Vallecitos School District

Technology Action Plan
2013-2016

This plan is for E-Rate.

David Jones, Superintendent

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Plan Duration, Overview and Vision

Vallecitos School District is a one-school district in rural north San Diego County. We have 220 students and eight teachers. The student population is largely Hispanic- Latino (60%) and White (32%) with 34% of students who are English Learners.

The Vallecitos School District will use technology to improve student achievement and produce responsible citizens, effective communicators, and creative problem solvers who have a passion for lifelong learning. The plan will be in effect for three years, from July 1, 2013 through June 30, 2016. The plan will be reviewed and updated annually to align our action steps with new technologies and current research about the effective use of technology in the learning environment as these change and evolve. This educational technology plan will also serve as our approved Erate plan for 2013-2016.

The plan addresses the use of education technology to improve teaching and learning. It describes the training and professional development that staff will need to effectively use technology; the hardware, software and support needed; funding for technology; guidelines for monitoring and evaluating progress towards our goals and objectives; collaboration with adult literacy providers; and the relevant research on which the plan is based.

Required Element 1: Education Goals and Strategy

List goals and realistic strategy for using telecommunications and information technology to improve education services.

The Vallecitos School District will use technology and digital learning resources to help produce students who are responsible citizens, effective communicators, and creative problem solvers who are well prepared to compete in a global environment. In our classrooms, technology will integrated to ensure that our students achieve both academic and technology proficiency. Students will be provided instruction utilizing hardware and software applications aimed at improving academic achievement, student engagement, collaboration and communication. They will learn to communicate using digital media tools (Google Apps, websites, etc.). They will become skilled producers and consumers of information, able to safely and responsibly access and organize information through the use of the Internet, search engines, and Web 2.0 tools. They will develop into good digital citizens, learning to evaluate the accuracy of information, cite sources, understand plagiarism, and use technology in safe, responsible, and legal ways. We will provide students with these technology-infused experiences in each content area.

Goal 1a-d. District will Integrate technology into the core instructional program with a focus on 21st century learning to improve student achievement and increase college and career readiness skills as defined by the Common Core State Standards.	
Objective 1	**Teachers will develop and implement lessons that integrate technology with District curricular goals and academic content standards using Common Core State Standards supported by the ISTE NETS.**
Year	**Annual Benchmarks**
2013-2014	50% of teachers will implement technology infused lessons as evidenced by superintendent observations, or sharing with colleagues through participation in a PLC, user group, or training session. Teachers will share exemplar lessons through Google Sites.
2014-2015	65% of teachers will implement technology infused lessons. Teachers will share exemplar lessons through Google Sites.
2015-2016	80% of teachers will implement technology infused lessons. Teachers will share exemplar lessons through Google Sites.

Objective 2	**Students will demonstrate proficiency in Common Core State Standards as measured by State and Federal Accountability systems and District formative and summative measures.**
Year	**Annual Benchmarks**
2013-2014	■ Students will demonstrate increased proficiency in English Language Arts and Mathematics by increasing the percentage of students school-wide and numerically significant subgroups scoring in the proficient and advanced range on the California Standards Tests by one or more percentage points each year. ■ The number and percentage of students scoring in the far below basic range on the California Standards Tests (and in the future Standards Based Assessments) school-wide and for numerically significant subgroups will decrease each year. ■ The percentage of English Learners meeting the Annual Measurable Academic Objectives (AMAO) will increase by one or more percentage points each year.
2014-2015	■ Students will demonstrate increased proficiency in English Language Arts and Mathematics by increasing the percentage of students school-wide and numerically significant subgroups scoring in the proficient and advanced range on the California Standards Tests by one or more percentage points each year. ■ The number and percentage of students scoring in the far below basic range on the California Standards Tests (and in the future Standards Based Assessments)

	school-wide and for numerically significant subgroups will decrease each year. ■ The percentage of English Learners meeting the Annual Measurable Academic Objectives (AMAO) will increase by one or more percentage points each year.	
2015-2016	■ Students will demonstrate increased proficiency in English Language Arts and Mathematics by increasing the percentage of students school-wide and numerically significant subgroups scoring in the proficient and advanced range on the California Standards Tests (and in the future Standards Based Assessments) by one or more percentage points each year. ■ The number and percentage of students scoring in the far below basic range on the California Standards Tests school-wide and for numerically significant subgroups will decrease each year. ■ The percentage of English Learners meeting the Annual Measurable Academic Objectives (AMAO) will increase by one or more percentage points each year.	

Implementation Plan

ACTION STEP PERSON/S RESPONSIBLE		TIMELINE		
		2013-2014	**2014-2015**	**2015-2016**
Develop and implement District Technology Standards which align with the ISTE NETS standards and CCSS College and Career Readiness.	Superintendent, other designated personnel determined by superintendent	✓	✓	✓
Create K-8 grade level sample lessons integrating technology standards (ISTE NETS) which support core curriculum and CCSS.	Superintendent, other designated personnel determined by superintendent	✓	✓	✓
Train teachers on integration of technology standards (ISTE NETS) and CCSS into lessons.	Superintendent, other designated personnel determined by superintendent	✓	✓	✓
Create and implement core curriculum which integrates technology (ISTE NETS) and CCSS.	Classroom teachers	✓	✓	✓

Observe and/or review technology integrated lessons, shared at PLCs, user groups, or training, and posted to Google Site to be shared by all teachers.	Superintendent, other designated personnel determined by superintendent	✓	✓	✓
Teachers will utilize digital formative and summative applications to make instructional decisions, provide appropriate enrichment or intervention, monitor student progress, and increase opportunities for student success. (Study Island, Compass Learning, Digital Content Portal)	Superintendent, teachers, other designated personnel determined by superintendent	✓	✓	✓
Teachers will review student data to make instructional decisions, provide appropriate enrichment or intervention, monitor student progress, and increase opportunities for student success.	Superintendent, teachers, other designated personnel determined by superintendent	✓	✓	✓

1e(a). Goals and implementation plan for addressing the appropriate and ethical use of information technology.

The District will review and update Board policy on the ethical use of technology and will address the issues of copyright, plagiarism, hacking, viruses, and file sharing for teachers, parents, students, and administrators. The Superintendent will develop or acquire lesson plans on these topics for teacher use.

Goal: District will provide instruction on ethical, safe, and accurate use of digital information for all students and teachers.	
Objective	**Students will demonstrate knowledge of the ethical use of information and information technology.**
Year	**Annual Benchmarks**
2013-2014	50% of students will demonstrate knowledge of the ethical use of information technology as indicated by student surveys administered in 5th and 8th grade.
2014-2015	65% of students will demonstrate knowledge of the ethical use of information technology as indicated by student surveys administered in 5th and 8th grade.
2015-2016	80% of students will demonstrate knowledge of the ethical use of information technology as indicated by student surveys administered in 5th and 8th grade.

Implementation Plan

ACTION STEP PERSON/S RESPONSIBLE		TIMELINE		
		2013-2014	**2014-2015**	**2015-2016**
Review and update policy to reflect new legislative requirements concerning the ethical use of information technology.	Superintendent, other designated personnel determined by superintendent	✓	✓	✓
Present and distribute updated policy on ethical use.	Superintendent	✓	✓	✓
Update Acceptable Use Policy forms/information for students and staff to reflect legislative requirements.	Superintendent,	✓	✓	✓
Post acceptable use information in computer labs, libraries, classrooms and on District website.	Superintendent, other designated personnel determined by superintendent	✓	✓	✓
Provide training for all administrators and teachers	Superintendent, other designated personnel	✓	✓	✓

on ethical use policy.	determined by superintendent			
Create or adopt lessons (*Common Sense Media, CyberSmart!, BrainPOP)* regarding ethical use of information technology for each grade span (elementary, middle)	Superintendent, other designated personnel determined by superintendent	✓	✓	✓
Teach lessons to all students (including subgroups: GATE, EL Special Ed, low income, etc.).	Teachers	✓	✓	✓
Assess student knowledge of ethical use of digital information and technology using surveys.	Teachers	✓	✓	✓

1.e (b) Goals and implementation plan for digital citizenship

The District will update Board policy to address the issues of safety, privacy, and security in a digital environment. Lesson plans that explain why and how to protect private identity information, how to avoid online predators and when to seek the help of a trusted adult, about cyber-bullying and the importance of password security, and other topics related to Internet safety will be developed or adopted for each grade span.

Goal: Teachers will provide instruction on creating a collaborative digital citizenship environment and protecting Internet safety for all teachers and students.	
Objective	**Students will demonstrate knowledge of Internet safety.**
Year	**Annual Benchmarks**
2013-2014	50% of students will demonstrate knowledge of Internet safety as indicated by student surveys administered in 5th & 8th grades.
2014-2015	65% of students will demonstrate knowledge of Internet safety as indicated by student surveys administered in 5th & 8th grades.
2015-2016	80% of students will demonstrate knowledge of Internet safety as indicated by student surveys administered in 5th & 8th grades.

Implementation Plan

ACTION STEP PERSON/S RESPONSIBLE		TIMELINE		
		2013-2014	2014-2015	2015-2016
Review and update policy to reflect legislative requirements concerning Internet safety.	Superintendent, other designated personnel determined by superintendent	✓	✓	✓
Present and distribute updated policy.	Superintendent	✓	✓	✓
Update Acceptable Use Policy forms/information for students and staff to reflect legislative requirements.	Superintendent, other designated personnel determined by superintendent	✓	✓	✓
Post acceptable use information in computer labs, libraries, classrooms and on District website.	Superintendent, other designated personnel determined by superintendent	✓	✓	✓
Provide training for all administrators and teachers on safety and security.	Superintendent, other designated personnel determined by superintendent	✓	✓	✓
Create or adopt lessons (*CyberSmart!, common Sense Media*) regarding security, privacy, and safety for each grade span (elementary, middle)	Superintendent, Teachers, other designated personnel determined by superintendent	✓	✓	✓
Teach lessons to all students, including subgroups: EL, GATE, special education, low income, etc.	Teachers	✓	✓	✓
Assess student knowledge of ethical use of digital information and technology using surveys.	Teachers	✓	✓	✓

Required Element 2: Professional Development

Goals, measurable objectives, annual benchmarks, and implementation plan for professional development.

The District will continue to combine training efforts with technology basics: teachers will have time to become familiar with new hardware and software; develop their ability to select and use productivity tools; learn how to use online resources, help features, and problem-solve basic issues. As they are becoming more proficient with software, tools, and web applications, they will receive training on how to integrate technology with academic content to align with the Common Core State Standards. Teachers will be given time to develop and share technology-integrated lessons and effective strategies.

The Vallecitos teachers' technology staff development will focus on their ability to: facilitate creativity, collaboration, and communication; develop critical thinking and problem solving skills; increase students' information fluency; promote digital citizenship; and design digital-age learning experiences and assessments. The identified skills are aligned with the National Educational Technology Standards (NETS) and the CCSS.

Goal 2 a-c. Staff will understand how to use new and existing information and communications technologies to improve education services.	
Objective	**Teachers will participate in professional development training to integrate technology into the curriculum to improve student achievement as measured by training records, surveys and classroom observations by Superintendent or other designee.**
Year	**Annual Benchmarks**
2013-2014	50% of teachers will demonstrate proficient use of digital resources provided by the District as evidenced through classroom observations, sharing lessons through collaborative Google Site or by sharing with colleagues during professional development sessions. Including but not limited to: Google Apps, Study Island, Compass Learning, Digital Content Portal, classroom interactive technologies, multimedia classroom stations, etc.) 100% of teachers and staff (as appropriate) will participate in District technology training related to Google Apps for Education, Study Island, Compass Learning, Digital Content Portal, Cyber Safety and Digital Citizenship, general technology use, and relevant classroom applications.
2014-2015	65% of teachers will demonstrate proficient use of digital resources provided by the District as evidenced through classroom observations, sharing lessons through collaborative Google Site or by sharing with colleagues during professional development sessions. Including but not limited to: Google Apps, Study Island, Compass Learning, Digital Content Portal, classroom interactive

	technologies, multimedia classroom stations, etc.)
	100% of teachers and staff (as appropriate) will participate in District technology training related to Google Apps for Education, Study Island, Compass Learning, Digital Content Portal, Cyber Safety and Digital Citizenship, general technology use, and relevant classroom applications.
2015-2016	80% of teachers will demonstrate proficient use of digital resources provided by the District as evidenced through classroom observations, sharing lessons through collaborative Google Site or by sharing with colleagues during professional development sessions. Including but not limited to: Google Apps, Study Island, Compass Learning, Digital Content Portal, classroom interactive technologies, multimedia classroom stations, etc.)
	100% of teachers and staff (as appropriate) will participate in District technology training related to Google Apps for Education, Study Island, Compass Learning, Digital Content Portal, Cyber Safety and Digital Citizenship, general technology use, and relevant classroom applications.

Implementation Plan

ACTION STEP PERSON/S RESPONSIBLE		TIMELINE		
		2013-2014	**2014-2015**	**2015-2016**
Conduct an annual needs-assessment to determine current and ongoing technology professional development needs.	Superintendent			
Provide training for staff on Google Apps for Education, Study Island, Compass Learning, Digital Content Portal, Cyber Safety and Digital Citizenship, new and existing hardware, general technology use, and relevant classroom applications.	Superintendent, other designated personnel determined by superintendent			
Provide in-classroom coaching, demonstrations, feedback as determined by needs-assessment results.	Superintendent, other designated personnel determined by superintendent			
Provide time for teacher collaboration with a focus of	Superintendent, other designated			

technology integration into lessons, and sharing effective lessons and strategies.	personnel determined by superintendent			
Observe technology integration practices during instruction.	Superintendent			

Documentation: annual survey results, signature sheets for professional development activities, access to collaborative Google Site, calendar of professional development events, evidence/ artifacts of met goals

Required Element 3: Infrastructure, Hardware, Technical Support, and Software

Existing infrastructure, telecommunications and information technology hardware (e.g. telephone system, computer hardware), software, and Internet access, to improve education services.

3a. Infrastructure and Hardware
- Current network connection to SDCOE is a ATM DS3 with 10mbps of bandwidth
- Network Firewall is a Cisco PIX 515E
- 6 Cisco 3560 Ethernet switch, 1 Cisco 2950-24 Ethernet switch, and 1 Cisco 3750 ethernet switch
- In order to improve document backup, security, and storage, the Vallecitos School District is now utilizing the San Diego County Office of Education's CloudConnect services.
- 7 Cisco AP1231G Wireless access points were added to improve the overall capacity and coverage of the wireless system, however, the District is in need of a district-wide upgrade for wireless capabilities.
- Websense content filtering was installed and is hosted by SDCOE to ensure students and staff only access educational and work related websites.
- Seventy (70) refurbished computers were donated to Vallecitos in February 2013. Computers meet the CDE definition of "new." All classrooms now have seven networked computers and a multimedia station, including an LCD projector and document camera.
- Presently 9 of 13 teachers have laptop computers; however, none of them meet the CDE definition of "new."
- The District has one computer lab equipped with twenty-four desktop computers. The lab computers; however, do not meet the California Department of Education definition of current technology, which is four years or newer.
- Telephone system: Voice over IP (VoIP). Voice gateway is a Cisco 2851, 8 Cisco 7961 phones, 12 Cisco 7941 phones, and 1 Cisco 7911 phone.

3b. New technology needed over the course of the three year plan duration

Infrastructure and Hardware: During the course of this plan the Vallecitos School District has significant infrastructure and hardware upgrades in need of implementation. However, any upgrade in infrastructure and hardware is contingent on available funding. These needs include:
- Infrastructure and hardware to establish a robust wireless network which will support 1:1 computing and blended and online learning environments.
- Maintain and upgrade infrastructure and hardware to continue seamless and uninterrupted connection to San Diego County Office of Education who provides current CloudConnect environment, file servers, storage, instructional applications, etc.
- Maintain and upgrade infrastructure and hardware to implement online and blended learning environments (computers, personal computing devices, switches, cabling, Local Area Networking, connectivity to SDCOE)
- Upgrades to teachers' computing devices including laptops, printers and print servers, presentation tools including but not limited to document cameras, LCD projectors and screens.
- Monitor the student to computer ratio so that the number is kept as low as possible while keeping in mind funding restrictions
- Apply for E-Rate discounts annually to help fund infrastructure needs.

Software/ Electronic Learning Resources: The current software and electronic learning resources utilized for productivity, teaching and learning are listed below. Over the course of this plan the District will need to maintain and upgrade (as necessary) all licenses and subscriptions to provide access to these tools.
- Study Island
- SDCOE Digital Content Portal
- Northwest Evaluation Association (NWEA) Measurement of Academic Progress (MAPS)
- Google Apps for Education
- Microsoft Office (staff only)

The District plans to implement a learning management system for delivery of blended and online resources to students and families.

3c. Technical Support

The Vallecitos School District relies heavily on the San Diego County Office of Education for technology support. This support includes but, is not limited to:
- Weekly technician support to provide timely resolution of minor technical troubleshooting, repair and upgrades to hardware, installation of software, networking of workstations, etc.
- Professional development for teachers including Google Apps for Education, Compass Learning, integrating technology into teaching and learning, use of technology hardware and software, etc.
- Strategic planning and support for short and long range technology goals.

In addition site based efforts will include:
- Train interested staff member to take on role of Technology Resource Teacher
- Form Technology Committee

Infrastructure, Hardware, Technical Support, and Software Activities and Timeline

Implementation Plan

ACTION STEP PERSON/S RESPONSIBLE		TIMELINE		
		2013-14	2014-15	2015-16
Evaluate District WAN (Wide Area Network), upgrade/replace network hardware including: routers, servers, switches, & UPS	Superintendent, other personnel designated by superintendent	✓	✓	✓
Evaluate Site LAN (Local Area Network), upgrade/replace network hardware including: routers, servers, switches, & UPS	Superintendent, other personnel designated by superintendent	✓	✓	✓
Upgrade/ replace WLAN (Wireless Local Area Network) including centralized management	Superintendent, other personnel designated by superintendent	✓	✓	✓
Expand network bandwidth between district and SDCOE	Superintendent, other personnel designated by superintendent	✓	✓	✓
Provide network security and content filtering	Superintendent, other personnel designated by superintendent	✓	✓	✓
Expand use of Voice over	Superintendent, other	✓	✓	✓

IP and update access for data, voice and video to High Speed Fiber	personnel designated by superintendent			
Evaluate district phone service including cell phone usage	Superintendent, other personnel designated by superintendent	✓	✓	✓
Repair and upgrade current hardware	Superintendent, other personnel designated by superintendent	✓	✓	✓
Purchase additional hardware including computers, printers, document cameras, LCD projectors, mobile carts and other peripherals	Superintendent, other personnel designated by superintendent	✓	✓	✓
Monitor and decrease computer to student ratio as budget allows	Superintendent, other personnel designated by superintendent	✓	✓	✓
Designate/ train a site technology lead teacher or mentor	Superintendent, other personnel designated by superintendent	✓	✓	✓
Maintain district software licenses	Superintendent, other personnel designated by superintendent	✓	✓	✓
Create District Technology Committee/ Advisory	Superintendent, other personnel designated by superintendent	✓		
Software selection by Tech Committee (when established) and annual evaluation and purchases	Superintendent, other personnel designated by superintendent District Tech Committee (if in place);	✓	✓	✓
Implement use of	Superintendent, teachers,	✓	✓	✓

communication tools such as District web site and learning management system	other personnel designated by superintendent			
Expand and evaluate use of Compass Learning/ MAPS as an assessment tool	Superintendent, Teachers, other personnel designated by superintendent	✓	✓	✓

Required Element #4: Tech Plan Monitoring & Evaluation

4a. Describe the evaluation process that enables the school to monitor progress toward the specific goals and make mid-course corrections in response to new developments and opportunities as they arise.

A Technology Survey will be given to all certificated staff members at the beginning and end of each school year to monitor progress toward our technology goals. In addition, teachers will be asked throughout the school year to evaluate their individual progress and provide input to the Superintendent at regularly scheduled staff meetings. Based upon teacher input and in response to any new developments and opportunities, we will adjust our goals and priorities and provide appropriate professional development activities.

4b. Describe the evaluation process that enables the school to monitor progress toward the specific goals and make mid-course corrections in response to new developments and opportunities as they arise.

The end-of-year Technology Survey results and the Technology Plan will be evaluated by the end of each school year by the Superintendent and Technology Committee (once established).

4c.The plan must include an evaluation process that enables the school to monitor progress toward the specific goals and make mid-course corrections in response to new developments and opportunities as they arise.

E-rate goals and plan shall be reviewed and modified on an annual basis. Goals that were met or not met shall be discussed with the district Superintendent at the quarterly Technology Committee/ staff meetings. Any unexpected outcomes and mid-course corrections shall be addressed by the Superintendent and Technology Committee. Any goals that are no longer relevant shall be deleted from the plan**.**

Appendix I – Technology Plan Contact Information (Required)

Contact Information
(Required)

Education Technology Plan Review System (ETPRS)
Contact Information

*County & District Code: 37-68437

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