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.