Mountain Lakes School District

Long Range Technology Plan
2023 - 2026

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Ms. Trina Moschella	Supervisor of Math, Computer Science and Business

School Administrators

Mountain Lakes High School	
Mr. Richard Mangili	Principal
Ms. Lisa Cortese	Assistant Principal & Supervisor of Science
Briarcliff Middle School	
Mr. Erik Carlson	Principal
Wildwood Elementary School	
Mr. Patrick Higgins	Principal
Lake Drive Program	
Ms. Julie Lazeration	Principal

District Information Technology Department

Mr. David Santos	Director of Technology
Mr. Reno Birchenough	Computer Technician
Mr. John Pacifico	Jr. Computer Technician
Mr. Michael Ruth	Jr. Computer Technician

Information Technology Committee

Ms. Ivonne Ciresi	District Office
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Ms. Michele Lawrey	Briarcliff Middle School
Ms. Julie Lazeration	Lake Drive School

District Mission Statement

The Mountain Lakes Public Schools will ensure that all students demonstrate mastery of defined skills and knowledge that will empower them to be productive, responsible, self-directed citizens of the global community. Our district promotes safe and supportive learning environments that challenge and inspire students while cultivating their intellectual curiosity. We are committed to providing adequate resources to maintain the successful educational partnership that exists among staff, family, and community.

Strategic Plan

Goal Area: Finance / Infrastructure / Technology

Increase revenue, decrease /manage costs, and balance the budget by collaborating with stakeholders and local and state resources.

Objectives:

1. Manage available resources and assets efficiently, cost effectively, and equitably to ensure safe, secure, technologically advanced schools.

2. Adapt facilities and infrastructure to meet emerging needs in support of the learning and work environments.

3. Use long-term and systematic processes to ensure organizational capacity to accommodate sustained growth.

4. Investigate and develop a plan to diversify revenue streams to ensure a more financially stable future.

Major Activity #1 Develop, publish and implement a 3-year Technology Plan.

Current District Infrastructure

External Connections
10GB connection to internet through High School provided by LightPath   1GB connection to internet through Briarcliff provided by Verizon
Internal Network Connections
- Lake Drive, Wildwood, and Briarcliff connected to HS via district owned fiber   - Lake Drive, Wildwood, Briarcliff, and High School have Meraki wired/wireless networks
Servers
6 servers district wide running Server 2012 R2 and 2016 in VMware Virtual environment   2 servers in High School running VMware Horizon VDI environment
User Devices
- Windows 10 EDU computers for staff and labs   - Staff and student chromebooks   - Mobile Chromebook Carts and Tubs

Technology Inventory

	Classroom Displays		Desktop		Mobile Devices			Printing		
	Interactive Boards	Projectors	PC	Mac	PC	Mac	Chromebook	Printer	MFP	3D
BOE			3		13	1		2	1	
HS	10	34	10	12	78	7	312	10	6	4
BC	20	1		2	35	3	316	3	4	2
WW	8	27	7		42	2	364	4	4	1
LD	4	12	2	5	19	4	46	5	4	
Total	42	74	22	19	187	17	1038	24	19	7

Needs Assessment Summary

The Technology Committee created a needs assessment survey administered through Jotform for all staff with the intention of gathering data to prioritize district goals, objectives, and funding. The survey yielded the results below:

Topic	Technology Needs Assessment
Participation	70 Responses
Demographic	All Staff
Hardware & Software	- Students with disabilities have appropriate and adequate access to adaptive and assistive devices (Negative: 31%, Positive 29%) 74% indicated the district uses technology effectively in communicating with staff; 56% stated effective communication with families. 44% reported they have sufficient computer hardware while 31% reported they did not.
Instructional Tools	60% of staff reported positively to understanding best practices for implementing blended learning. 56% have the needed tools to analyze student assessments. Sufficient Training on how to use essential technology platforms - Almost equal with favorable and unfavorable (Negative 34%, Positive 37%) 50% of unfavorable was Elementary level
Instructional Tools Usage from Teachers	Teachers use technology most often to accommodate or differentiate instruction with special learning needs (64% use this daily/weekly)
Professional Development	- More time to learn to use applications - high importance - More time to integrate technology into my curriculum - high importance - More support from administration when it comes to my technology needs - high importance - More opportunities to collaborate with colleagues on how to use technology - high importance
General Comments	- Desire for 1:1 computers - Equality across the district with technology, hardware available - Genesis complaints - not enough training, not user friendly - More training - possible staff trained then support others - PD requests most for Google Apps, Genesis, various tech tools and classroom display

Technology Related Policies

Policy Number	Policy Title
1511	Board of Education Website Accessibility
2360	Use of Technology
2361	Acceptable Use of Computer Networks/Computers and Resources
2531	Use of Copyrighted Materials
3282	Use of Social Networking Sites
3283	Electronic Communications Between Teaching Staff Members and Students
3321	Acceptable Use of Computer Network(s) / Computers and Resources by Teaching Staff Members
3322	Staff Member's Use of Personal Cellular Telephones / Other Communication Devices
4282	Use of Social Networking Sites
4283	Electronic Communications Between Support Staff Members and Students
4321	Acceptable Use of Computer Network(s) / Computers and Resources by Support Staff Members
4322	Staff Member's Use of Personal Cellular Telephones / Other Communication Devices
5512	Harassment, Intimidation, and Bullying
5516	Use of Electronic Communication and Recording Devices (ECRD)
5516.01	Student Tracking Devices
7522	School District Provided Technology Devices to Staff Members
7523	School District Provided Technology Devices to Students
8311	Managing Electronic Mail
9242	Use of Electronic Signatures

Technology Plan Goals and Objectives

Goal 1: Hardware / Software / Infrastructure and Security

Goal 2: Technology Integration for Curriculum, Instruction, and Assessment

Goal 3: Professional Development for Technology Integration

Goal 4: Parent and Community Engagement

It is essential for the various Mountain Lakes School District stakeholders to collaborate and communicate effectively to develop a technology strategy that prioritizes the goals and objectives set forth in this long-range plan. The persons responsible for the facilitation, implementation, and monitoring of each goal's objectives will be a cooperative process that will be dependent upon the content and purpose. The following roles and departments will be the persons responsible for the implementation of the Long Range Technology Plan:

- Superintendent
- Assistant Superintendent
- Business Administrator
- Director of Technology
- Director of Special Services
- Director of School Counseling
- School Principals
- Supervisors
- Technology Department
- Technology-Related Coordinators

Goals and Objectives

Hardware / Software / Infrastructure and Security	
Goal 1: Upgrade infrastructure and security, including devices and applications, in order to support all aspects of technology used by students and staff while ensuring privacy, safety, and security.	
Objectives:	
1.1	Establish and continue 1:1 device program in grades 9-12. Reduce dependency on Chromebook loaning, lab-based desktop computers, and usage of student owned devices. This will subsequently increase numbers of district owned student devices.
1.2	Maintain the 1:1 device program in grades 3-8 by assessing the condition of devices on an ongoing basis and replacing them as needed.
1.3	Replace existing internal fiber network district wide.
1.4	Replace district telephone system with a modern and reliable phone system, to streamline our internal communication processes.
1.5	Replace district camera security system to enhance the safety and security of our students, staff, and visitors. The new security system will enable us to monitor the district in real-time, detect and respond to potential threats, and assist law enforcement agencies in investigations if necessary.
1.6	Employ an environmental monitor solution to our data center and IT closets to ensure optimal conditions for the performance and longevity of our IT equipment.
1.7	Review and utilize unused Genesis SIS features to enhance the user experience for students, staff, and parents.
1.8	Monitor for obsolete hardware and software (ie. computing devices, document cameras, video/surveillance equipment, server room equipment); repurpose when possible and practical.
1.9	Prioritize replacement of classroom interactive displays, projectors and accessories in all schools.
1.10	Ensure equitable access to technology and connectivity in all instructional settings.
1.11	Prioritize protecting district and user data by implementing appropriate security measures and protocols.
1.12	Develop a Disaster Recovery (DR) and Business Continuity (BC) plan to ensure the

	organization's ability to recover from potential disasters and disruptions, minimize downtime, and maintain essential business operations in the face of unexpected events.

Technology Integration for Curriculum, Instruction, and Assessment	
Goal 2: Develop a technology-rich learning landscape that involves creating an environment that provides access to technology tools, resources, and digital media that support and enhance the student learning experience.	
Objectives:	
2.1	Investigate, pilot, and implement technology that is interactive, engaging, and provides personalized opportunities of instruction that meets the diverse learning needs of students.
2.2	Incorporate adaptive learning tools and features where students are given customized resources and activities to address their unique learning needs.
2.3	Identify, evaluate, and implement instructional tools, programs, and applications that support district and school educational and instructional goals.
2.4	Provide opportunities for students to develop "information literacy" across all content areas, which includes digital, visual, media, textual, and technological literacy (Link to legislation).
2.5	Revise curriculum to incorporate 2020 NJSLS Computer Science and Design Thinking.
2.6	Take inventory of current programs/platforms used to capture student assessment data across K-12 in the major content areas in an effort to ensure benchmark assessments utilize tech-enhanced features and are coordinated with the timing of state mandated assessments.
2.7	Incorporate digital citizenship education into the curriculum to teach students about responsible and ethical use of technology.

Professional Development for Technology Integration	
Goal 3: Build staff confidence and competence of authentic technology integration into everyday interdisciplinary instruction that will promote authentic student learning experiences, staff collaboration, and enhance teacher effectiveness.	
Objectives:	
3.1	Provide access to tutorials and technology platform resources to new staff at New Employee Orientation and throughout the year for mid-year hires.
3.2	Combine DEAC and Technology Committees two times per year to streamline communication in an effort to plan for technology professional development.
3.3	Explore, research, and develop resources that will support "informational literacy" instruction.
3.4	Create and design a teacher cohort model that will support individual Professional Development Plans, in coordination with DEAC (District Evaluation Advisory Committee), and provide opportunities for certificated staff to collaborate on potential applications and platforms.
3.5	Organize and provide support opportunities for staff in regards to professional district subscriptions (ie. turnkey training, vendor provided training and support).
3.6	Provide support and guidance to teachers on how to incorporate digital citizenship expectations into courses / lessons.

Parent and Community Engagement	
Goal 4: Improve and maintain consistent communication in order to inform the community of district and school programs as well as promote district successes and achievements.	
Objectives:	
4.1	Implement a new district website that organizes district and school information in a clear, user-friendly, accessible format.
4.2	Develop district and school social media branding across Facebook, Twitter, and Instagram.
4.3	Incorporate visual and multimedia elements, such as infographics, images, videos, and interactive content, to make the communication more engaging and appealing through a district wide digital signage system.
4.4	Monitor community engagement and feedback to gauge the effectiveness of communication initiatives. Analyze metrics such as website traffic, social media interactions, and attendance at district events to evaluate the reach and impact of communication efforts.
4.5	Implement an online payment system to improve cash collection processes.
4.6	Encourage and participate in communication with community organizations such as MLEF regarding technology-related purchases via grants for staff members to ensure the appropriateness of requested technology tools/resources.