Minnesota Department of Education

2013-2016 TECHNOLOGY PLANNING FOR SCHOOL DISTRICTS

SCHOOL DISTRICT 2759
--EAGLE VALLEY PUBLIC SCHOOLS

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OFFICIAL SUBMISSION CERTIFICATION

This 2013-2015 Technology Plan is the official submission of the

EAGLE VALLEY PUBLIC SCHOOL SYSTEM
(SCHOOL DISTRICT 2759)

Barry Johnson, Superintendent

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District Technology Plan
Independent School District #2759

<center>Eagle Valley Public Schools</center>
<center>Clarissa, MN 56440</center>

I. Planning and Needs Assessment

Organization Leadership and Technology Planning Committee

The Eagle Valley School District's Superintendent provides the necessary leadership within the District to ensure that technology continues to improve and positively enhance the participants. Scott Wegner, Technology Director oversees the technology plan and implementation and reports to the superintendent and school board.

The Technology Director, with administrative involvement, will seek to assist in technology development in the following ways:

- Communicate changes in technology to all participants within the school and community
- search for and provide funding for maintenance, expansion,

  and training

- Guide implementation of educational programs within technology that assist and enhance educational opportunities for participants
- Establish and implement an annual line item technology budget
- Ensure that appropriate technological training is included in the District's staff development plan
- Utilize technology administratively and participate in training to achieve quality technical usage

Technology Planning Committee

A Technlogy Committee, composed of approximately 8 members is responsible for updating and implementing a technology plan for the Long Prairie-Grey Eagle School District. The representatives looked to a future with continuously evolving technology as a challenge for the District to meet.

The Technology Committee is committed to the process of developing and evaluating the District's technology plans. Members' input is vital to the success of developing and implementing the plans. The Committee continuously searches for ways to make it more effective and representative of the community and the District. The Committee will meet quarterly and report to the School Board.

Members of the Technology Committee:

Administration:
       Duane Motzko, Dean of Students
       Barry Johnson, Superintendent
Teachers:
       Stephanie Eckel, English Teacher
       Cheryl Taylor, Middle School Teacher
       Lesa Boser, English Teacher
District Level Support Staff:
       Scott Wegner Technology, Director
       Melissa Polovick, District Office
School Board Members:
       Michael Stormoen

Demographics of School District

Eagle Valley School District #2759 is located in the rural area of central Minnesota. The Eagle Valley School District serves the communities of Eagle Bend and Clarissa. Many of the residents in the communities have incomes well below the state average. For example, Todd County is ranked near the bottom for the average per capita income of its residents. Many of the residents and their children within the school district do not have the means to provide themselves with the technical equipment and the training needed to benefit themselves and society. The Eagle Valley School District #2759 has approximately 250 students enrolled with 150 eligible for free or reduced meals.

Needs Assessment

It is important for technology to provide unity between curriculum and technology usage. Currently, the district employs one part time Technology Director and one part-time Technology Coordinator to take care of network, hardware, and software needs. As the District begins to implement more software packages, it needs to ensure that no duplication occurs and that the programs are properly used. The Technology Committee reviews technology requests (software and hardware) from the staff. The Technology Committee then approves and prioritizes requests according to the overall District needs. The Committee also works in conjunction with the Staff Development Committee to provide proper training to the staff and to assist with integration into the curriculum. Staff will benefit from the increase in training and utilize the equipment more effectively to better serve the school and the students. Opportunities to improve curriculum and use technology in the classroom will increase. Time management effectiveness will increase as

more practices and programs are implemented.

From time to time, information requests are sent out to staff and students (by the Technology Committee) to obtain opinions and needs for technology.   Surveys were also created and distributed   to community members and students as part of the strategic planning process. Because 39% of our students do not have access to the Internet in their homes, it is necessary to provide computer access outside of the school day.   We also offer community courses in technology for the benefit of the community.

Students will gain the opportunity to take training needed to succeed in society. They will have access to technology that will assist them in their education. They will learn the latest technology, which will help them determine their chosen career. Students begin learning at a younger age the fundamentals of technology. They acquire the necessary confidence in technology usage that will allow them to be successful at the high school level and beyond as they face increasingly difficult applications, and continuously changing and evolving technology.

The entire Eagle Valey School District benefits as the lines of communication increase through the promotion and usage of Internet and Intranet within the community and schools. The District and the community come closer together as each step of the Technology Plan is implemented. The cost may be high for the District, but the overall advantage of well-educated students and a well-informed community allows for better decision-making practices.

It is important for the Technology Director to provide unity between hardware and software management and system performance. The Technology Director assist the other members of the Technology Committee and the Staff Development Committee to schedule training. He meets with the staff to discuss the needs of the students and how technology can enhance the curriculum.

II. Visions, Goals, Objectives and Strategies for Technology

Eagle Valley Schools have a tradition of using technology to enhance instruction and support administrative functions. Dramatic changes in technology have made staying current
With hardware, software, and skills challenging. We cannot avoid technology. It has penetrated every aspect of life from the home to the job. In our technology-based society, we must continually evaluate our teaching practices. We must incorporate appropriate technologies to be A progressive and dynamic learning organization. Technology itself matters less than the changes it triggers in the substance, content, and focus of our schools and learning. It is important to recognize that we are entering an era where technology will move beyond making what we have always done easier and faster to doing things that just were not possible before.

We believe that technology is an essential component of providing quality education to all our students.

Independent School District #2759 believes that all members of its District have the capabilities

to acquire knowledge of technology and its usage. Enhanced technology usage allows students better learning opportunities and experiences. These learning opportunities and experiences prepare students to be active members of society with the ability to think independently, make decisions, analyze problems, and utilize information. All members of the community become life-long learners with access to an environment rich in technology that allows them to be productive, to their fullest potential, in a continuously evolving society. Technology can also facilitate individualized learning programs so that the interests and pace of learning of each student can be accommodated.

All students will have the ability to use listening, communication, and critical thinking skills. They will know how to access and use information and resources available to them within the school, community, and the world.   They will know that boundaries and barriers in the dissemination of information are ever decreasing, making it easier for all members of society to work together in order to share ideas and information.

It is the mission of the Eagle Valley School District to successfully do the following:

Goal 1: Teachers, administrative staff, and students will use technology to better communicate with parents, community members, and each other.

The Eagle Valley staff and teachers have created websites with the goal of communicating with students, parents, community, and global members in terms of what our school District is all about, as well as what the District is doing. There is an ongoing need to update and improve the quality of these websites.

Though our Student Information system we provide parents with access to their children's attendance and grading records via the web. This program will evolve to allow parents to monitor their children's progress more actively, as opposed to traditional progress reports and phone calls from educators. We have also implemented student logins to our SIS so they can monitor their grades as well.

ISD 2759 also has implemented a robust website that will inform parents and community members of events and happenings in our District.

Tools such as attendance programs, grading programs, and lunch counts are used in decision making on a daily basis. IEP forms are created on-line. All this information is online and available for those who need it.

Goal 2: Enhance the quality of resources by utilizing information and equipment currently available to staff and students.

ISD 2753 has a vast access to video streaming applications. Through Video Streaming, teachers

have instant video availability to almost any subject.

We are currently working on expanding our wireless infrastructure to one day implement a one to one environment with devices.

Goal 3: Guide technology use as a means to individualize learning for staff, students, and community in order to enhance basic skills, critical thinking, and problem solving.

Computerized and on-line assessments are tools used in most classes. The use of online assessments utilizing Renaissance Learning, can be used by all teachers in the district. The reading classes are utilizing Accelerate Reader and Read 180 extensively.   Reading and math skill levels are also being determined through the use of Star Reading testing at the elementary and middle school levels.

Goal 4: Maintain adaptability in technology usage that allows for change, expansion, and enhancements, which benefit staff, students, and community.

Some courses offer alternate forms of communication, specifically in digital format. Some educators publish their notes, discussion items, PowerPoint presentations, and/or homework to their students over the schools website. Some textbook companies also offer assistance to students through websites; as a result, teachers link these textbook sites from their homepages for students. All students (and parents) with computer access are able to view this information.

III. Policies and Procedures

Internet Policy and Network Acceptable Use Policy

The Eagle Valley School District has an Internet Policy and a Network Acceptable Use Policy. These policies are published in the student handbook and are also available on the school's web page.

Equitable access for students with exceptional needs

Because of the small size of our District, we are able to cover students with exceptional technology needs on a case-by-case basis.

Data and Network Security

The Eagle Valley School District currently uses Cipa Filter software in conjunction with a

firewall to provide Internet filtering and security. This allows us to keep all workstations and servers on a local network, unable to be seen by the outside world. Eagle Valley School District data servers are Windows 2003. All sensitive data, such as student information, transcripts, and financial data, are stored off site through hosted services.

Internet Safety and Children's Internet Protection Act Compliance (CIPA)

The Eagle Valley School District utilizes Cipa Filter solution to do Internet filtering.

IV. Technology Infrastructure, Management, and Support

Network and Intranet

The Windows 2003 Active Directory Services are used for security for Windows XP/7 based computers, along with Vexira for virus protection.

Internet

We use CIPA Filter for content filtering and logging. The District policy and use contract for Internet access is found in Appendix A.

Disaster Recovery

Veritas Backup Exec, along with disk mirroring is used for Windows 2003
Server backup. External USB Drives are used to backup. Our Student and Financial records are hosted offsite.

Technical and User Support

Some district technical support is provided through the Freshwater Education District. The District also contracts the support of various software vendors, such as Accelerated Reader. Firewall support is though Cipa Filter.

Technical support is also provided by the District's Technology Director. The directors assists with technology implementation of all hardware and software within the District. He monitors and maintains the day-to-day technology functions of the District's network.

The Technology Director is an employee of the School district. That position is included in the technology budget. Increased usage brings an increase in maintenance and troubleshooting, which can be managed by remote support, imaging, and good technology.

Telecommunications

Telecommunications/Internet Connectivity Chart

QUESTION	RESPONSE
What is your Telecommunications/Internet connectivity capacity in your school district or school for Internet access and video connectivity?	Internet—Shared 200 mb through 1 gb fiber connection to our Education District (Freshwater) Video—fiber connection with Education District for ITV courses.
Do you have plans to expand this Capacity within the next three to four years?	Yes
If you plan to expand Telecommunications capacity, what will be your anticipated capacity by the end of this planning period (July 1, 2015)?	To be determined by Freshwater (1Gig)
What is your student to Internet-Connected computer ratio? What will this ratio be at the end of the planning cycle?	4 students to 1 computer At least 2 students to 1 computer or better
What is your teacher to Internet- connected computer ratio? What will this ratio be at the end of the planning cycle?	1 teacher to 1 computer 1 teacher to 1 computer
Are the majority of the computers accessible for students located within labs or classrooms?	Labs and Classroom laptops
What is the average age of computer equipment used for instruction?	5 years

QUESTION	RESPONSE
What is timeline for your computer equipment replacement cycle?	Every 7 years
What is your computer platform? PC-based, Macintosh-based or both?	Both Macintosh and Windows based
How many technology support staff do you have to manage your technology infrastructure and network?	1 part-time
Is the technology support staff sufficient to effectively manage your technology infrastructure and network? If not, what staff capacity do you think you need?	Yes
Is assistive technology for students with special needs provided and supported in your school district or school?	Yes

Are technology support staff provided with the necessary training they need, including training associated with assistive technology?	Yes
How and when are technology support staff provided with training?	Workshops and team consulting--throughout the school year and summers
What particular challenges does your school district or school face in providing sufficient access and technology resources to your staff and students?	Adequate technology in place to handle on-line testing by the State and local District Sufficient funding to keep infrastructure current

V. Role of School Media Center

ISD #2759 has one media center, which is linked by a single electronic library catalog and circulation database. Our media center is able to provide an educational environment in which students will locate, access, utilize, and evaluate information in a variety of formats to meet their educational and personal needs. Staff members are encouraged to take advantage of the curricular support that the media centers offer.

The Library Media person oversees and is responsible for the budget and all purchasing. The media center is staffed by a library paraprofessional.

The Media Center has additional computers for student use. Teachers are able to schedule their classes into the media lab and/or computer lab for print and electronic research, word processing, use of computer software, and to do multimedia presentations. Students are given instruction on how to conduct their research most effectively and how to develop methods of presentation including iMovie and PowerPoint.

The media center staff encourages teachers to integrate technology into both their presentations and that of their students.

Independent School District #2759 partners with Freshwater Educational Telecommunications District for delivery of our ITV classes that include both classes for college and high school

credit.

VI. Staff Development and Training

This Technology Plan simply will not succeed if we do not adequately prepare our staff. We must regularly adjust our expectations and teaching methods and practices to include the technology resources available to improve student performance. We believe that training which focuses on integration of technology in teaching and learning practices rather than just offering technical know-how training will provide the most benefit to impact student achievement.

The District Technology Committee works with the Staff Development Committee for their technology planning. The staff development plan focuses on the training elements necessary for effective technology. We encourage staff to take technology courses offered through the District or its affiliation with its training partners. The District will promote workshops and in-services on a regular basis in the uses of technology in specific curriculum areas. Time away from our work for training is a luxury most staff cannot afford. We plan to continue to use and develop our resources to

- maintain the necessary staff to enhance the quality of technology in the District.

- continue to link curriculum to technology.

- continue training programs from last year at levels appropriate for each staff member.

- continue staff development training as needed to enhance technology usage.

- develop curriculum to be used in the classroom

VIII. Implementation Plan

Each year some items may change but the time lines should be constant.

SCHOOL YEAR 2013-2014:

- Maintain network switches as needed.
- Clean and maintain all projectors.
- Renew and upgrade Cipa Filter
- Continue district wide interactive whiteboard deployment.
- Evaluate teacher workstations for potential upgrades.
- Continue to evaluate staff development needs.

SCHOOL YEAR 2014-2015:

- Replace Staff computers in the district.
- Upgrade network switches as needed.
- Begin district wide wireless deployment.
- Clean and maintain all projectors.
- Renew and upgrade Cipa Filter.
- Continue district wide interactive whiteboard deployment.
- Continue to evaluate staff development needs.
- Start one to one computing for students

SCHOOL YEAR 2015-2016
- Maintain network switches as needed.
- Evaluate and possibly replace projectors.
- Renew and upgrade Cipa Filter.
- Continue district wide interactive whiteboard deployment.
- Evaluate teacher workstations for potential upgrades.
- Continue to evaluate staff development needs.
- Continue one to one computing for students

The District Administrative Office must approve any technological purchases made within the District. These purchases must adhere to the District Technology Plan or be approved by the Technology Committee.   All expenditures will be channeled through the Eagle Valley District Office. The expenses will be compared regularly with the current budget set aside for technology. The School Board will make decisions about current and future budgets based upon recommendations from the administration and the Technology Committee.

Technology
Inventory

The following is an overview of the District's technology inventory. The completed inventory is on file at the Eagle Valley administrative offices and available upon request.

Eagle   Valley
Technology Inventory
(Overview)

The backbone of the District's technology is fiber optic cabling supported by enhanced CAT-5 cabling to all work stations in all buildings. All classrooms and office areas as well as food services and environmental control areas are presently cabled. A 1gb fiber optic line services Internet access to the district. The following is a sample of the "backbone" inventory in all schools at the present time.

IX. Evaluation Plan

The Technology Committee actively meets to review technology usage within the School District to ensure maximum benefits of integration of technology and curriculum. The Technology Plan will be continuously modified and changed as called for by the demands of the participants.

The evaluation process will include, but not exclusively, the following components:

Analysis of technical skills demonstrated by the students in their classes.

Amount of usage by the community will assist in determining success of community programs of the District.

Feedback by instructors will be crucial to determine if the technology programs and practices meet the needs of the curriculum.

Strategic Planning Surveys

The Technology Committee meets quarterly. The Committee makes recommendations for changes or modifications to the Technology Plan. All changes and modifications must meet guidelines as specified by Strategic Planning. The Technology Committee will review progress and assess the need for changes to the Plan. The Committee makes revisions to the Technology Plan as necessary, which is then presented to the School Board for approval (if major changes are made).

Training in Microsoft Word, Excel, and Powerpoint was offered to all staff.

Because of the continuous upgraded components offered by JMC, in-services are conducted in regard to grading, employee access capabilities, and graduation standards curriculum mapping.

Strategic Planning has helped us evaluate our needs and with the District's direction, we will move ahead with plans for improved technological buildings.

Our District is preparing for the future computerized MCA testing.

With are looking at moving technology to lower grade levels in order to help them prepare for computerized testing, etc.

In conclusion, we have found that we have met our technology hardware requests, but still have to spend more time and effort evaluating our software needs in order to plan for the long-range. We also need to increase the time spent on training our staff and students on the use of the technology available to them.

INTERNET ACCESS ACCEPTABLE USE POLICY

INTERNET TERMS AND CONDITION OF USE 1.

ACCEPTABLE USE: The purpose of the internet is to support research and education in and among academic institutions. In doing this it provides access to unique resources and the opportunities for collaborative work. The use of your internet account must be in support of education, research and consistent with the educational objectives of the Eagle Valley School District. Use of other organization's networks for computing, must comply with the rules of the school's network. Transmission of any materials in violation of any state or federal regulations is prohibited. This includes, but is not limited to: copyrighted materials such as books, music, lyrics, photographs; threatening or obscene materials, pornographic or materials protected by trade secrets. 2. PRIVILEGE: The use of the internet is a privilege, NOT A RIGHT. Inappropriate use of the computer equipment and programming will result in a cancellation of the privilege. In order to access the computer internet, you will need to be a part of a discussion on the proper uses of the computer network. The system administrator and principal will make the decision of what is appropriate, their decision is final. The system administrator may close an account at any time. They may revoke, deny or suspend specific computer access, without notification. 3.

NETWORK ETIQUETTE: You are expected to follow these rules of computer etiquette, but are not limited to:
a. Be polite. Do not become abusive to others in your messages. b. Use appropriate language. Do not use swear words, vulgar language and any other
inappropriate language. Illegal activities are forbidden. c. Do not reveal your personal address, name, phone number of yourself, other students and/or
colleagues.
46**d. NOTE: E-mail is not guaranteed to be private in an educational system. The system administrator and others have access to all mail. Messages relating to or in support of illegal activities, may be reported to the authorities.**
e. Do not use the internet in such a way as to disrupt the use of the network by others. 4. Eagle Valley School District makes no warranties of any kind, whether expressed or implied, for the service it is providing the Eagle Valley District. EVPS will not be held responsible for damages you may suffer due to the loss of data resulting from delays, miss-deliveries, non- deliveries, or other service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained through the internet is at your own risk. EVPS denies any responsibility for the accuracy or quality of information obtained through its services. 5.   SECURITY: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify the system administrator or teacher. Do not demonstrate the problem to other users. Attempts to log into the computer system as an administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet. 6. VANDALISM: Vandalism will result in the cancellation of computer privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of

the many agencies or networks connected through the internet to us. This includes, but is not limited to, the uploading or creation of computer viruses. 7. Students caught tampering with the school's equipment, the computer system, or any other person's data will be subject to disciplinary action, which may include criminal prosecution. It is a crime (misdemeanor or felony) to violate the school's computer system without the expressed permission from the owner of the computer system or data and to be caught doing anything to those systems or data without prior approval of the school or the individual. 8.   The school gives each student a log in name, and the student chooses a password. Students caught on any computer logged in as anyone else: WILL BE TAKEN OFF THE COMPUTER FOR A PERIOD OF UP TO ONE YEAR. 9.

Students are not allowed to be on a teacher's computer, in the classroom, unless it is for a strictly educational purpose, the student must NOT be logged in under the teacher's name and password. 10. NO person will be allowed to play internet related games. Any game that must be accessed by getting on the internet first is not allowed. You will be taken off of the computer for a period of not less than two weeks.

TEACHER/ STAFF INTERNET USE AGREEMENT:

I have read the 2010-2011 Internet Use Agreement Policy; I will abide by the terms of the agreement. I will supervise the student use of the internet in the context of the educational purpose for which it is intended. I accept full responsibility for the supervision of students in my classroom when internet usage is a part of the coursework. I will report any violations to the administration and/ or technology coordinator.

Staff name _____**User name**_____
Password_____
Signature_____ **Date**_____