

Technology Plan Cover Sheet
2016-2018 (July 1, 2015 – June 30, 2018)

Organization Information

District/Agency/School (legal name): Austin Public Schools #492

District Number: 0492-01

Technology Plan Status

The District/Agency/School has an approved 2013-15 technology plan:

Yes No

2016-2018 Technology Plan Date of Creation: September 01, 2015

Identified Official with Authority

Name: David M. Krenz

Title: Superintendent of Schools

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Technology Contact

Name: Burke Egner

Title: Director of Information Technology

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Phone: 507-460-1920

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Minnesota Department of
Education

January 28, 2016

Burke Egner
Austin Public Schools
401 Third Avenue NW
Austin, MN 55912

Dear Mr. Egner:

The Minnesota Department of Education (MDE) is certified by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) to approve technology plans for participation in the Schools and Libraries Universal Service (E-rate) program.

Prior to June 18, 2015, a technology plan was required in order to be eligible to receive E-rate discounts and Telecom Equity Access Aid, schools were required to develop and submit a plan to the MDE for review and approval. To assist schools in meeting the federal requirement for an approved technology plan, the MDE developed the *2016-2018 Technology Plan* which established planning criteria schools need to address in order to obtain approval of their technology plan. The *2016-2018 Technology Plan* outlines a planning process that addressed the four objectives for technology plans that have been established by the SLD in conjunction with the E-rate program:

1. The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education services.
2. The plan has a professional development strategy to ensure that staff knows how to use the new technologies to improve education services.
3. The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education services.
4. The plan includes an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.
5. The plan includes assurance that school districts and charter schools are in compliance with The Children's Internet Protection Act (CIPA).

The *2016-2018 Technology Plan* for your school, district or charter school has been reviewed by MDE. After review, it has been determined that the plan addresses the five components listed above. Your plan is approved. The approval of this plan is valid through June 30, 2018. Please make sure to retain a copy of this letter for your records.

If you have any questions regarding this letter or your technology plan, please do not hesitate to contact me at (651) 582-8721 or by e-mail at anne.sheridan@state.mn.us. Thank you for the effort you have made in developing this plan.

Sincerely,



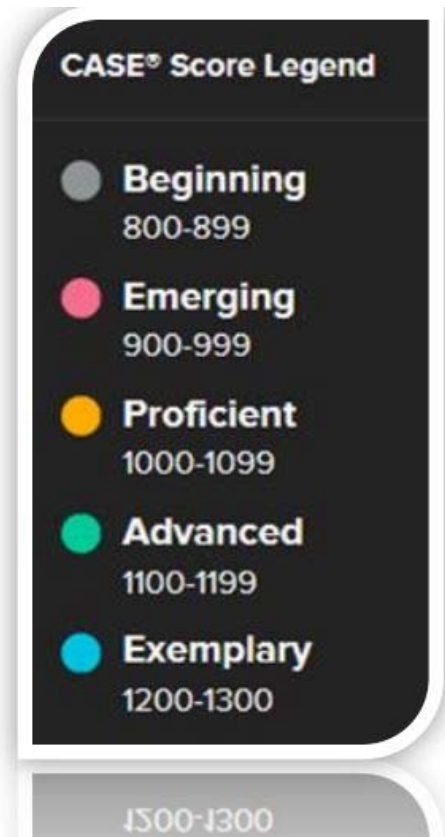
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2016-18 Technology Plan Template

Instructions: Add your responses by typing into the document below.

Technology Needs Assessment.

The district conducted a Clarity CASE Framework survey in December of 2014 to identify areas of strength and weakness in order to improve learning through the use of technology. The framework includes 4 domains - Classroom, Access, Skills and Environment. This study provided a district level score of 1043(see diagram) which places our district in the mid-range of the Proficient band. The results of this yearly survey along with reports from our inventory management software is used to develop the goals of our district in an effort to score within the advanced banding of this framework by the end of 2019 school year.



Goals and Strategies.

Goal 1: Technology in the Classroom

Austin Public Schools believes the purpose of technology is to enhance and support student learning and achievement through the belief that learning should be:

- **Authentic:** Originating in & empowering the real-life experiences of our students, families, and communities
- **Inquiry-Driven:** Nurturing challenging investigations fueled by curiosity, creativity, and exploration
- **Participatory:** Guiding learnings in taking an active role in what, where, when, why, and how they learn
- **Shared:** Communication and collaborating within and beyond the school community
- **Reflective:** Reviewing experiences in order to enhance learning and inform future decisions and actions

Objective 1.1: Technology in the Classroom

Increase technology use in the classroom to engage students, enhance the educational experience and improve the learning environment. Assessment and targeted learning will be delivered using internet based online curriculum and testing applications.

- Currently the district is utilizing outdated Smart software that either needs to be updated or transferred to another source to promote effective use of the Interactive Whiteboard in the classroom.
- Continue to replace outdated or obsolete technology in accordance with our district replacement cycle which is 5 years on desktop devices and 4 years on mobile/laptop devices.
- Increase collaboration and online learning experiences for students. (see diagram)



Goal 2: Technology Access

Technological literacy and proficiency cannot improve if students only have limited access to technology. Technology supported instruction requires a high level of access to technology tools used in research, business, and industry. Currently, the Austin Public School survey conducted shows high levels of satisfaction with device access, but a low satisfaction with quality of access. (See diagram)

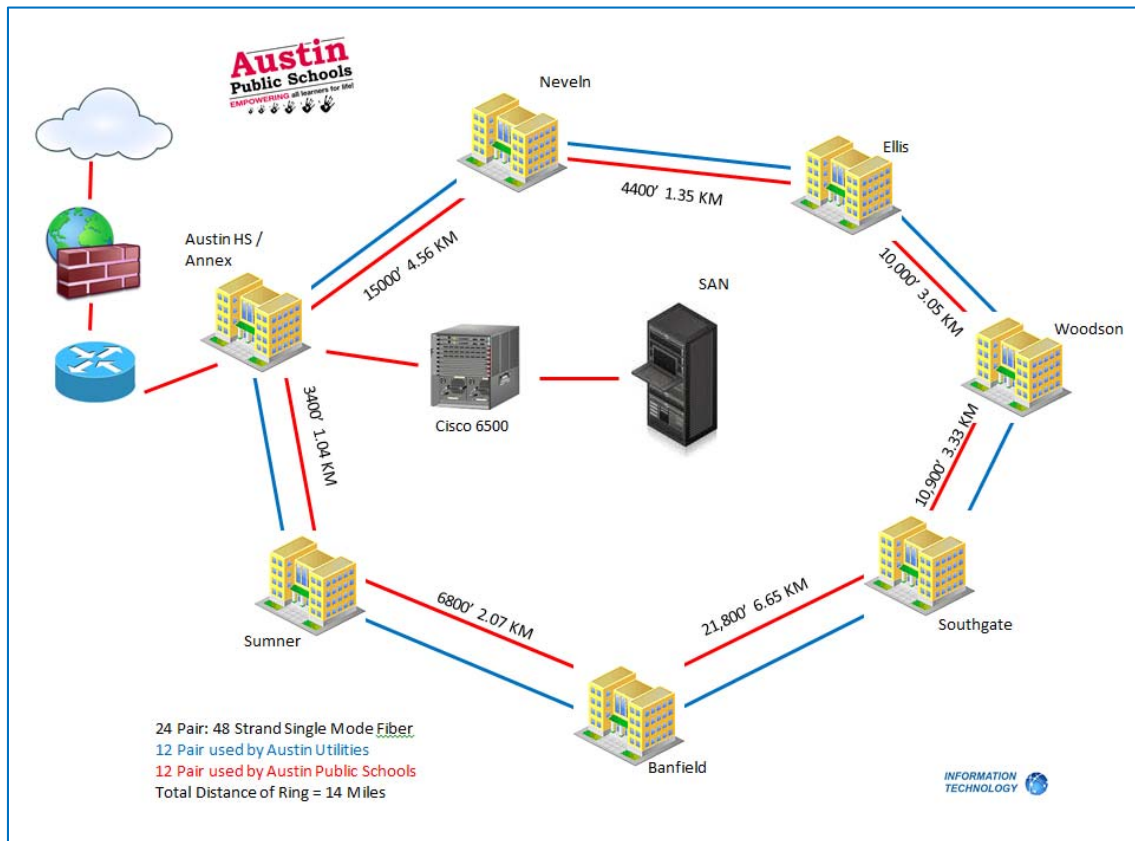


Objective 2.1: Technology Access

Increase reliable access to technology resources for both staff and students within the Austin Public Schools, as well as decrease the student to computer ratio through our 1:1 device initiative.

- In 2015 the district has adopted a B.Y.O.D program to supplement the phase in of 1:1 at grades 9-12 and allow students flexibility to bring preferred devices into network.
- Upgraded district Internet Services to 1GB (up from 200 Mbps) at all locations with the exception of Community Learning Center. Community Learning Center was upgrade to 100Mbps/dual transmission wireless fiber in August of 2015.
- In 2015, 74 laptops were purchased as a pilot to increase the 1:1 device initiative to 9th grade students with the intent to outfit all 9th grade students with a 1:1 device by the end of the 2015-16 school year.

- The 1:1 device initiative will see completion in grades 9-12 by the end of the 2019 school year which will provide the district with a 1:1 footprint in grades 5-12.
- In 2015, the district has begun to implement wireless projection in classrooms to promote mobility and will continue to expand wireless projection to every class by 2019
- In 2015, 14 pairs of Fiber Optic cable was run through the high school to facilitate 10Gbps transfer speeds between all network closets.
- Beginning with the 2015 replacement cycle devices, teachers are receiving laptops and docking stations to replace obsolete desktops to promote flexibility and mobility in the classroom. Currently Austin high School, Southgate Elementary, and Sumner Elementary have received laptops. Neveln Elementary, Banfield Elementary, and Woodson Kindergarten Center are eligible for replacement in year 2016.
- In 2015, 45 IPAD mini devices were added to Sumner Elementary to decrease the student: device ratio on campus.
- In 2015, Woodson Kindergarten Center received 36 IPAD Air devices as part of the replacement cycle for their devices.
- All district-owned locations are connected by 14+ miles of fiber optic cable to centralized services located at Austin High School. This provides the district with a redundant network backbone that delivers 1Gbs services between all locations. We have redundant Cisco 6500's (upgraded July 2011) at the core and our current switches at the edge are Cisco PoE-2960's, and PoE-3750's that are supporting our LAN and VOIP network. Sumner is the only location without UPS backup and will be addressed 16-17.



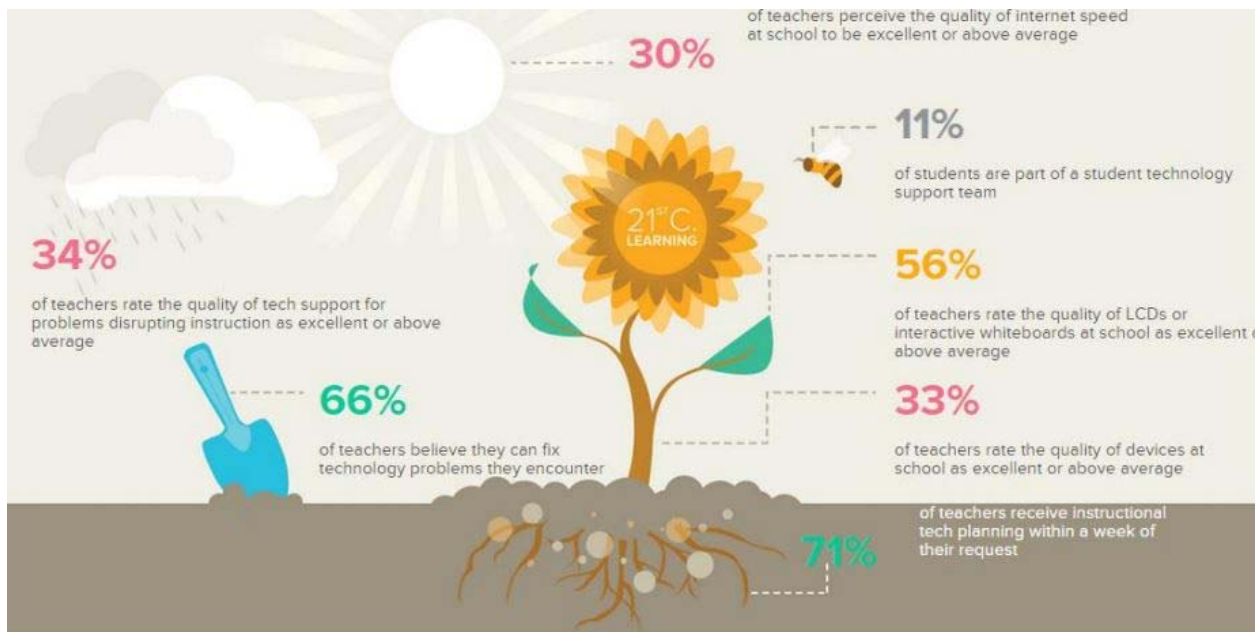
- In 1st Semester 2015, the district implemented providing email access to students in grades 5-12 to further enhance collaboration and communication among learners that coincides with our efforts to provide 1:1 devices in the same grade levels.
- In 2015 Austin Public Schools began to provide access to the Microsoft Office suite of productivity products to all staff and students to install software to promote effective learning at home on up to 10 devices per user on compatible Operating Systems.
- The district will begin to update Wireless Access Points to A/C access as student and staff devices begin to utilize this technology and will also update Wireless Controllers. This project is expected to begin 2016-17 school year with completion in 2020.
- In 2016 the district seeks to update our outdated VOIP PBX which is currently operated on the backbone of 5 Cisco MCS7800 Media Convergence Servers which have reached End of Life June 30, 2014, by the manufacturer.

Goal 3: Technology Environment

Austin Public Schools recognizes that technology needs to blend seamlessly with the education of learners and that when technology problems arise it can become a barrier to instruction. The ultimate goal of the Technology Department is to provide uninterrupted service to all buildings and create a reliable support service which responds quickly when concerns arise.

Objective 3.1: Technology Environment Support

Our objective is to utilize technology support staff more efficiently and reduce time between input of support request and resolution of request. 34% of current staff feel that the quality of support is excellent or above average. (See diagram)



- In 2015, the Technology Department began to utilize SCCM to manage technology resources allowing for remote delivery of solutions and images to devices. This tool also allows staff to easily install needed software without support staff.
- In 2015 Austin Public Schools adopted OneDrive as a cloud based solution for data storage. This includes 1TB of storage for individual users, with access across all platforms/devices. This resource prevents data loss by storing information off site allowing teacher to quickly recover or save work in instance of outage.
- Spiceworks Ticketing Software, is used to evaluate and respond to technology support service requests

Objective 3.2: Technology Environment Service

Our objective is to create a climate that ensures users can safely and securely navigate technology resources with minimal impact on instruction while providing reliable infrastructure for online learning.

- Sophos Network monitoring software is used to evaluate network performance and bandwidth usage on a weekly basis. The Technology Department consistently evaluating our network health and looking for ways to maximize our network capabilities to enhance the learning process.
- In 2015, Austin Public Schools increased security protocols to include changing passwords every 90 days and requiring a minimum of 8 characters for password length with at least 2 special characters.
- Austin Public Schools utilizes E Discovery processes to report violations of the Acceptable Use Policy to the Director of Information Technology.
- Staff and Faculty and students are surveyed annually to determine satisfaction with current level of district technology and to discover training opportunities. In addition surveys are used to determine educational staff's technical literacy and monitoring progress in improving their technical capacities.

Professional Development Plan

Putting technology into the classroom without providing the proper support does not ensure that it will get used appropriately, if at all. The administration recognizes that applying technology in the classroom makes extensive demands on teachers, as well as students. Teachers are tasked with managing a dynamic, technology enhanced classroom, while at the same time ensuring that the essential content in local, state, and national curriculum standards are met. Both staff and students are tasked with becoming responsible digital citizens, placing an emphasis on digital citizenship instruction provided by teachers. Our goal is to provide faculty and staff with the technology skills they need to confidently implement new teaching methods and provide instruction in digital citizenship.

Objective 1: Technology Skills Digital Citizenship Development

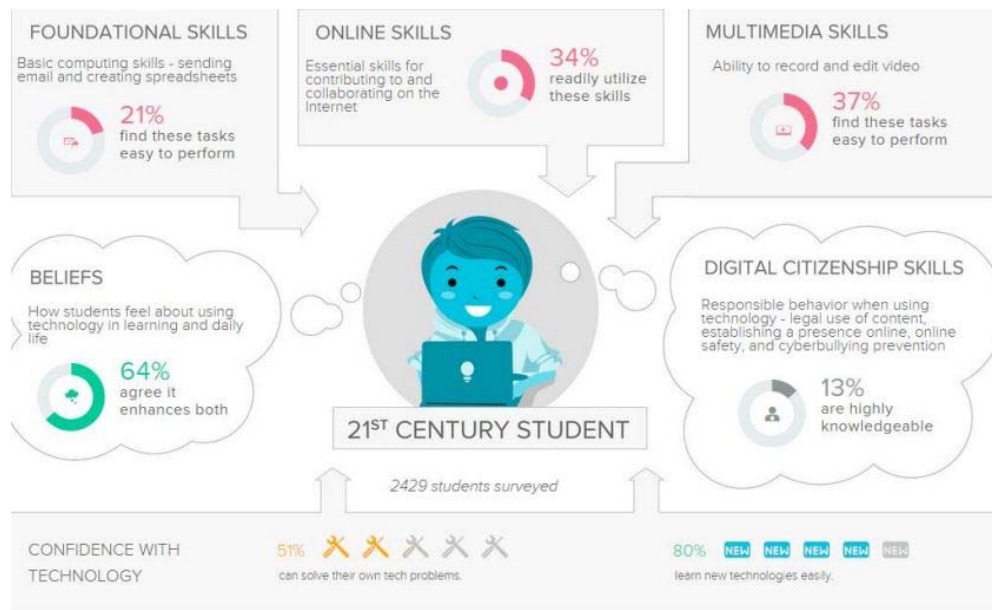
Austin Public Schools will increase the instruction provided to students on Digital Citizenship that includes sharing information about themselves online, cite online information, and create an online presence. Currently, 67% of staff indicate that they do not teach students about creating an online presence.

- Austin Public Schools currently has Technology Integrationist staff at all locations with the exception of; Banfield Elementary, Woodson Kindergarten Center, and the Community Learning Center. This position is a certified teacher that has classroom experience and has experience in technology related to education to support teachers.
- Workshops are offered throughout the course of the year and in the summer months by staff in the Technology Department and Technology Integration staff at their buildings.

Objective 2: Technology Skills Digital Competency

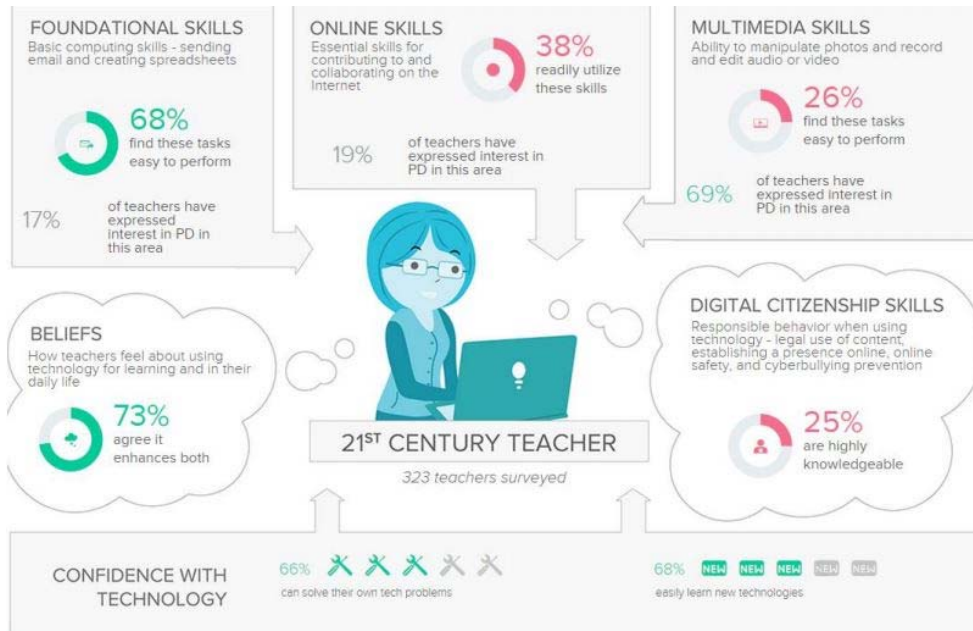
Austin Public Schools is committed to increasing the digital competencies in both faculty and students and recognizes the impact of increased competency on the reduction of needed support from technology staff enabling teachers and students to quickly resolve problems and better utilize resources provided to them as tools.

Student Digital Skill Survey results



- Teachers, with the support of Technology Integration staff will promote digital competency among students by providing increased opportunities to experience learning and provide opportunities to practice these skills.
- In 2015, Austin Public Schools has created a student led tech team to enhance digital competency among peers and provide opportunities for students to interact with technology staff to quickly resolve technical issues.

Teacher Skill Survey results



- On-boarding new staff occurs upon employment. All new teachers attend a multiple day New Teacher Orientation program before the start of school. During this time, teachers are exposed to district specific technologies and how to use technology systems within the classroom. This included content related, but not limited to Infinite Campus, Viewpoint, Scantron Performance Series, DIBELS, Curricular Support software, Microsoft Office Suite, Microsoft SharePoint, Interactive Whiteboards, and general computing skills.
- Technology staff attend seminars and workshops related to technology and continue researching new technologies that apply to curriculum and services used in the district.
- Staff have access to online resources including IT Support Yammer group, Microsoft Online Training Center, and support from campus Technology Integration staff

Evaluation. Explain the evaluation process for your technology plan for 2016-2018, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met:

Identifying technology needs is an ongoing process. Some needs are on a repeating cycle as technology equipment ages, technology opportunities improve, and instructional and educational needs change. Other needs may arise caused by individual learning plans, timing, circumstance, and new challenges. The Technology Advisory Committee meets on a monthly basis to continually evaluate district best practices as it relates to technology. The district also conducts an annual survey of stakeholders to identify and target specific needs to best meet the expectations of our learners.

Optional Links. Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan:

[Austin Public Schools District Strategic Roadmap 2016-2018](#)

[Austin Public Schools District Continuous Improvement](#)

[Austin Public Schools District Mission Statement](#)

Equitable Access

Issues concerning equitable access for students with disabilities are addressed through the Individual Education Program (IEP) process. When a student's IEP is written, the IEP team may request an assistive technology assessment to determine educationally beneficial technology needs. If assistive technology (AT) issues need to be addressed, the Assistive Technology Specialist would be put on the team. This person would assess the student's AT needs, make recommendations for AT devices, hardware and software. The AT Specialist would also be in charge of equipment acquisition and set up, and training for the student and appropriate IEP team members. For some students, equitable access means building accommodations to access the educational environment. These issues would be addressed through the District administrators. Gifted and talented children access technology as needed for special projects and classes that are designed by the districts High Potential Coordinator.

Data Privacy

The privacy of all staff and student information contained on the Austin Public Schools Wide Area Network is very important. All users are only authorized access to staff and student information that is necessary for the performance of their duties. Forms are required by the Information Technology Department requesting the initialization of a user account. Data access is determined by the user position and responsibilities. When a user leaves the employment of Austin Public Schools, Human Resources submits a termination form to the Information Technology Department and the users account is deleted from the network.

Data Security

Austin Public Schools requires administrators, teachers and staff to have user-names and passwords to provide network security and allow for access to the Austin Public Schools Wide Area Network by authorized users only. User profiles are established at the server level to further dictate the network resources that are available to each user. All students have usernames and passwords to access Office 365 resources and computers. All staff and students are made aware of the necessity of ensuring that good physical security practices are followed. All users are required to sign an Acceptable Use Policy before being allowed access to the WAN. All access to network resources is controlled and the district security standard requires all devices connecting to the network to have up-to-date anti-virus software installed and operating. Perimeter security is implemented using a firewall. All outside access to the internal network is restricted by the use of access control lists and global port filtering.

Internet Safety

All access to the internet is controlled with user sign in and 3 layers of Internet Filtering through Open DNS, Sophos Network filtering, and Sophos device security which is CIPA compliant. All access is logged and violations can usually be traced back to a user account. Faculty are trained and advised that this software is not fool-proof and issues can still occur. For this reason student computer labs are always monitored. Our acceptable use policy describes appropriate and inappropriate internet use and students, parents, and staff are required to read and sign this policy before they access network resources. This information is also available on our website.

Link to Current Technology Plan. Provide the link on the LEA website where the technology plan will be posted and updated throughout the planning period:

Austin Public Schools #492 2016-2018 Technology Plan

Children's Internet Protection Act (CIPA)

This LEA has an Internet Safety/Acceptable Use Policy in place.

Yes No

If yes, please provide a link to access the policy at the LEA website:

[Austin Public Schools District Acceptable Use Policy \(AUP\)](#)

This school district deploys an Internet filter to protect minors from material that is pornographic or otherwise harmful to them.

Yes No