DRAFT

Williamstown Elementary School
Williamstown, Massachusetts
Technology Plan

Local Technology Plan Guidelines 2012-2017   TeacherAUP   StudentAUP

Benchmark 1. Commitment to a Clear Vision and Implementation Strategies

The district's technology plan contains a clearly stated and reasonable set of goals and implementation strategies that align with the district-wide school improvement plan. The district is committed to achieving its vision by the end of the school year 2014-2015.

Vision
Williamstown Public Schools will use educational technology to inspire in all students a love of learning while challenging them to grow in heart and mind. We will fully integrate technology to empower all members of our school community: students, parents, teachers, administration, staff and community. We pledge our commitment to build a safe and enriching environment where all students are encouraged to grow into confident, caring, competent individuals capable of making ethical contributions to an ever-changing global community.

Williamstown Elementary is committed to providing students and staff members with the necessary technology tools and assistance to meet our technology mission and goals. Technology is integrated throughout the entire campus. Students and staff members use technology to learn, teach, and communicate. Our broad objectives to support our mission through 2015 are:

Continue to maintain at least 2:1 student to computer ratio. This includes desktops, laptops, and tablets.
All classrooms and workrooms will have high speed internet access.
All areas of the campus will be served wirelessly.
Continue to provide training for staff in using technology to integrate into the curriculum, communicate with the community, and increase personal productivity.
Increase the use of technology to communicate effectively and efficiently within our school, with our families, and within our community.

Explore mobile devices and student owned devices as a way to increase learning with technology.

Mission

To realize our vision, Williamstown Public Schools will use technology to support and involve all members of our school community.

Administrators will use technology to meet state and federal reporting regulations. They will use technology for data driven decision making and to facilitate communications and campus management.

Teachers will be given the tools and training needed to grow as professionals and to integrate technology into all aspects of their classroom responsibilities.

Students will be given opportunities for successful learning across all ability levels and learning styles. Students will be empowered to use technology for self-directed learning, problem solving, self-expression, and communication. Students will be educated in how to be responsible, ethical, and judicious users of technology.

Parents will benefit from open lines of timely, electronic communications between home and school. Parents will continue to be involved in technology decision-making and planning. Parents will have opportunities to connect to Williamstown Public Schools through technology.

Beliefs

At Williamstown Public School, we believe it is our responsibility to:

   *utilize the best tools available to help students learn,
   *follow state and federal guidelines when planning and implementing new
    technologies,
   *maintain and upgrade existing equipment and infrastructure as needed,
   *provide training for teachers, administrators, and support staff in using
    educational technology,
   * find innovative ways to fund and implement new technologies,
   *look for opportunities to improve technology integration,

*model life-long-learning by learning to use new educational technologies.

B. Technology Team
Williamstown Public School has a technology team with representatives from a variety of stakeholder groups, including parents, administrators, staff members and teachers. The technology team has the full support of the school superintendent to implement the plan.

The technology coordinator reports to the superintendent monthly and the school committee twice per year.

Needs Assessment
The district assesses tools and applications necessary to improve learning and teaching. A yearly formal survey along with less formal discussions with stakeholder groups are used to gather information.

Budget
Williamstown Public School recognizes that technology is an important part of achieving its educational mission. The district has a budget for its local technology plan with line items for technology hardware and software/applications in its operational budget.

Evaluation
Williamstown Public School evaluates the effectiveness of technology resources with a yearly teacher technology survey. Teachers and students give feedback on tools, applications, and professional development needs.

Benchmark 2: Technology Integration and Literacy
Technology Integration

1. Outside Teaching Time - 100% of our teachers use technology everyday for research, administrative duties, communication, lesson planning and teaching. Teachers submit attendance, communicate through blogs, web pages and email, and work with our lab teachers to create lessons using technology.

B. Technology Literacy

100% of our teachers are working towards technology proficiency at Massachusetts Technology Literacy Standards and Expectations. Our goal is for all teachers to be proficient by 2015.

Staffing

1. The district has a technology coordinator approximately .4 (FTE) is responsible for planning, purchasing, professional development, school web site and reporting. The district has a technology integration teacher .6 (FTE) and a Lab Assistant Teacher 1.0 (FTE). The district outsources its network maintenance.

Benchmark 3: Technology Professional Development

 WES teachers and administrators have participated in a variety of professional development activities. 80% of the classroom teachers have participated in an intensive week-long technology class focusing on technology integration, data, and personal productivity. Throughout the year three professional development days and additional faculty meetings are dedicated to technology. With the rapid development of cloud applications and mobile computing, our professional development is transitioning from a workshop style to a personal learning community approach where teachers get support to learn to use new tools and applications.

Technology professional development is sustained and ongoing and includes coaching, modeling best practices, district-based mentoring, study groups, and online professional development.

The district provides Technology Professional Development to all staff in:

    Data and reporting
    Web Page Communication
    Blogging
    Google Apps

Web 2.0 and 3.0 Applications for safely helping students connect with others
Working with still photos and video
Using iPads

Professional development planning includes an assessment of district and teachers' needs. An annual locally developed survey is administered to gauge teacher competency and to plan for future professional development. The Superintendent and Principal are committed to providing time and resources for trainings.

Benchmark 4: Accessibility of Technology
A. Hardware Access
1. By 2014-2015, the district will have an average ratio of one high-capacity, Internet-connected computer for every three students. (The Department will work with stakeholders on a regular basis to review and define high-capacity computers.)
2. The district provides students with emerging technologies appropriate to their grade level. The technology team keeps up with new devices. Students have access to portable word processors. There are two portable laptops lab, one mobile iPad lab, two computer labs, and all classrooms have a minimum of three high-capacity, high speed internet connected computers.

3. The district maximizes access to the general education curriculum for all students, including students with disabilities, using universal design principles and assistive technology devices. The technology department works closely with the special education department to ensure maximum accessibility and to use the appropriate adaptive and assistive tools.

4. The district is now on a five year replacement cycle. We have over 180 computers and are working with Apple Leasing to keep our desk-top, laptop, and tablet computers up-to-date.

B. Internet Access

1. The district provides connectivity to the Internet for all computers in all classrooms in all schools, including wireless connectivity.

By 2015 we will have enterprise level wireless throughout the campus.

The district has a 50 x50 fiber connection contracted through Integrity by CELT.

Free internet access outside of school is available at:
    Mile Public Library- http://milnelibrary.org. Hours are 10:00-5:30 daily and
    10:00-4:00 on Saturdays.
    Williamstown Youth Center, http://www.williamstownyouthcenter.org/   3:00-
5:30   weekdays.

C. Networking (LAN/WAN)

1. The district provides internal local area network (LAN) connections.

The district provides servers for file sharing, storage, data back-up and content filtering.

Access to the Internet Outside the School Day

1. Groups of students in tutoring, clubs, and special courses have access to computers after school.

The district disseminates an up-to-date list of places where students and staff can access the Internet after school hours.

E. Staffing

The district provides staff or contracted services to ensure that its network is functioning at all times. The technology coordinator is a full time employee and the district contracts with network specialists to plan improvements and troubleshoot problems.

The district resolves technical problems within 24 hours, so that they do not cause major disruptions to communications and curriculum.

Benchmark 5: Virtual Learning and Communications

A. The district encourages the development and use of innovative strategies for delivering high-quality courses through the use of technology.

B. The district deploys IP-based connections for access to interactive web site video

learning on the local, state, regional, national, and international level.

C. Classroom applications of virtual learning include courses, collaborative projects, field trips, and discussions. The District has the ability to support all forms e-learning.

The district maintains an up-to-date website that includes information for parents and community members. The District has an updated web site at http://williamstownelementary.org. The District web site includes a variety of information pertinent to the school and grade levels. In addition, the school uses group email systems and alert calling systems to inform parents and other members of the community of school news and events.

Benchmark 6: Safety, Security, and Data Retention

A. The district has a CIPA-compliant Acceptable Use Policy (AUP) regarding Internet and network use.The policy is updated as needed to help ensure safe and ethical use of resources by teachers and students.

The District has an AUP for both students and staff that is posted on the WES homepage.The District employs a web content filter and monitors the Internet usage of students.

B. The district educates teachers and students about appropriate online behavior.Topics include cyberbullying, potential risks related to social networking sites and chat rooms, and strategies for dealing with these issues.

C. Several teachers have been trained with the "Train the Trainer" Cyberbullying program at the Massachusetts Aggression Reduction Center and have presented to district staff and parents. Required computer courses for students in the grades 4-6 have specific curriculum related to cyberbullying and the safe, ethical use of online applications.

D. The district complies with federal and state law, and local policies for archiving electronic communications produced by its staff and students.The district informs staff and students that any information distributed over the district or school network may be a public record.

The District provides archiving of email for staff. The AUP signed by staff and students indicates that their communications may become part of a public record.