

# Long Lake Central School

## 2014 – 2017 Information Technology Plan

### Information Technology Mission Statement

The Long Lake Central School District will utilize technology to enhance learning and provide 21<sup>st</sup> century skills that our students will use in pursuing college and careers. Information technology will be incorporated into the educational program by providing an environment that promotes life-long learning, problem solving, career and college preparedness, information management skills, technological literacy, effective communication and good citizenship.

### Vision

- This information technology plan will support information technology services for the Long Lake Central School and the Long Lake community.
- This information technology plan is a document which will be updated and revised as technology evolves, the needs of the Long Lake Central School change and new ideas and initiatives are developed.
- Information technology training will be available for staff as they continue to develop technology skills, becoming technologically competent role models for students.
- Students will be prepared to use information technology to meet their needs for college and career in the 21<sup>st</sup> century.
- New information technologies will be used to enhance the effectiveness of all members of the Long Lake Central School community.
- The entire educational community, through the use of information technology, will enhance its problem-solving and decision-making ability.
- Long Lake Central School will provide opportunities to build and enhance skills necessary to communicate effectively in a global society.
- The Long Lake Central School District is committed to provide the financial support for the planning and implementation of information technology in a manner that enables students, staff and the Long Lake community to reach their full potential.
- Information technology will be used to provide connections and encourage partnerships with area businesses and cultural, educational and government institutions.
- Long Lake Central School will use information technology to support and enhance curriculum objectives.

### Beliefs

- Throughout their school career, every student should have equal access to the tools that foster development of technological skills.
- Information technology is a tool for learning; curriculum will drive information technology.
- Information technology should be integrated into the classroom curriculum so as to become an everyday aid to teaching, learning, understanding and application.

- Information technology should enhance the student/teacher learning experience.
- Relevant information technology is required to meet evolving global needs.
- Ongoing staff development is essential to the integration of information technology within the educational environment.
- Students need to enhance their individual information technology skills to fit their needs for college or careers, and they need to be empowered to do so.
- Information technology should promote the development of life-long learning skills in students, teachers and community members.

## **Strategies and Goals**

### **Administrative**

The Long Lake Central School District will:

- Promote and continue to refine policies and procedures related to information technology, including:
  - Appropriate record management.
  - Staff access to student records in accordance with state and federal regulations.
  - Ongoing training for staff.
  - Provision of appropriate tools to optimize productivity and effectiveness.
- Maintain a Technology Committee with membership from administrative staff, teaching staff and the School Board.
- Assess hardware and software tools utilized in instruction and operations.

### **Communication**

The Long Lake Central School District will continue to:

- Maintain an updated Internet Safety Policy.
- Maintain an updated Computer Usage Policy.
- Maintain an updated Social Media Policy.
- Provide information technology protection measures for computers with internet access.
- Provide appropriate access and training to enhance global communication for staff and students, using tools such as the internet and email.
- Use telecommunication and interactive media tools to create an exchange of information between homes, schools, businesses, and cultural and educational institutions. Examples of these tools may include email, internet, teleconferencing and distance learning.
- Provide, through telecommunication and interactive tools an environment for exploration and learning.

The Long Lake Central School District will:

- Develop a school-wide meeting calendar to facilitate the scheduling of staff meetings and presentations.
- Upgrade wireless communication capabilities to increase the strength of the wireless network throughout the school.

- Increase communication among teachers, students, parents and staff using technology tools such as email.

### **Community**

The Long Lake Central School District will continue to:

- Provide opportunities for community utilization of information technology.
- Provide updated information through technological tools.
- Provide an opportunity for adult computer learning experiences.

### **Computer Literacy**

- The Long Lake Central School District will develop a K-12 Information Technology curriculum based on the ISTE National Educational Technology Standards (NETS.S), New York State Learning Standards and Common Core State Standards (CCSS).
- All students will possess basic computer skills prior to entry into high school.
- All students will use multimedia and production tools that allow them to review materials, conduct research and prepare reports and presentations that combine text, graphics, sound, music and video.
- Upon graduation, all Long Lake students will possess the knowledge and skills needed to apply the following basic computer skills:
  - Information storage and retrieval.
  - Communications.
  - Operation of computer controlled systems.
  - Information gathering and application.
  - Basic understanding of computer safety, security and best practices.

### **Curriculum Integration, Instruction and Assessment**

- The Long Lake Central School District will provide curriculum-related software and tools for staff to create curriculum maps and lesson plans, manage grading, and integrate these items into their everyday activity.
- The Technology Committee will work with staff in the development of goals and integration of information technology throughout the Long Lake Central School District.
- Integration will take place at the classroom level, and Long Lake Central School must provide a flexible set of technology tools for teachers to use in their individual classrooms.
- All staff members will be encouraged to take advantage of technology training, seek out appropriate technology-based curriculum materials and integrate these to enhance the presentation of technology and subject-matter curriculum in their classrooms.
- Students will be expected to meet grade-level information technology and subject matter standards, as defined by New York State Learning Standards and Common Core State Standards.
- Students will be able to use subject-specific tools available for research, presentation, problem-solving and critical analysis.

### **Distance Learning**

The Long Lake Central School District will:

- Implement and upgrade, as needed, a distance learning program to enhance student learning, staff development and community education.
- Pursue collaborative partnerships with outside organizations and seek resources to make other modes of learning available to the school and community.
- Provide training and networking opportunities related to distance learning.

### **Facilities**

- The Long Lake Central School District will upgrade infrastructure, including electrical circuits school-wide, to keep pace with technological advances.
- Classrooms will be upgraded as needed to support new technology aligned with goals and strategies as outlined in this document.
- The Technology Committee will review facilities and proposed changes as they relate to information technology.
- Long Lake Central School will install infrastructure as needed to support fiber optic connectivity as it becomes available.
- The wireless network will be enhanced to provide more flexible connectivity options (e.g. Guest access) as well as increased throughput.

### **Hardware**

The Long Lake Central School District will:

- Continue to commit appropriate funding for replacement and upgrading of equipment according to the rotation schedule.
- Provide appropriate hardware for local area networking (LAN), wireless networking (WLAN), and other communication needs.
- Work with district administrative personnel and the Technology Committee to maintain and enhance district standards for the acquisition of equipment.
- Provide equipment to enable students to meet NYS Standards and Common Core State Standards.
- Continue to investigate and implement, as appropriate, tablet, notebook, bring-your-own-device, and other technology solutions for 21<sup>st</sup> century learning.

### **Library**

The Long Lake Central School District will

- Establish library media centers as a focal point for research and communication.
- Maintain database collection and staff training to enhance curriculum-based research and instruction.

### **Software**

The Long Lake Central School District will continue to:

- Provide filtering and blocking technology that will meet the Children's Internet Protection Act.
- Provide staff with the opportunity to preview and familiarize themselves with software.

- Provide a central location where software media can be stored and inventoried.
- Adopt software standards/classroom management solutions to provide continuity throughout the district, while maintaining the flexibility to meet everyone's needs.
- Implement Mobile Device Management technology to allow effective management of individual mobile devices (smartphones, tablets, etc.) as they come into increasing use within the school.
- Provide a software inventory annually for review by the Technology Committee.

### **Staff Development**

The Long Lake Central School District will:

- Provide training opportunities for all personnel as they apply to their roles in the district.
- Provide access to appropriate resources that will allow the use of information technology both within and outside the school to aid staff in their professional duties.
- Provide policies and procedures to staff related to technology use.
- Foster increased use of available technology tools where appropriate.

### **Staffing**

The Long Lake Central School District will:

- Provide adequate staffing to support all aspects of information technology use at Long Lake Central School.
- Consider information technology competence when hiring new personnel.

### **Students**

The Long Lake Central School District will:

- Support the ISTE National Educational Technology Standards(NETS.S) and Performance Indicators for Students:
  - Creativity and Innovation – Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
  - Communication and Collaboration – Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
  - Research and Information Fluency – Students apply digital tools to gather, evaluate, and use information.
  - Critical Thinking, Problem Solving and Decision Making – Students use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources.
  - Digital Citizenship – Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
  - Technology Operations and Concepts – Students demonstrate a sound understanding of technology concepts, systems, and operations.

### **Hardware Inventory**

Available through Business Office.

## Software Inventory

### **Servers:**

- Microsoft Windows Server 2008 – 2 licenses
- Microsoft Windows Server 2003 – 2 Licenses
- AutoCAD Inventor Suite 2011
- Moodle
- WSUS
- BackupExec
- Symantec Endpoint
- Infomatic: InfoPay, InfoClub
- Microsoft EES Program
  - Provides up to date versions of all Microsoft products for all computers on school premises.

### **Workstations**

- Microsoft Office 2007
  - 90 Licenses
  - Will be replaced in 2014-15 with Office 2013 (part of MS EES)
- SmartSync 2010
  - 40 student licenses
- Adobe CS4 Design Premium
  - 5 licenses currently installed on 3 computers
- Adobe Photoshop CS6
  - 1 license installed in Art room teacher's computer

## Budget

The Long Lake Central School District has projected the following technology budgets for the next three school years. These budgets will be reviewed annually and modified or revised to accommodate needs as they are assessed moving forward. In addition to budgeted funds, grants and other resources will be sought.

2014-2015	Hardware: \$12,000	Software: \$9,300
2015-2016	Hardware: \$12,500	Software: \$9,300
2016-2017	Hardware: \$13,000	Software: \$9,300

The District will continue to utilize some services from BOCES Northeastern Regional Information Center (NERIC) for certain technical support services, server support, selected licensing services, web security filtering services and other information technology services. The Long Lake Central School District will continue to file for appropriate e-rate and state aid to help defray the cost of technology wherever possible.

## Equipment Plan

The Long Lake Central School District has projected the following equipment needs, to be reviewed and revised annually. Time frames and priorities for equipment acquisition are subject to change.

### **2014-2015**

Infrastructure:	5,000
Server:	0
Staff:	1,700
Student:	1,500
Instructional:	2,000
Miscellaneous:	1,800
Total:	12,000

### **2015-2016**

Infrastructure:	5,000
Server:	0
Staff:	1,700
Student:	3,000
Instructional:	0
Miscellaneous:	2,800
Total:	12,500

### **2016-2017**

Infrastructure:	3,000
Server:	0
Staff:	2,500
Student:	2,800
Instructional:	2,000
Miscellaneous:	2,800
Total:	13,000

## Evaluation Plan

- The Technology Committee will report their accomplishments to the BOE through minutes of their meetings.
- The Technology Committee will review and revise the Technology Plan each year.
- Staff and student surveys will be used to monitor progress and changing needs.
- The Technology Coordinator will maintain a hardware and software inventory.
- Community surveys will be used to monitor community involvement.
- NETS.S Performance indicators will be used to measure student skills.
- The Business Manager, Superintendent and Technology Coordinator, using their own and Technology Committee recommendations, will review and revise a requested budget annually.

- The Technology Committee will meet regularly and submit minutes to the record for all meetings. These minutes will be available to the Superintendent, the BOE and the public.
- The Technology Committee will work with the Professional Development Committee to plan for technology training for staff.
- The Superintendent will include classroom technology training and integration in staff evaluations.