City of St. Charles Technology Plan

CSIP Goal Area	CSIP Goal Reference	CSIP Goal Narrative	Technology Objective Number	Technology Objective	Tech Strategy/Action Plan	MSIP standard	Timeline	Responsible Party	Evaluation/Comments	Annual Progress Update
STUDENT PERFORMANCE										
	CSIP 1.1	Increase proficiency on district, state, and national assessments								
			1.1.1	Utilize current or proven technology resources to increase proficiency on district, state and national assessments.						
					1. Provide internet access compatible with state wide assessments by 2016.	6.1, 6.2, 6.3, 6.4, 6.5, 7.5	2016-2017	Technology Department	Progress reviewed annually by Director and Assistant Superintendent for Business/Technology, included in the annual technology report to the Board of Education.	
					2. Revise the district technology curriculum standards for tech literacy for grades K-8 to align with current NETS for students by May 2018.	6.1, 6.2, 6.3, 6.4, 6.5, 7.5	2016-2017	Instructional Technologist and Curriculum Department	Progress reviewed in May 2018 by Director and Curriculum Department, included in the annual technology report to the Board of Education. Curriculum presented for adoption by Board of Education by June 2018.	
			1.1.2	Develop 21st century learners by providing increasing access to learning opportunities anytime and anywhere.						
					1. Constitute a committee of students, staff, and stakeholders to investigate the academic effectiveness and economic feasibility of a 1:1 initiative for students (discussion to include devices each student keeps with them from class to class or teacher classroom sets that the students use while in a classroom) by November 2017.	6.1, 6.2, 6.3, 6.4, 6.5, 7.5	2017-2018	Technology Department, coordinating with the Curriculum Department	Report to Superintendent by December 2017.	
					2. Revise the Technology Usage Policy to ensure it includes verbiage for BYOD.	6.1, 6.2, 6.3, 6.4, 6.5, 7.5	2016-2017	Building Principals and Director of Technology	Recommendation to the Board by December 2016.	
					3. Create and provide documentation for students on how to authenticate to the web-filter for BYOD.		2016-2017	Director of Technology		
					4. Expand the use of e-books in district libraries and reading programs by at least 50% over the next three years.	6.1, 6.2, 6.3, 6.4, 6.5, 7.5	2017-2019	Librarians, Principals, Director of Technology	Increase the number of e-books by at least 50% over the three years of the plan.	
					5. Increase by 10% each year the number of classrooms using online content for instruction.	6.1, 6.2, 6.3, 6.4, 6.5, 7.5	2017-2019	Coordinated by Instructional Technologist	Increase the percentage of classes with online content by 10% each year.	
					6. Review curriculum to ensure technology literacy goals are embedded at all grade levels, for 100% students.	6.1, 6.2, 6.3, 6.4, 6.5, 7.5	2017-2019	Assoc. Supt. for Curriculum and Director of Technology will coordinate	Curriculum revisions presented for board approval no later than June 2019.	
					7. Form a student technology committee to solicit input on technology usage in the district.		2017-2019			
					8. Utilize student technology committee as a focus group to provide input on how technology is increasing attendance, engagement and student achievement. Meet with focus groups annually. (focus groups per building)		2017-2019			
HIGHLY QUALIFIED STAFF										
	CSIP 2.4	Provide ongoing high quality professional development opportunities								

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			2.4.1	Develop 21st century educators by providing increasing access to learning opportunities anytime and anywhere.						
					1. Provide ongoing training opportunities to district staff on Google Apps for Education. Specifically, training courses will be offered on Google Classroom, Google Mail, Google Docs, Google Sites and other Google tools and offered at least 3 times each year.	6.7, 8.1	2017-2019	Director of Technology and Instructional Technologist, in cooperation with the Assoc. Supt. for Curriculum	Conduct an annual staff survey to solicit feedback for determining what the professional development needs in Google are, and what courses should then be offered/developed based on staff input.	
					2. Review interactive projectors to find a better interactive device suited for the classroom.		2016-2017			
					3. Provide more technology related professional development to help with classroom technology integration.		2017-2019			
					4. Investigate transitioning school libraries into media learning centers.		2017-2019			
					5. Provide semi-anually workshops for all new teachers on technology resources for classroom use.	6.7, 8.1	2017-2019	Director of Technology and Instructional Technologist, Asst. Supt. for HR, Assoc. Supt. for Curriculum	Offered annually, and as needed, beginning in August 2015.	
			2.4.2	Support district instructional initiatives						
					1. Provide annual training to new members of the teaching and support staff in use of Tyler SIS. Provide annual refresher training tailored to specific groups on identified needs.	6.7, 8.1	2017-2019	Director of Technology, Instructional Technologist, Professional Development Committee	Annual survey to staff and principals to determine items needing to be addressed.	
					2. Increase usage of online technology educational resources for math and reading instruction (brain pop, reading eggs, etc) by 10% each year.		2017-2019	Director of Technology, Building Principals		
					3. Investigate opportunities to move from locally hosted to web-hosted software applications to provide access from any internet device, with a goal of reducing locally-owned servers by 10% each year. (Example: Destiny Library Manager)	6.7, 8.1	2017-2019	Director of Technology	Annually report what applications have been moved to a web-hosted environment.	
			2.4.3	Provide ongoing professional development opportunities for the technology staff						
					1. Cross train 100% of district and building level technology staff to maximize efficiency and minimize risk to district systems by June 2018.	6.7, 8.1	2017-2019	Director of Technology	To be completed by June 2018.	
					2. Over the next three years increase technology staff involvement by 10% each year on the number of professional development events attended such as METC, ISTE, Consortium for School Networking (CoSN), or other professional development organizations and opportunities to obtain Google certifications.	6.7, 8.1	2017-2019	Director of Technology, District Techs, Building Techs	Reviewed annually by the Director of Technology.	
					3. Provide ongoing tech training for staff/faculty, based on a training needs survey sent out semi-annually	6.7, 8.1	2017-2019	DPDC committee, Instructional Technologist,		
					4. Improve communication with community and staff on technology initiatives within the district by providing information to new and existing teachers about resources within the district at the beginning of each school year, and provide parents with two or three opportunities annually to learn about technology	6.7, 8.1	2017-2019	Director of Technology, Communications Coordinator		
					5. Modify current technology staffing to create a new role with an emphasis on networking/cyber security.	6.7, 8.1	2016-2017	Director of Technology, Ast. Supt for Business and Technology, Ast Supt for Human Resources		

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					6. Look into possibility of expanding usage of our current electronic time card system.	6.7, 8.1	2017-2018	Business Office, Ast. Supt Business and Technology, Director of Technology		
FACILITIES, SUPPORT, AND INSTRUCTIONAL RESOURCES										
	CSIP 3.2	Develop, analyze, and respond to district facilities review								
			3.2.1	Address building security/safety concerns through technology applications.						
					1. Ongoing review of security system and expand keyless entry doors, especially at the Elementary level	8.11	2017-2019	Director of Technology, Director of Facilities, Superintendent	Annually review building security issues with the Director of Facilities.	
					2. Review and update cyber/network security protocols	8.11	2017-2019	Director of Technoogy		
	CSIP 3.3	Improve technology in the district								
			3.3.1	Develop 21st century resources for increasing access to learning opportunities anytime and anywhere.						
					1. Provide more robust and reliable wireless network by adding more access points into classrooms, with a goal of having 1 access point per classroom and dense coverage in common areas.	6.4	2017-2019	Director of Technology, District Techs	Review/report wireless usage semi-annually with recommendations for improvement.	
					2. Provide more robust and reliable wired network by replacing head end switching equipment with 10GB equipment.	6.4	2017-2019	Director of Technology		
					3. Upgrade network backbone from a 1GB star topology, to a dual redundant 10GB ring topology.	6.4	2018-2019	Director of Technology		
					4. Investigate and report the feasibility of initiating classroom sets of devices, as a 1:1 initiative	6.4	2016-2018	Director of Technology, Assoc. Supt. for Curriculum, Asst. Supt. for Business and Technology	Report findings to the Board of Education by June 2018.	
					5. Expand the use of e-books in district libraries and reading programs by at least 50% over the next three years.	6.4	2017-2019	Principals, Director of Technology	Increase the number of e-books or other mobile devices by at least 50% over the three years of the plan.	
					6. Establish a district wide or at least grade level policy about BYOD. This policy should be consistent across the district to allow teachers and students equitable access for students to technology	6.4	2016-2017	Director of Technology		
					7. Investigate and Implement use of an online LMS (learning managment system) to deliver learning content, including online courses (Moodle, Blackboard, Edmodo, or other) by May 2017.	6.4	2016-2017	Director of Technology, District Techs, Instructional Technologist	Recommend a solution and create an implementation timeline by June 2017.	
					8. Consider purchase of online curriculum resources as part of all future textbook decisions to increase resources available outside school hours. Increase the percentage of text/course resources available online by 10% annually.	6.4	2016-2019	Assoc. Supt. for Curriculum, Director of Technology	Annually review and report the percentage increase Board of Education.	
			3.3.2	Assess Performance of Finance and Student Information Systems						
					1. Annually review the performance of our current finance and student information systems to ensure compliance with the regulatory data reporting required by DESE.	6.4	2017-2019	Director of Technology, Asst. Supt. for Business and Technology	Report annually to the Board of Education.	

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			3.3.3	Solicit input from stakeholders regarding current technology and desired improvements.						
					1. Annually survey staff, students, and selected parents/community members regarding technology use in the district.	6.4	2017-2019	Director of Technology	Recommendations to be reported annually to the Board of Education and the District Technology Plan Advisory Committee.	
					2. Meet semi-annually with the District Technology Plan Advisory Committee.	6.4	2017-2019	Director of Technology	Recommendations to be reported annually to the Board of Education.	
	CSIP 3.4	Develop a replacement plan for computers and for completing facility updates								
			3.4.1	Robust access to the internet for all employees and students						
					2. Develop a replacement schedule by October 2016 for staff, student and library computers and other technology devices with the replacement schedule updated annually, including cost estimates.	6.4, 8.6	2017-2019	Director of Technology, District Techs	Review with Asst. Supt. for Busines and Technology as part of the annual budget process.	
					3. Expand wireless infrastructure 10% each year to support the utilization of wireless devices owned by the district as well as students/staff members.	6.4, 8.6	2017-2019	Director of Technology, District Techs	Review with Asst. Supt. for Busines and Technology as part of the annual budget process.	
					4. Review the effectiveness and costs associated with the district security firewall, including an annual recommendation to retain the current application or rationale for replacement with a different product.	6.4, 8.6	2017-2019	Director of Technology, District Techs	Review with Asst. Supt. for Busines and Technology as part of the annual budget process.	
					5. Review the effectiveness and costs associated with the district content filter, including an annual recommendation to retain the current application or rationale for replacement with a different product.	6.4, 8.6	2017-2019	Director of Technology, District Techs	Review with Asst. Supt. for Busines and Technology as part of the annual budget process.	
			3.4.2	Classroom and Teacher Computer replacement Cycle						
					1. Investigate by October 2016 refreshing teacher computers through a 3 year lease agreement.	6.4, 8.6	2017-2019	Director of Technology, Asst. Supt. for Business and Technology	Decision to be made by October 2016, and reviewed annually based on funds available.	
PARENT AND COMMUNITY RELATIONS										
	CSIP 4.1	80% of staff, parents, students, and patrons will report that they are regularly updated and informed of the goals, mission, and work of the district.								
			4.1.1	Provide specific and more immediate communication with parents						

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					1. Implement paperless grade reporting at middle and high school levels by December 2016.	7.5, 8.1, 8.8, 8.9	2016-2017	Principals, Director of Technology	Implementation by December 2016.	
					2. Increase paperless transfer of routine communication with parents through use of the parent-alert and email systems, reducing mailings by 10% annually.	7.5, 8.1, 8.8, 8.9	2017-2019	Principals, Director of Technology	Review progress annually.	
					3. Increase avenues for utilizing technology for immediate communication with parents regarding student progress. Examples include using text messaging, social media (Facebook, Twitter, etc), email, and document sharing. Reduce district mailings to parents by 10% annually as a result.	7.5, 8.1, 8.8, 8.9	2017-2019	Principals, Director of Technology, Superintendent	Review progress annually.	
					4. Provide parents/guardians with documentation on modifiying school messenger to receive messages by their preferred method.					
			4.1.2	Provide parent/community access to district information						
					1. Use of the district provided internet portal allowing parents specific, immediate feedback about student progress will increase 15% each year.	7.5, 8.1, 8.8, 8.9	2017-2019	Director of Technology		
					2. Investigate applications which could be used to provide a public performance dashboard; allowing community access to updated measures of district performance by May 2017.	7.5, 8.1, 8.8, 8.9	2016-2017	Director of Technology, Assoc. Supt. for Curriculum, Superintendent	Prepare a recommendation to the Board of Education for creation of the dashboard by May 2017.	
					3. Update district webpage to better provide information to all stakeholders	7.5, 8.1, 8.8, 8.9	2016-2017	Communications Coordinator, Director of Technology		
					4. Create a district provided app for parents/guardians to receive notifications and upcoming events.	7.5, 8.1, 8.8, 8.9	2016-2017	Communications Coordinator, Director of Technology		
	CSIP 4.2	Create and implement district programs to increase parent and community involvement and provide parents tools to support achievement								
			4.2.1	Develop 21st century learners by providing increasing access to learning opportunities anytime and anywhere.						
					1. Offer basic Google Apps training for parents and community members semi-annually.	6.3, 7.5, 7.6	2017-2019	Director of Technology, Director of Adult/Community Education	Report number of sessions and delivery mode to the Board of Education.	
					2. Utilize a LMS (Learning Management System) to offer blended and online course instruction. Increase by 10% each year the number of courses with online content/resources.	6.3, 7.5, 7.6	2017-2019	Principals, Assoc. Supt. for Curriculum, Instructional Technologist, Director of Technology	Report progress toward this goal to the Tech Plan Advisory Committee and the Board of Education annually.	
					3. Partner with Adult/Community Education to support expanded technology offerings to the community with a goal of adding one new technology course each semester.	6.3, 7.5, 7.6	2017-2019	Director of Technology, Director of Adult/Community Education	Report number of sessions and delivery mode to the board of education.	

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GOVERNANCE										
	CSIP 5.1	Positive Public Attitude								
			5.1.1	Student Internet safety						
					1. Revise the district Acceptable Use Policy by February 2017 to ensure it allows for anytime anywhere access with mobile devices and that the policy remains CIPA compliant.	6.5, 8.1, 8.8, 8.9	2016-2017	Superintendent, Assoc. Supt. for Curriculum, Principals, Director of Technology	Recommend necessary policy changes to the Board of Education by February 2017.	
					2. Annually update Board Policy and district regulations regarding technology to adapt to changes in technology, access requirements, and changes in the law.	6.5, 8.1, 8.8, 8.9	2017-2019	Director of Technology, Superintendent	Include any recommended changes in annual technology report to the Board of Education.	
					3. Annually review the district filtering application and ensure it is performing according to district and CIPA standards.	6.5, 8.1, 8.8, 8.9	2017-2019	Director of Technology, District Techs	Review web filtering annually.	
	CSIP 5.3	Fiscal Responsibility								
			5.3.1	Develop 21st century learners by providing the resources necessary to increase access to learning opportunities anytime and anywhere.						
					1. Annually increase use of paperless, electronic communication with parents, allowing more immediate feedback. The goal will be to reduce district mailings to parents by 10% annually.	8.1, 8.5, 8.6	2017-2019	Principals, Director of Technology	Review and report progress annually.	
					2. Implement a new asset tracking system for district technology resources, including 100% of all district software and hardware by May 2017.	8.1, 8.5, 8.6	2016-2017	Director of Technology, District Techs, Principals	Implementation completed by May 2017	
					3. Develop and implement a comprehensive technology disaster recovery plan covering all aspects of technology in the district by Spring 2017, to be reviewed annually.	8.1, 8.5, 8.6	2017-2019	Director of Technology, District Techs, District Tech Plan Advisory Committee		
					4. Annually review allocation of financial and support resources; utilizing them most efficiently to increase access to learning resources anytime, anywhere.	8.1, 8.5, 8.6	2017-2019	Director of Technology, Asst. Supt. for Business and Technology, Superintendent	Priorities will be annually reflected in the District Budget.	
					5. Research inventory systems to track online educational resources.		2016-2017	Director of Technology		