



TECHNOLOGY IMPROVEMENT PLAN

2017-2018 School Year

Approved December 18, 2017

District Mission Statement

Carl Junction Schools, in partnership with our community, cultivates a vibrant and diverse learning environment that prepares students to be productive citizens.

District Vision Statement

Carl Junction Schools seeks to create a challenging learning environment that empowers our students to be positive community members who have a sense of understanding and compassion for others along with the courage to act on their beliefs.

Technology Mission Statement

Technology Vision Statement

Carl Junction Schools seeks to create digitally literate citizens empowered with the skills to adapt and innovate with technology as it evolves.

Technology Improvement Planning Team

- Isaiah Basye – Teacher, Primary 2-3
- Jonna Brewer – Teacher, Intermediate
- Corey Clingan – Teacher, High School
- Sonia Edwards – Teacher, Junior High
- Jane Ewing – District Computer Support Specialist
- Marshal Graham – District Technology Director
- Susan Hogard – Teacher, Junior High
- Erica Hudson – Teacher, Primary K-1
- Tina McAfee – Teacher, Intermediate
- Anna Passley – Teacher, Primary K-1
- Zachary Petty – Teacher, High School
- Holli Porter – Teacher, Primary 2-3
- Taylor Rutledge – Teacher, Intermediate
- Diane Southard – District Instructional Technology Coach
- Dr. Kathy Tackett – Assistant Superintendent
- Kevin Thomure – Teacher, Junior High
- Karen Warden – Teacher, Satellite School

Technology Improvement Plan

Objective 1: All technology staff will participate in High Quality Professional Development activities.

CSIP Goal: 1

Baseline Data: **2012-13:** 4 full time and 1 part time staff members, *0 participated in high quality PD.*
2013-14: Full time Network Support Specialist added to Technology Staff. 5 full time and 1 part time staff members, *0 participated in high quality PD.*
2014-15: Full time Computer Support Specialist added to Technology Staff for one to one initiative support. 6 full time and 1 part time staff members, *1 participated in high quality PD.*
2015-16: Full time Computer Support Specialist added to Technology Staff for one to one initiative support. 7 full time and 1 part time staff members, *2 participated in high quality PD.*
2016-17: 7 full time and 1 part time staff members, *7 participated in high quality PD.*

Strategy: Identify professional development opportunities for technology staff.

Persons Responsible: Technology Director, Technology staff

Date to Implement Strategy: August 2017

Date of Completion: May 2018

Action Step 1: Schedule monthly meetings with technology staff to identify education technology trends and training opportunities.

Action Step 2: Hold individual meetings each semester with technology staff to monitor professional development progress.

Strategy: Review budget decisions annually for availability of funds for technology staff professional development.

Persons Responsible: Technology Director, Superintendent

Date to Implement Strategy: August 2017

Date of Completion: May 2018

Action Step 1: Request any additional funds necessary for professional development during annual budget meetings.

Objective 2: The district will implement a one to one technology program in grades K-12 by 2020-21 school year.

CSIP Goal: 1, 2

Baseline Data: **2012-13:** Planning and research for one to one initiative in grades 9-12.
2013-14: #CJConnects OneToWorld one to one initiative implemented in grades 9-12.
2014-15: #CJConnects OneToWorld one to one initiative implemented in grades 5-8.
2015-16: #CJConnects OneToWorld one to one initiative implemented in grades 3 and 4.
2016-17: #CJConnects OneToWorld one to one initiative in grades 3-12.

Strategy: Determine need for one to one program in grades K-2

Persons Responsible: Technology Director, Technology committee, K-2 Principals

Date to Implement Strategy: October 2017

Date of Completion: May 2018

Action Step 1: Meet with Technology committee to discuss one to one program

Action Step 2: Meet with teachers and administrators in grades K-2 to discuss one to one program.

Strategy: Identify financial requirements to expand one to one initiative in grades K-2.

Persons Responsible: Technology Director, Technology Department, K-2 Principals

Date to Implement Strategy: August 2018

Date of Completion:

Action Step 1: Identify one to one device hardware and associated costs.

Action Step 2: Identify software and licensing requirements and associated costs.

Action Step 3: Identify infrastructure and bandwidth requirements and associated costs.

Action Step 4: Identify professional development requirements and associated costs.

Strategy: Evaluate currently available devices in advance of scheduled device replacement.

Persons Responsible: Technology Department, Technology Committee

Date to Implement Strategy: Scheduled replacement based on current lease expirations or 4 years from purchase date.

- High School: August 2018
- Junior High: August 2019
- Intermediate (5th/6th grades): August 2019
- Intermediate (4th grade): August 2020
- Primary 2-3 (3rd grade): August 2018

Date of Completion: Ongoing

Action Step 1: Determine replacement devices based on availability, manageability, and classroom viability based on student and teacher feedback.

Action Step 2: Select replacement devices based on student and teacher evaluation.

Strategy: Identify availability of Internet access for students when away from school.

Persons Responsible: Technology Director, Technology Department, Public Relations Director

Date to Implement Strategy: August 2017

Date of Completion: August 2018

Action Step 1: Conduct a student survey to identify student availability of Internet access at home.

Action Step 2: Identify publicly accessible wireless Internet locations in the community and school district.

Action Step 3: Map results of survey to report to Technology Committee in 2018-19.

Objective 3: The district will employ two instructional technology coaches to support the educational requirements of the one to one initiatives by 2020-21 school year.

CSIP Goal: 1, 2

Baseline Data: **2012-13:** The district employs no instructional technology coaches.
2013-14: The district employs no instructional technology coaches.
2014-15: The district employs one instructional technology coach.
2015-16: The district employs one instructional technology coach.
2016-17: The district employs one instructional technology coach.

Strategy: Develop implementation plan for hiring instructional technology coaches.

Persons Responsible: Principals, Assistant Superintendent of Curriculum and Instruction

Date to Implement Strategy: August 2017

Date of Completion: August 2020

Action Step 1: Determine how teachers, students, and administrators will utilize instructional technology coaches.

Action Step 2: Develop job description for a new instructional technology coach position.

Strategy: Research student involvement as a classroom technology aide.

Persons Responsible: Instructional Technology Coach, Principals, Assistant Superintendent of Curriculum and Instruction, High School Service Learning Instructor

Date to Implement Strategy: August 2017

Date of Completion: August 2020

Action Step 1: Determine how teachers will utilize student technology aides.

Objective 4: The Technology Department will improve its effectiveness in addressing classroom technology issues and concerns.

CSIP Goal: 1

Baseline Data: **2014-15:** No data
2015-16: A work order ticketing system implemented, from 8/1/2016 and 1/31/2017 there have been 1727 tickets closed by the technology department.
2016-17: 2700 tickets closed during the 2015-16 school year (8/18/2016 and 5/24/2017) for an average of 15.5 tickets closed per school day.

Strategy: Develop a SLA (Service Level Agreement) document describing current procedures and communication tools

Persons Responsible: Technology Director, Technology Staff

Date to Implement Strategy: August 2017

Date of Completion: May 2019

Action Step 1: Define service request methods and reporting procedures.

Action Step 2: Define supported services and equipment.

Action Step 3: Define staff reporting responsibilities and technology department response.

Action Step 4: Define support prioritization levels.

Strategy: Develop a help desk system to communicate technology questions and work requests.

Persons Responsible: Technology Director, Technology Staff

Date to Implement Strategy: January 2017

Date of Completion: May 2018

Action Step 1: Define Help Desk schedule and available hours.

Action Step 2: Determine Technology staff Help Desk availability.

Action Step 3: Determine Help Desk contact methods.

Action Step 4: Research Help Desk outsourcing options.

Objective 5: 95% of students will be technology literate by the end of 2nd, 5th, and 8th grade as measured by district technology assessments.

CSIP Goal: 1

Baseline Data: **2016-17:**No Data, Initial Technology Assessments will be given to 2nd, 5th, and 8th graders at the end of the 2015-16 school year.

Strategy: Determine assessment performance level to define technology literate.

Persons Responsible: Technology Instructors, Instructional Technology Coach, Assistant Superintendent

Date to Implement Strategy: August 2018

Date of Completion:

Action Step 1: Perform initial assessment during Spring 2016 in grades 2nd, 5th, and 8th.

Action Step 2: Review initial assessment results to establish baseline data.

Strategy: Students will have direct instruction on technology literacy standards at all grade levels.

Persons Responsible: Technology Instructors

Date to Implement Strategy: August 2018

Date of Completion:

Action Step 1: Review initial assessment results to establish baseline data

Action Step 2: Create a common format for presenting assessment results across grade levels.

Objective 6: The Technology Department will develop a plan to address technology infrastructure and system integrity.

CSIP Goal: 1

Baseline Data: **2015-16:** All district servers and storage relocated to the server room in the Primary 2-3 storm shelter providing protection from weather, theft, and power outages.
2016-17: All fiber optic circuits relocated to the server room in the Primary 2-3 storm shelter providing protection from weather, theft, and power outages.

Strategy: Develop a schedule to replace technology infrastructure on a five year basis.

Persons Responsible: Technology Department

Date to Implement Strategy: August 2017

Date of Completion: May 2018

Action Step 1: Perform an annual physical inventory of technology infrastructure assets.

Action Step 2: Record inventory details of new purchases including purchase date and price

Strategy: Develop a Disaster Recovery Plan

Persons Responsible: Technology Department

Date to Implement Strategy: August 2017

Date of Completion: May 2019

Action Step 1: Identify critical software applications and data

Action Step 2: Document procedures for restoring critical hardware and software