (1.6; iPads, iPods, SMARTproducts)					\$1,000.00	\$5,000.00 \$285,000.00
Employ sufficient Staff (Network Admin; Technician) (1.8)						\$30,000.00
STLP (2.3)					\$1,000.00	
Software (2.3; 2.6) Infinite Campus MAP Testing						\$4,000.00 SB * list will be G
TelCo (Datalines, and All Phones) (2.6 A1.1a (2), A1.1c (2))			\$43,481.55			\$31,481.55
Professional Development (TIS Conference; KYSTE Conf.)						\$1,600.00
TOTAL			\$45,865.63		40,000.00	

Budget Summary – Narrative

The Russell Independent Technology Program is funded through the following funding sources:

KETS allocated funding per ADA

Local Tax Funds (not Technology specific)

Professional Development Funds (can be used for teacher technology training)

Special Education Funds

Perkins/Career and Technical Education

Federal Programs

Russell Educational Endowment Foundation Grant Monies

Private Donations

E-Rate (Discounted Phone and Datalines)