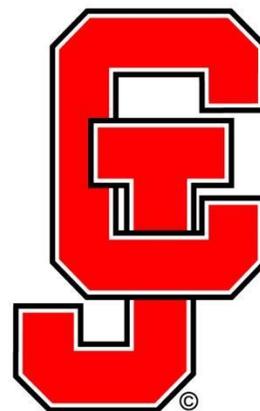# CARL JUNCTION
SCHOOL DISTRICT

TECHNOLOGY IMPROVEMENT PLAN

2018-2019 School Year

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

Engaging the school community in a technology-rich environment to promote student creativity, collaboration, communication and critical thinking in current and future endeavors.

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

- Sam Kim - High School Student
- Katelyn Searle - High School Student
- Danica Harris - Parent
- Matthew Sherwood - Parent
- Carmen Walker – Parent
- Isaiah Basye – Teacher, Primary 2-3
- Susan Eichelberger – Teacher, Intermediate
- Corey Clingan – Teacher, High School
- Sonia Edwards – Teacher, Junior High
- Jane Ewing – District Computer Support Specialist
- Marshal Graham – District Technology Director
- Greg Campbell – Teacher, Junior High
- Jessica Read – 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
- Diane Southard – District Instructional Technology Coach
- Dr. Kathy Tackett – Assistant Superintendent
- Karen Warden – Teacher, Satellite School
- Tracie Skaggs - Public Relations Director

Technology Improvement Plan

Objective 1: 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.
2017-18:
2nd Grade: 73%
5th Grade: 80%
8th Grade: 96%

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 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: **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.
2017-18: #CJConnects OneToWorld one to one initiative in grades 3-12.

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 2019
> **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 2019-20.

Strategy: Hire additional instructional technology coaches to support staff professional development needs.
Persons Responsible: Principals, Assistant Superintendent of Curriculum and Instruction

Date to Implement Strategy: January 2018
Date of Completion: August 2021
      Action Step 1: Evaluate budget for hiring of additional technology coaches.
      Action Step 2: Define responsibilities for additional technology coaches.

Objective 3: 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 2019
      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.

Objective 4: 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.

2017-18: Approximately 50% of fiber optic circuits have been identified, labeled, and documented. Multiple pieces of software have been implemented to assist in identification and recovery of unplanned downtime.

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 2019
　　　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.

Objective 5:　All staff will participate in high quality professional development activities specific to technology.

CSIP Goal:　1

Baseline Data:　**2017-18:** No data available.

Strategy: Identify professional development opportunities for staff.
Persons Responsible: Instructional Technology Coach
Date to Implement Strategy: January 2019
Date of Completion: August 2024
　　　Action Step 1: Observe classroom teachers to identify professional development needs.
　　　Action Step 2: Review technology and education publications, websites, and conferences to identify education technology trends and training opportunities.

Strategy: Develop professional development activities and material for Carl Junction staff aligned with the Technology Mission Statement.
Persons Responsible: Instructional Technology Coach

Date to Implement Strategy: January 2019
Date of Completion: August 2024

      Action Step 1: Explore a technology professional development day where teachers choose classes that are peer led.

      Action Step 2: Explore creating student led classes for teachers.

      Action Step 3: Create Canvas course for online professional development modules.