

CERTIFICATION OF SCHOOL TECHNOLOGY PLAN



PRESENTED TO
5375, M S D Wayne Township
7/1/2011 - 6/30/2014

The above referenced school corporation's technology plan is hereby certified for purposes of participation in the Universal Service Fund (USF) discount program. This means that the technology plan meets or exceeds the requirements set forth by the Schools and Libraries Division of the Universal Services Administrative Company (USAC).* The plan includes:

- Clear goals and a realistic strategy for using telecommunications and information technology to improve education;
- A professional development strategy that ensures staff know how to use the technologies to improve education;
- An assessment of the telecommunications services, hardware, software, and other services that will be needed to implement the strategy;
- Provisions for sufficient budget to acquire and maintain the hardware, software, professional development, and other services needed to implement the strategy; and
- Evaluation processes designed to monitor progress toward the specified goals and that allow mid-course corrections in response to developments and opportunities.

Joshua Towns, Director of Information Technology
May 21, 2013



The Technology Plan for M S D Wayne Township (5375)
Approved 2nd Update effective 7/1/2011 to 6/30/2014

Primary Contact

Corp: 5375 - M S D Wayne Township
Name: Mr. Pete Just
School: M S D Wayne Township
Email: pete.just@wayne.k12.in.us
Phone: 317-988-8667

Section I: Corporation Technology Trends Survey

Corporation Technology Policies

1. What is your district policy involving student-owned cell phones?
 - We have no policies regarding student-owned cell phones.
 - Policy generally prohibits student use of cell phones during school hours.
 - Policy allows limited student use of cell phone for non-instructional purposes.
 - Policy allows limited student use of cell phones including use for instructional purposes.**
2. What if any social media are you formally using as a school corporation? (Check all that apply.)
 - No formal use
 - Facebook**
 - Twitter**
 - Other** *My Big Campus*
 - MySpace
3. Which best describes your corporation's stance toward providing/sanctioning teacher web pages or a class web sites?
 - Corporation does not provide/sanction a service for teacher web pages
 - Google Sites
 - Word Press
 - School Wires
 - Learning Connection
 - Edline
 - Teacher Web
 - Corporation provides a locally developed option for teacher pages
 - Corporation's Learning Management System or Student Information System
 - Corporation provides/sanctions a variety of services
4. Which of the following best describes the corporation's provision of wireless network access (LANS) for end users?
 - None of our schools have wireless access
 - Some schools (= 50%) have wireless access
 - Most schools (> 50%) have wireless access
 - All schools (100%) have wireless access**
5. On your school campus or campuses, what devices does your corporation allow to access the school network?
 - School-owned or Provided Devices**
 - Teacher/staff owned**
 - Student/parent owned**
 - Guest owned**
6. Which of the following options describe the kinds of access parents and students in your corporation have to the following online services. (Check all that apply.)
 - Class assignments and grades. If yes, using what technology? Word press blogs with RSS**
 - Digital curricular content (e.g. subscription-based services, online content collections) If yes, using what technology? streaming media such as Brain POP and Discovery, NBC Learn**
 - Historical information about students including performance data from prior years (e.g., ISTEP+, grades, local assessment scores) If yes, using what technology? PEP server front end for MiSi data warehouse**
 - No such services are provided

7. Which of the following option(s) describe(s) your district's current position with regard to student e-mail. (Check all that apply.)

- Corporation does not provide student e-mail at any level or allow for use of personal e-mail for learning purposes.
- Corporation does not provide student e-mail at any level but students may use personal e-mail for learning purposes.
- Corporation provides student e-mail accounts for some portion of elementary (K-5) students)? If yes, using what technology?
- Corporation provides student e-mail accounts for some portion of secondary (6-12) students? If yes, using what technology? Google Apps for Edu***

Section II: Goals, Strategies and Metrics

Introduction to Goals Strategies and Metrics:

The MSD of Wayne Township is a diverse and dynamic school district that offers students multiple pathways to digital learning and success. Due to the cooperative vision of the School Board, key administrative leaders and classroom teachers the MSD of Wayne has had a focus on advancing student achievement with the use of technology where it could most assist.

A "TechVision Committee" of administrators and teachers was formed to envision the future of our schools and then detail what role technology would have. Using live and online wiki collaboration, the committee detailed a clear long term vision. With a focus on connecting the technology that students are currently using outside of school with the technology knowledge and skills currently embedded in the curriculum, a clear and more aligned future continues to be built. The direction of the TechVision committee could not be accomplished without a change in the Acceptable Use Policy. Work began in earnest by an Acceptable Use Policy Review Committee in the winter of 2009 to create a new proposal based on responsible use of web and digital tools. Using a wiki site again as well as live collaboration meetings, the committee met through the spring of the year and produced the current Responsible Use Policy (RUP) recently approved by the School Board. The policy is evidence of the direction that the district has embraced and demonstrated over the past three years. The RUP allows for personal devices at schools, allows utilization of Web 2.0 resources and integrates responsibility into every one's concept of digital access and use. This is the formalization of the current conversations taking place in the schools between administrators, teaching staff and students. The goal is to increase understanding of user responsibility in our new social media age. Schools are now considering what aspects of responsible use are best suited to their objectives and considering modification of school codes and rules to provide for the best learning environment for their students. The RUP is a foundational School Board Policy, which supports the Technology Vision. Teachers are being given opportunities to investigate new learning tools and to receive the professional development needed to obtain our district objectives. MSD of Wayne Township, in an effort to support a diverse community of 21st Century learners, is committed to the seamless integration of technology:

to develop the ability to collaborate and communicate information

*to gain the critical and abstract thinking skills
to create self-directed, lifelong learners
to produce contributing members of a dynamic democracy*

Given the ever evolving nature of technology and our mission to ensure all students acquire and apply knowledge, skills, processes, and values, Wayne Township must connect the technology that students are currently using outside of school with the technology knowledge and skills currently embedded in the curriculum. We must also ensure that our efforts in technology usage match the curricular goals for the given subject matter. A core team of technology leaders representing all levels and departments within the organization will continually assess the world of technology and provide professional development to maintain a cutting edge eLearning program.

Goal:

To teach technology skills which allow our students and staff to be successful as lifelong technology users.

Strategies:

To provide the technology skills that allow our students to be successful as lifelong users of technology, the MSD of Wayne use a digital citizen strand in the curriculum k-12. Disaster recovery and business continuity options will be researched and developed to improve consistency of user connection to all our electronic resources.

Metrics:

To provide technology skills that allow our students to be successful as lifelong users of technology, the MSD of Wayne will have a matrix of skills developed in 2012. These skills will be fully embedded into k12 curriculum over the next two years.

Progress:

We have reoriented our elementary media specialists in the summer of 2011 to refocus on Information Literacy. The largest component of this was the development and implementation of a digital literacy and citizenship curriculum focusing on the core skills required for success via ISTE NETS for students, and objectives from the PARCC assessment. The efforts continued in 2013 and the skills matrix is being deployed. We provided a web based typing program to provide better gains in the keyboarding aspect of their curriculum.

Goal:

To provide students and staff with the means, opportunity and knowledge to access information as needed for learning in an interactive manner.

Strategies:

To provide students with the means, opportunity and knowledge to access learning information, the MSD of Wayne will increase the digital options by which students access digital resources. We will consider adopting appropriate personal technology devices as standard issue for students.

Metrics:

To provide students with the means, opportunity and knowledge to access information as needed, the MSD of Wayne will increase the digital options accessible by students and teach information literacy skills and digital citizenship. A 3 year plan will be developed to use instructional resources that integrate technology into the core curriculum.

Progress:

We have applied for and received a Common School Loan that will provide district devices (Chromebooks) for sophomore and junior students at the Ben Davis University High School. Seniors received re-purposed laptops. Part of the Computer loan fund was also

used to provide Chromebooks for all 6th grade students in the district (1200+). A successful tablet pilot was conducted this past year for all 6th graders at two of these elementary schools and was the basis which informed our device selection for this and other grade levels. The plan is now moving forward district wide. All teacher in the pilot received 9 months of professional development and opportunities to explore eLearning options prior to receiving the student devices. Our plan is now executing in a similar manner for teachers at the nine remaining schools, requiring 6 hours of integration PD prior to their students receiving the Chromebooks. We have also reoriented our elementary media specialists in the summer of 2011 to refocus on Information Literacy. They are building the curriculum along with our e Learning team to use instructional resources that integrate technology into the core curriculum. This effort will began summer 2012 for the secondary media specialists. The 2012 common school loan increased the cart based laptops in this school to compensate for those students who do not own their own devices to bring to school. We are also aggressively applying to get eRate dollars for connectivity needs as we pursue BYOD expansion and more district provided Chromebooks. We've applied for a 2013 Common School Loan for the next expansion of student devices into the two 7/8th Grade Centers and to expand wireless in 3 non eRate eligible elementary schools next year.

Goal: *Technology will provide immediate and authentic audiences for collaboration, and sharing of student projects.*

Strategies: *Technology can provide immediate and authentic audiences for collaboration, and sharing of student projects by using web 2.0 resources for online publishing.*

Metrics: *Technology will provide immediate and authentic audiences for collaboration, and sharing of student projects by increasing student and teacher online publishing. Data will be collected to document publishing experiences for students during the course of the school year.*

Progress: *In 2012 we increased our Professional development efforts on the implementation of My Big Campus. This has been an effective tool for teachers to promote student publication and peer critique. We have seen a significant increase in this type of publishing and collaboration at all grade levels over the past two years. Collaboration on PBL projects through this virtual tool has also seen significant increase at the secondary and elementary levels. We continued in our efforts to work with the LightSpeed's My Big Campus development team to make it more suited to our state's needs. We desired to share our student and staff created curricular content "bundles" with others in the state and worked to lead a consortium of schools across the state in this effort. We applied for and received a \$100K grant to help fund this effort in our district and have become a State leader in this regard. Our hopeful outcome will be more teacher and students created high quality "bundle" content in 2013-14. We have also increased the use of blogs and web sites by students and staff and with the adoption recently of Google Apps for Edu will extend this much further in 2013-14. The PBL Think tank My Big Campus group has become an amazing district communication tool for PBL. It is a great way to post ideas, questions, or units and receive quality feedback. Specific to BDU teachers are using MBC when conducting peer observations regarding lesson design. By utilizing this tool and the posts of the faculty the Principal has been able to gauge teacher understanding of each component and then reteach or accelerate their PD.*

Goal: *Increase the visibility of classroom activities and student progress for students and parents.*

Strategies: *Provide Teacher Professional Development to encourage production of student publications by 50% over 3 years.*

Metrics: *Increase the use of teacher and student publications by 50% over 3 years.*

Progress: *The increased focus of our professional development efforts on the implementation of My Big Campus has been effective to promote student publication. It's also provided success for teachers to seek out other web 2.0 tools for eLearning. We have yet to measure how much of an increase in student digital creation has been attained in a formal way, but the testimonial and total quantity evidence of this growth mounts. This summer with the release of the My Big Campus Parent portal, we will engage parents into the process in a much greater way and hope to spark a new line of interaction between the Parent, Teacher, and Student.*

Goal: *Technology will allow for collaboration among teachers and students regardless of time and space.*

Strategies: *Technology can allow for collaboration among teachers and students regardless of time and space through the use of online resources allowing access from any location through the web.*

Metrics: *An educational social collaboration tool will be used by teachers to increase collaboration among peers and students regardless of time and space. Data will be collected to measure increased collaboration.*

Progress: *in 2012-13 we increased our professional development efforts on the implementation of My Big Campus. This was an effective tool for teachers to communicate in a nested environment for all to review and comment upon and post collaboratively. This has helped with various group work including the media Specialist and many curricular and instructional teams. See also Progress for Goal #4 in relation to this. The utilization has helped teachers see how easy asynchronous collaboration and communications can be and promoted it's classroom use with students. in 2013 many administrators are using MBC to communicate with staff regarding committees and activities in thier school. This is modeling use for staff that have yet to see purpose and value. Requests for staff training on how to use MBC are increasing. Teachers are also being encouraged to use a class web page using WordPress. The ability to create modules and then school work are amazing in these tools. A learning shift is necessary for some of our faculty yet, but this past year has seen amazing growth in adoption and classroom integration. We are working with the 6th grade teachers on creating a collaborative set of bundles covering all content areas. The teachers are publishing and sharing their work with each*

Goal:

Develop a system for schools to implement the RUP and school based guidelines for use of student devices and increased understanding of values in a digital environment.

Strategies:

The creation of a ubiquitous digital learning environment will assist in achieving our township's objective of providing "Multiple Pathways to Success" and will provide opportunities to instill values for the digital environment. This will be done by creating highly engaging content in our online classroom environments. This content will be used in a blended learning environment, virtual learning environment or as content enhancement in the teacher's classroom.

Metrics:

Creation of a common student code of conduct that will promote the development of digital citizenship over the next two years.

Progress:

Our school board has adopted a common Student Code of Conduct that reflects back towards the RUP and allows school and classroom choice for allowing student use of personal devices (BYOD). In 2012 we applied for and received a Common School Loan that will provide additional opportunities to meet this stated goal. Ben Davis High School is having a professional development focus in 2012 on students bringing their own technology. This focus included how to manage classrooms and assist with individualized instruction in this environment. The common school loan increase by almost 700 the cart based laptops available at BDHS to compensate for those students who do not own their own devices to bring to school. In 2012-13, Ben Davis High School, the Ninth Grade Center and the University HS had a professional development focus on students bringing their own technology, how to manage classrooms and instruction in this environment. The outcome was an initial best practices document and teacher and school admin created Guidelines for BYOD created in the spring of 2013. This document has become an Administrative Guideline to our RUP. The Student Dress code and other policies are no longer including a technology exclusion for students in the district as of 2013.

Goal:

Prepare for the implementation of online high stakes testing.

Strategies:

Investigate options for increasing online virtual manipulatives and other tools to help students function equally in a digital and traditional environment. Scale hardware in schools to meet the needs of online high stakes testing. Weed out software and initiatives that do not align with state and locally established learning standards.

Metrics:

Student skills will be taught to allow students to perform equally online and on paper high stakes assessments. Online high stakes testing will be completed with few workstation or connectivity errors each year.

Progress:

We have reoriented our elementary media specialists in the summer of 2011 to refocus on Information Literacy and increased access and training for our students. To facilitate the goal, each media center has been equipped with a projection system to assist direct instruction and modelling. Also provided were a set of laptops for research and software to increase their typing skills. The largest component of this effort was the development and implementation of a digital literacy and citizenship curriculum focusing on many of the core student skills required for success on the PARCC assessment. This year focus will be on beginning to infuse these opportunities into the classroom experiences. In 2013 an improved keyboarding program was implemented for elementary students. In the fall of 2012 two 30 unit laptop labs we're provided to each elementary school to prepare for the increase in online testing and increased testing stations. Wireless locations in each elementary school was also improved.

Goal:

Provide opportunities for all students to have access to a world-class education and quality online learning opportunities and collaboration experiences that prepare them for a lifetime of success.

Strategies:

Establish best practice procedures for evaluation and procurement of electronic resources such as software and web 2.0 resources. Create high quality online professional development to meet the needs of teachers to meet this goal.

Metrics:

Survey will be provided to teachers and students to document the extent of student collaborative projects. Online courses for both students and teachers continue to grow. Courses are aligned with district objectives

Progress:

2012 saw a rapid uptick in online learning opportunities thanks to a large adoption of My Big Campus (MBC) by many more of our teachers. It's simplicity has helped teachers to more readily embrace virtual learning and insert virtualized options into daily activities. The opportunities provided by this year's tablet projects and pending projects has also increased the interest and engagement of our teaching staff as they strive to leverage eLearning opportunities and improve and individualize instruction. Collaboration has been greatly increased through this LMS and our Project Based Learning coaches have seized upon it as an ideal tool for the collaboration required in PBL activities. A survey was not needed since we can monitor the increased use in the MBC administrative console. We reviewed the type of use and adjust Professional Development as we see opportunities to improve towards best practice. The launch of Achieve Virtual Education Academy has also increased the visibility of online instruction in our district. In and of itself, as our third high school it's help our educators understand more about the online options. Course offerings in Achieve Virtual have increased each semester and dual credit options began being offered in fall of 2012. In fall of 2013 courses for 5-8th grade are being developed and will be offered, providing a complete curriculum for 5-12th grade students. We have implemented scheduled and regular PD for the staff, course offerings are growing (including 5 dual credit courses this semester), and students are successfully completing more classes and receiving more credits. At Achieve Virtual, we have developed an evaluation cycle for our classes. This is helping us strategically monitor and evaluate our courses to ensure that we are providing the highest quality online courses for our students. PD so far this year has focused on collaborative work/interaction and finding and evaluating digital resources. Our professional development plan is to focus on the standards for a high quality course that we

have worked to develop this year (revised from the iNACOL standards to match our district objectives). Many of the skills that we are using to train our online teachers are transferable (content curation, collaborative work, instructional design, etc.) for the rest of the teachers in the district. 2013 has been a very effective year for our virtual school.

Goal:

Development of a disaster recovery and business continuity plan.

Strategies:

Disaster recovery and business continuity options will be researched and developed to improve consistency of user connection to all our electronic resources.

Metrics:

Values and priorities will be established and a disaster recovery/ business continuity plan will be created and implementation begun by the end of 2012.

Progress:

Planning began in 2012 and a long range budget plan was implemented to provide for additional resources to manage the increasing data requirements of the district. The tape back up system was replaced in fall of 2012 by a disk based set of devices at two redundant locations and this summer we will achieve full replication between the two. Our secondary data center is being transformed this summer into a redundant location for our SIS and file services as well as back up. we will be upgrading power and cooling infrastructure and reviewing a dry fire suppression option for the secondary Network Operations Center.
