Glencoe-Silver Lake ISD 2859
Technology Plan
Updated March 1, 2004
Updated March 1, 2001
Updated November 30, 1997
Original Plan, October 9, 1995

Table of Contents

Page

Planning and Needs Assessment

Organization Leadership and Technology Planning Committee

The GSL technology program is directed by a district technology committee, with representation from community, school board, administration, support staff, instructional staff, and parents. This committee provides guidance in the management of the technology program. Facilitating the committee is a technology coordinator, who is also a part-time classroom teacher, and a district technology technician, whose position was added on March 1, 2003. These two individuals work together, along with the district technology committee, to provide for the planning, policy-making, direction and budgeting of the program. In addition, they are responsible for purchases, staff development, training, and maintenance of the program. Related individuals associated with the program are the district media coordinator, video production facilitator, and media center paraprofessionals.

This technology committee meets monthly, with the coordinator and technician providing an agenda and discussion items. In addition to providing guidance in the implementation and maintenance of the technology program, members of the committee provide a communication link between the coordinator and the buildings they represent. Community members are welcome to attend and provide input to the program at any meeting. The philosophy originally established by the district and the technology leadership is that the meetings are open, and ideas and concerns are welcomed from all the stakeholders.

The technology committee is made up of the following members:

Nancy Morris	School Board Member
Roger Worner	Superintendent
Karen Chastek	District Technology Coordinator

Jeffery Jenson	District Technology Technician
Duane McDougall	District Media Specialist
Scot Kerbaugh	High School Principal
Richard Smith	High School Teacher Representative
Sharon Gutknecht	High School Media Assistant
Rick Corrick	Lincoln 7-8 Rep
Vicky Harris	Lincoln 7-8 Rep
Judy Larsen	Lakeside Elem (Grades 3-4) Rep
Dave Sandquist	Lakeside Elem (Grades 5-6) Rep
Marcie Lein	Lakeside Media Assistant
Linda Matousek	Helen Baker Elem (Grades K-2) Rep
Tom Umhoefer	Community Education Director
Dawn Peterson	District Office Rep

Demographics of GSL District 2859

Glencoe-Silver Lake Public Schools ISD #2589 encompasses the communities of Glencoe, Silver Lake, Plato, Biscay and New Auburn, Minnesota, which are located approximately 50 miles west of the Minneapolis – St. Paul metropolitan area. Within the boundaries of this district are the following building configurations:

- Helen Baker Elementary School: Preschool - grade 2
- Lakeside Elementary (Silver Lake): Grades 3 – 6
- Lincoln Junior High School – Grades 7-8 and district offices
- Glencoe-Silver Lake High School - Grades 9 - 12
- Henry Hill School – GSL Alternative Learning Program, Crow River Special Ed Cooperative classrooms and offices, Wee Friends Pre-school, Adult Farm Management program

There are 1,721 students enrolled in the public schools of the district in February of 2004. The district is facing a moderate level of declining enrollment, with projections for the 2007-08 school year at 1,616 students. However, because of the proximity to the metropolitan area, there is potential for substantial growth in the near future. How soon this will make an impact on the school enrollment is uncertain.

The Lakeside Elementary building is in Silver Lake, which is located 10 miles north of Glencoe. That distance occasionally influences how technology is set up and utilized. The rest of the buildings are located within a one-mile radius in the city of Glencoe.

The district has joint powers agreements with the Crow River Special Education Cooperative and the Little Crow Telemedia Network.

Needs Assessment

The process utilized to determine the technology needs included several different formats. Members of the technology committee were instructed to bring recommendations from their respective buildings for requests and needs that have been expressed at the building level. In addition, the technology coordinator and technician, along with building administrators submit recommendations from their level of expertise and need.

The primary method of gathering information was an online Technology Assessment Survey. This electronic survey was placed on the district website and visitors to the web site, especially staff, students and community members, were invited to respond. (A copy of this survey is included in the Appendix.)

The results of this survey indicated that the most critical technology need in District 2859 is for more staff training opportunities and additional technology support, especially at the building level. The respondents also recognize the need to continue upgrading equipment as needed. The upgrades need to be made not only to computer workstations, but also to networking equipment, access speed and bandwidth, printing and copying capabilities, video projection systems and all technology-related items. With the district moving toward upgrades to Windows-compatible computers and operating

systems, it will be necessary to purchase software, particularly at the elementary level, as these upgrades to Windows are made.

Vision, Objectives and Strategies for Technology

Our vision for information technology in the Glencoe-Silver Lake Schools is that all students and staff will use technology as an effective tool in teaching, learning, and management of the district. Students and staff will be adaptable to change and open to the challenge of new and different technologies, procedures, and ideas. The vision extends beyond the physical walls of school buildings to connect with homes and with community, state, national, and global information resources. The communications capabilities include voice, data, and video. Information technology is applied in all teaching and learning and in all management and operational aspects of the school and district. Finally, our vision is that of a continually growing system that adapts to the changing needs of students and staff, and the growing capabilities of information technology.

The specific objectives and strategies for technology as determined by the needs assessment are as follows:

- Staff will be provided with on-going staff development training as needed to enhance their job performance
- Technology support will be made accessible in a timely order
- Classroom and computer lab equipment will be upgraded on a regular basis to provide access to the newest operating systems and software available. Additional technology equipment, such as video projection systems, digital cameras, and laser printers will be included in the upgrades.

- An on-going financial commitment will be made to facilitate and support the appropriate use of technology.
- Administration will support the use of technology for instruction, management, and communication throughout the district
- A list of district-supported software will continue to be developed to provide consistency throughout the district
- A Microsoft Exchange server will be installed to improve staff email efficiency, networking home and school capabilities
- A safe and school-friendly student e-mail system, without unnecessary advertising, will be developed
- Appropriate grade-level software for the Windows-based operating system will be purchased and licensed for district use, particularly at the elementary level
- All district media centers will be upgraded to Windows-based equipment and software to provide consistency with servers and other workstations
- On-line curriculum and assessments, such as Accelerated Math, Accelerated Reading, and state MAP testing through Northwest Evaluation Association, will be utilized
- The web-based school management system (JMC) will be used consistently throughout the district for student management, information distribution, and communication
- The bandwidth and/or speed of data access will be upgraded—wireless technology will be used in computer labs and areas requiring improved access
- Video projection systems will be installed in individual classrooms as needed
- A 3 - 5 year upgrading schedule will be used for technology in labs, media centers, and classrooms

- Procedures will be developed to enable online ordering and payment for goods & services
- Students and staff will use the school web page as an important link to each other and to the community. The site will be updated daily by students and staff. Classroom teachers will publish important information, such as assignments, special projects, and expectations of students. Office personnel and administrators will publish items of interest to the community as needed, including job postings, meeting agendas and minutes, school closings and/or delays, school calendars, and staff directories. Guidelines and procedures for web page publishing on the school web site will be developed
- Students and staff will communicate from home and school electronically, with assignments, questions, and homework information submitted online
- Technology skills will be integrated throughout the curriculum and at all grade levels.

Policies and Procedures

The GSL district will provide equitable access to technology for all students, including those with exceptional needs or disabilities. Accessibility will be a consideration when purchasing any educational technology, i.e. wiring, hardware, curriculum software. Data privacy, consistent with the public information policies and requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and the Family Educational Rights and Privacy Act (FERPA) are to be followed.

All users of the school technology equipment and network are required to read, accept, and sign a contract for “Technology Acceptable Use.” This contract states that “access to school computers, network, and the internet is a privilege to users who agree

to act in a considerate and responsible manner." Anyone who violates the contract will be denied technology privileges at GSL schools, and will receive other appropriate disciplinary or legal action as well. The original "Guidelines for Internet Use for Independent School District # 2859, Glencoe - Silver Lake Public Schools," were adopted by the Board of Education in April of 1997 and were revised in 2003.

The school will attempt to filter out all inappropriate material (using Surf Control filtering software), but ultimately the responsibility is on the individual for appropriate use. Network storage areas are the property of the school district and users should not expect that files are private. Network administrators may review files and communications at any time, if there is probable cause for doing so.

Specifically, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Downloading materials, installing software, adding files to a computer or violating copyright laws
- Attempting to use or change another's password
- Trespassing in another person's folders, work or files
- Intentionally wasting resources, i.e. excessive printing, "mailing lists", etc.
- Using school access to make personal purchases or other commercial purposes
- Revealing a personal name, address, phone number or other information of themselves or any other person
- Accessing any inappropriate materials for any reason

A copy of the school Technology Acceptable Use Contract and Internet Safety Policy will be on file in the district office.

Technology Infrastructure, Management, and Support

The LCTN (Little Crow Telemedia Network), a consortium of area schools and libraries, is the current internet provider for GSL schools. In July of 2003, the technology infrastructure at GSL was upgraded to provide a wireless connection between each of the buildings. The district is currently using Catalyst 5500 switches, which are acceptable for the remote locations, at both the wireless and fiber end points. A recommendation is to upgrade to a Catalyst 6500 at the high school building to maximize the infrastructure. Then, the fiber end points would connect by 1000 mb instead of 100 mb, which would be a benefit during busy times. This would give state-of-the-art network capabilities, which should be usable for at least 5 to 10 years.

Another recommendation is to consider using a cache system for the Internet connection. Although the district is using a Surf Control filter, which is very effective and necessary, it does cost us in performance. With a cache system, only one PC would be serviced from the Internet and then the next connections would be serviced from the cache.

Wireless labs would give mobility to staff and eliminate desk clusters and problems with hubs and internet ports in the current environment. Security could be an issue and would need to be addressed.

The phone system in the district is a PBX-based system using standard phone lines. With the wireless system installed this past year, a consideration being researched is whether or not to use VOIP. With VOIP, both data and voice would run over the Ethernet connections, eliminating the need for the current T-1 lines. The district is

currently at 11 mb wireless, but it may be necessary to upgrade to the 54 mb technology. Since a PBX and VOIP network can work together, it would be possible to add and replace as needed.

The Internet connected computer-to-student ratio is approximately 1 computer to every 5 students in the GSL district. The average age of the Internet connected computers and those used for instruction is 3.5 years. Equipment is replaced on a flexible schedule, as needed, within the constraints of the technology budget. Generally, computers used in instructional labs and media centers are replaced every 3-4 years. Classroom and staff workstations are replaced every 4-5 years.

As new equipment is purchased, the most current operating system being sold is generally installed. The platform for new technology purchases is Windows-based PC's, although there are currently some Macintosh computers still in use in the district, particularly at the elementary level. The Helen Baker media center lab equipment contains 5 year-old Imac computers and the staff at that building uses Ibook laptops. Each classroom also has a Compaq Windows-based computer. The rest of the district staff uses Windows-compatible pc's, with the exception of a few individual classrooms and staff members.

The integrated software package adopted by the district is the Microsoft Office Professional package, which includes Word, Excel, Access, and PowerPoint. The browser used will be Internet Explorer and the school email system will be upgraded to a Microsoft Exchange server. The web design software will be Dreamweaver and the district will select a provider for the school website each year (currently RSchool Today). As computer systems and software are upgraded, the newest version of each package will be licensed for that equipment.

Additional printers will be placed in central locations to be easily accessible to students and staff. Networked laser printers, rather than inkjet printers, will be utilized because of their durability, low maintenance, and cost effectiveness.

It is the recommendation of the technology coordinator, technician, and committee that the laptops assigned to staff members at the present time be replaced with a desktop model computer. The durability, ease of use, and maintenance issues make the desktop model a more cost-effective product.

Each administrator in the district, including the superintendent, principals and dean of students, has been assigned a handheld Palm or similar device to use in performing their jobs. None of these devices are yet being used by students in learning situations. It is recommended that a study be made to see if handheld devices can be integrated with the JMC classroom management system so that teachers, especially those in physical education or other non-traditional classroom areas, could use them for attendance, recording of grades, or other classroom notations.

Even though a new full-time 12-month position of district technician was added in 2003, the demand for technology support continues to be a priority concern of teachers and other staff members. The media director, along with the media assistants in each building, assists with technical support as much as possible. The technician has set up a schedule for building service so that constituents will know when to expect someone on-site, but there are always on-going issues that do not appear according to the schedule. The technology coordinator continues to teach 2 classes, which takes away from the time dedicated to technology support. Staff members would like to see someone on-site, assigned and trained to take care of day-to-day issues, who could serve as a liaison to the technology department.

Limited training is provided to school personnel during staff in-service days. The coordinator and technician attend workshops sponsored by the South Central Service Cooperative, the Little Crow Tele-media Network, TIES, and other agencies as needed.

Technology support may be the biggest challenge, especially because of the budget cutbacks, currently being faced by the district. The technology staff recommended for successful planning and implementing of technology in the Glencoe - Silver Lake schools is listed below:

- **District Technology Director** (Full-time position)

  Responsible for planning and implementation of technology in the GSL schools. Will also coordinate technology activities between the district buildings and work with district principals concerning technology integrations in the curriculum, hiring personnel, budget, and other practices of technology applications. Chair the technology committee in making future decisions on hardware and software purchases and the future direction of technology in the GSL schools.

- **District Media Specialist** (Full-time position)

  Responsible for planning and determining each building's instructional technology. Will work with teaching staff to determine appropriate grade-level research projects and training. Will coordinate the audio-visual equipment, the video editing systems, and will also coordinate the district telephone and paging system. Responsible for ordering and maintaining all media center materials and equipment.

- **District Network Administrator** (Full-time position)

  Will assist the District Technology Director with the following:

  - Install and configure software

- Install, configure, and repair hardware and technology equipment
- Understand technical aspects of both Macintosh and PC computers
- Install workstation software and configure network operating system software
- Install backup hardware and software and establish process and schedule for backups, restoration and recovery
- Plan and install connectivity equipment and software
- Make repairs and handle trouble-shooting as necessary

- **Media Specialist Assistant** (1 full-time person in each building)

  Each media center should have an individual assigned to that particular media center to work with students, staff, and the district media specialist. They should be trained in the media center automation system, techniques for researching both printed and electronic services, and have a working knowledge and understanding of the technology equipment available to the individuals serviced by that media center.

- **Technology Assistant** (1 full-time person for each computer lab in each building) Each computer lab should have an individual assigned to that computer lab to work with students, staff, the district technology coordinator, and the district network administrator. Each lab needs to have consistent supervision to provide access for all students and staff 100% of the time. This person would also be responsible for minor repairs and maintenance of the equipment and software used in the lab. The staff in each building needs someone who is available immediately to handle technology issues and questions.

Role of School Media Center/Library

Most of the schools in the GSL district have a combination media center/library. The high school has a media center that is generally opened at 7:00 am and is available with an after-school study program until 5:00 pm. There are nonfiction, fiction & reference books available, along with 48 computer workstations available to students. The media center is generally open during the school day to study hall students, unless classes have reserved use of the media center. Although there is another open computer lab most class hours, there are many days when the media center is reserved for classroom instruction and research.

The Lincoln junior high does not have a separate media center, but they are located next door to the high school building so they are considered to be a part of the high school campus and utilize the media center as needed.

The Lakeside elementary school has a media center with approximately 15 student workstations. The Helen Baker elementary also has its own media center with approximately 25 Imac workstations. However, there is not a separate computer lab in the building so the media center serves as a combination media and computer lab.

The Alternative Learning Program at Henry Hill building does not have a media center. They do have a classroom computer lab with approximately 20 workstations, which are used for research projects.

Most of the instruction to staff and students in using technology applications is accomplished through separate classes or workshops. The media center staff is available for reinforcement or troubleshooting on a daily basis. They also serve as a liaison to the technology department when questions or problems arise. Students are

required to complete one technology credit at the high school level, but no specific competency tests have yet been developed.

During summer technology workshops for staff, the eSchool matrix was presented as a guideline to assess the skills and knowledge of the staff using technology. According to the eSchool's matrix, the K-12 staff is baselined at the progressive and advanced levels. However, ongoing training is still necessary as new technologies emerge.

Students will be encouraged to, not only maintain a progressive level of the ISTE standards (the International Society for Technology in Education), but many of them will enter into the advanced level. Specifically, we expect to see the following results:

- Rising scores on graduation standards tests at the 3rd, 5th, and 8th grade levels
- Improved student comprehension, motivation, attitude, and attendance
- Strong student, parent, and teacher support for technology learning
- Improved student retention of subject matter
- Improved placement of students in jobs during and after their high school years

The media director and media center assistants all serve on the district technology committee, where they have the opportunity to provide input and expertise. They help to assess the current technology and assist in updating the new plan. It is their recommendation to upgrade the Alexandria software to a Windows-based system to provide more consistency with servers and workstations in the media centers.

The GSL district media centers coordinate with the Glencoe Public Library, SW/WC Service Cooperative and SAMMIE to provide materials not available in the district collection.

Staff Development and Training

The success of this technology plan depends on the ability of all staff to implement the objectives. To make effective use of technology, users need ongoing training and support to refine their skills and learn new applications. TheTIES study of effective use of technology in schools, which was completed in 1993, indicates the single most critical issue is: *districts underestimate the human resources necessary to maintain systems**, provide support and training of staff,** and usually do not budget for these resources.*

The staff development plan of GSL schools is developed and updated on a yearly basis. The definition of the staff development program is as follows: “Staff development is a continuing program that provides opportunities for professional and personal growth to all ISD # 2859 employees with the aim of supporting an educational system of the highest quality for the students of the district. The staff development program strives to link employee excellence and quality education providing for the improvement of student achievement.”

Depending on state funding of staff development and calendar days available, the GSL staff development budget varies from year to year. The district is currently in statutory operating debt; therefore, it is not required to spend the allotted amount on staff development.

The staff development plan divides activities into district-wide and building site programs. A percentage of the staff development budget is allotted to each of these areas. Generally, 25% of the budget is reserved for district use, 25% is reserved for exemplary grant proposals within the district and the remainder is divided by buildings on a per pupil unit basis. A district staff development committee meets monthly throughout the school year, with additional meetings being called as needed to carry out the

responsibilities of the committee. A majority of the members of this committee must be classroom teachers. Each school site also has its own committee, with a member of that committee serving as the representative to the district committee. Administration, support staff and non-licensed staff are also included in the committee and the activities they present.

In the past, there have been numerous staff development opportunities in the area of technology. Each year, workshop days or portions of them, are used to train teachers, office staff, or support staff on new technologies being implemented. College-credit classes have been offered on technology applications in cooperation with Hamline University in St. Paul, MN. Computer-literacy and other grants have been used to provide funding for summer training workshops. However, with overall budget-cutting being made at the legislative level and in our local district, it becomes increasingly difficult to provide the time and training needed by staff.

Administrators have used the Taglit assessment tool, which was shared with the technology department, to determine the technology skill level of the staff in each building. The greatest need for training is at the lower elementary level, especially as they move into the Windows-based systems, since this is a change from what they have been using in the past. Teachers are integrating technology into their curriculums as space and equipment becomes available. The purchase of additional video projection systems in many classrooms would be a positive step to integrating technology.

The following recommendations are made for staff development and technology training in GSL schools:

- The District 2859 Technology Committee will work with the District Staff Development Committee and building committees to ensure that district-wide technology training is offered each year.

- A portion of the District Staff Development budget will be specified for technology training each year.
- The Technology Committee will continue to promote summer Tech Academy classes (for college credit or workshop hours).
- A portion of each school's staff development plan will be devoted to making effective use of technology and media resources.
- Each school or the technology director will offer training as needed throughout the school year
- Different levels of training will be provided each year to meet the needs of all staff members - a critical need being the training for on the pc platform, Windows operating system, and Microsoft Office software, especially at the elementary level
- All staff development opportunities will be publicized district wide.
- Awards and incentives will be provided for staff who receive training.
- Community groups, businesses, and parents will be involved in staff training efforts, whenever possible.

Budget for Technology

To ensure that technology in District 2859 remains at a high level, the district needs to view upgrading technology as a continuous process, budgeting a set amount for purchasing/upgrading computers and technology each year, along with the recurring costs of technology supplies, maintenance, staff development and personnel.

In the past, District 2859 determined that referendum money would be used for technology upgrading and maintenance in the amount of $220,000 per year. Because of the financial situation of the district (Statutory Operating Debt), however, cutbacks are

being made throughout the district budget. The current budget will not be sufficient to continue to improve the technology at GSL. Other revenue sources will be necessary to implement and determine the extent to which the entire technology plan is put into effect. State and Federal grants are being applied for, which may give extra monies to the district technology plan. The federal e-rate may help to finance additional networking and maintenance costs.

The **annual technology budget** for 2003-2004 was established as follows:

Staff/contracting:	
Salary	58,100
Other salary payments	3,000
Repairs & Maintenance Service	10,000
Instructional Supply	13,950
Technology Equipment Purchases	25,000
Equipment Leased:	
Principal	76,650
Interest	5,300
Other Capital Expenditures	20,500
Software & Licenses	7,500
TOTAL	**$220,000**

A proposed implementation schedule for upgrading networking, computers, and other technology-related equipment is shown below.

Implementation Plan

Technology Use Categories	**When**	**Cost**	**Source**
Annual Costs:			
Instructional Supplies	2004-2005	12,000	Ann Tech Bgt
Software and Licenses	2004-2005	7,500	Ann Tech Bgt
Staff Development	2004-2005	2,000	Staff Dev Bgt
Maintenance & Repairs	2004-2005	10,000	Ann Tech Bgt

Video projectors & digital cams (8 @ $1,000 + 4 @ $500)	2004-2005	10,000	Ann Tech Bgt
Additional & replacement laser printers (4 @ $1,500)	2004-2005	6,000	Ann Tech Bgt
Carryover Costs:			
HP Servers & Compaq desktops (3rd yr of 3-yr payment)	2004-2005	28,000	Ann Tech Bgt
Wireless networking, Compaqs for Rm 122, Rm 124 lab, elem classrooms (2nd yr of 3-yr payment)	2004-2005	54,200	Ann Tech Bgt
New Equipment:			
Networking upgrades – switches, wireless ports, cabling, software	2004-2005	10,000	Ann Tech Bgt
7-12 classroom workstation upgrades, special areas (k-7), media center upgrade to Windows, Baker media center upgrades, office workstations (1st yr of 3-yr purchase plan)	2004-2005	30,000	Ann Tech Bgt
HS Video Production class equipment	2004-2005	15,000	Ann Tech Bgt
Annual Costs:			
Instructional Supplies	2005-2006	12,000	Ann Tech Bgt
Software and Licenses	2005-2006	7,500	Ann Tech Bgt
Staff Development	2005-2006	2,000	Staff Dev Bgt
Maintenance & Repairs	2005-2006	10,000	Ann Tech Bgt
Video projectors & digital cams (8 @ $1,000 + 4 @ $500)	2005-2006	10,000	Ann Tech Bgt
Additional & replacement laser printers (4 @ $1,500)	2005-2006	6,000	Ann Tech Bgt
Carryover Costs:			
Wireless networking, Compaqs for Rm 122, Rm 124 lab, elem classrooms (3rd yr of 3-yr payment)	2005-2006	54,200	Ann Tech Bgt
7-12 classroom workstation upgrades, special areas (k-7), media center upgrade to Windows, Baker media center upgrades, office workstations (2nd yr of 3-yr purchase plan)	2005-2006	40,000	Ann Tech Bgt
New Equipment:			
Networking upgrades	2005-2006	5,000	Ann Tech Bgt
Lakeside computer lab & media center upgrades, additional classroom computers K-6 (2nd yr of 3-yr purchase plan)	2005-2006	30,000	Ann Tech Bgt

Annual Costs:			
Instructional Supplies	2006-2007	12,000	Ann Tech Bgt
Software and Licenses	2006-2007	7,500	Ann Tech Bgt
Staff Development	2006-2007	2,000	Staff Dev Bgt
Maintenance & Repairs	2006-2007	10,000	Ann Tech Bgt
Video projectors & digital cams (8 @ $1,000 + 4 @ $500)	2006-2007	10,000	Ann Tech Bgt
Additional & replacement laser printers (4 @ $1,500)	2006-2007	6,000	Ann Tech Bgt
Carryover Costs:			
7-12 classroom workstation upgrades, special areas (k-7), media center upgrade to Windows, Baker media center upgrades, office workstations (3rd yr of 3-yr purchase plan)	2006-2007	40,000	Ann Tech Bgt
Lakeside computer lab & media center upgrades, additional classroom computers K-6 (2nd yr of 3-yr purchase plan)	2006-2007	30,000	Ann Tech Bgt
New Equipment:			
Networking upgrades	2006-2007	5,000	Ann Tech Bgt
Lakeside computer lab & media center upgrades, additional classroom computers K-6 (3rd yr of 3-yr purchase plan)	2006-2007	30,000	Ann Tech Bgt

***With changes in technology, it is difficult to project long-range beyond a couple of years. This implementation schedule can and should be modified as necessary with the recommendations and approval of the technology committee.

Evaluation Plan

The district technology committee completed an evaluation of the 2001-2003 technology plan. Although it was difficult at the time it was written to project forward for the next 3 years, the results were surprisingly accurate. The need for additional staffing was a major goal during the 3-year time period and the district technician was hired in 2003. The trend to purchasing Windows-based computers for classrooms and utilizing computers for classroom management was accomplished. The networking upgrades and installation of approved filtering software were also a part of the plan.

Students were invited to assess the results of the previous technology plan and the majority of the responses indicated a positive feeling toward the technology opportunities available at GSL. Community members were given the same opportunity to evaluate technology, but the number of responses was limited.

With the new capabilities on the district web page for preparing surveys and eforms, it will be possible to get feedback on an ongoing basis from district stakeholders.

The Technology Planning Committee will be responsible for monitoring and evaluating the progress of the Technology Plan. In order to do so, the committee will:

- meet monthly during the school year. In March the committee will make preparations to assess the implementation of the technology plan.
- reassess the objectives and benefits of the technology plan annually in order to ensure that it reflects the current situation.
- evaluate whether the technology plan is effective in integrating technology into the curriculum, increasing the ability of teachers to teach, and meeting the requirement of the No Child Left Behind legislation.
- review and update inventory of equipment and software.
- assess the progress of staff development with regard to staff and student computer literacy.
- assess the degree to which technology has enhanced communication between the school and the community.
- assess the district's progress toward revising instructional guidelines, revising graduation requirements, and developing a district-wide technology plan
- report the progress of the plan implementation to the school board, school district personnel, and the community.

- post a follow-up survey on the school web page for former graduates and community members to assess how district technology has prepared them for post-graduation activities or benefited their access to the district

District 2859 community members and stakeholders will be informed of the current status of technology in the district through the district newsletter and releases to the local media, which includes three local newspapers and two local radio stations. Open houses may also be used to showcase technology improvements and to answer questions.