

# LUTIE R-VI SCHOOL DISTRICT

## Technology Plan 2003-2006

### OVERVIEW

Our society has truly moved from the Industrial Age into the Information Age. We find that the age and culture in which we now live is impacted in a substantial way by a wide variety of technologies. The students entering the Lutie R-VI School District today will graduate and live in the 21st century. We can no longer merely look to the past to determine how the educational process must operate. We must, to the best of our ability, anticipate the future needs of our society and prepare our students to be productive citizens in that society.

The Lutie R-VI School District is comprised of 63 certified and support staff, 97 high school students and 151 kindergarten through eighth grade students. The staff has made a commitment to provide the best education possible for all of our students. It is our belief that public education must be designed to prepare students for the future. Even though we are a small rural K-12 district, located in Ozark County in primarily a resort and farming based community, we are preparing them for a workplace and a home environment that is technologically oriented and which will demand workers and parents whom can use higher order thinking skills. Thus, we believe that students must be empowered with the tools necessary to learn how to learn in an information-based, technologically oriented society. In order to accomplish this, we, as educators must be visionary in our application of knowledge, technology, and educational methods. We must provide educational programs that will prepare students to function in a world in which much of the technology and knowledge they will use

has not yet even been discovered.

To this end, the Lutie R-VI School District believes that technology exists as a very powerful, essential tool in the education process for both students and staff. Technology is not a separate curriculum, but an appropriate part of every curriculum at every level of instruction. A key word in this process is "appropriate." Technology for technology's sake is a waste of precious resources. But, technology used in an appropriate way will bring tremendous rewards.

### **Lutie Mission Vision Statement**

The Lutie Board of Education, faculty, and staff strive to create an atmosphere that fosters self-respect and a sincere belief in the fundamental worth and dignity of every person. We believe, given time and appropriate resources, all students can learn and succeed. We are dedicated to assisting each student in his or her efforts to achieve maximum potential as a worthy and contributing member of an ever-changing society. We feel students will go from school to post-secondary school education or work with a greater feeling of self-esteem and confidence prepared to use their abilities and special talents. It is our belief that in order to develop well-rounded individuals, the effective utilization of instructional time is essential in the achievement of district goals. Students not displaying achievement appropriate to their abilities in basic skills shall be provided with support services that enhance achievement. Therefore, the mission of Lutie R-VI Accelerated School District is to **empower all students to succeed in a changing world.**

Revised December 2001

## **TECHNOLOGY MISSION STATEMENT**

The technology mission of the Lutie R-VI School District is to incorporate technology into the educational environment in such a way that it will encourage problem solving, exploration, and learning in the classroom. Technology will promote student-centered learning, while providing the most innovative learning tools accessible for all students and staff. Restructuring the learning environment will increase student achievement; support a comprehensive information system; encourage communication and develop lifelong learners. We feel with these skills all students will go from school to post-secondary school or work with a greater feeling of self-esteem and confidence prepared to use their abilities and special talents.

## **DISTRICT CSIP MISSION/VISION STATEMENT**

The Lutie Board of Education, faculty, and staff strive to create an atmosphere that fosters self-respect and a sincere belief in the fundamental worth and dignity of every person. We believe, given time and appropriate resources, all students can learn and succeed. We are dedicated to assisting each student in his or her efforts to achieve maximum potential as a worthy and contributing member of an ever-changing society. We feel students will go from school to post-secondary school education or work with a greater feeling of self-esteem and confidence prepared to use their abilities and special talents. It is our belief that in order to develop well-rounded individuals, the effective utilization of instructional time is essential in the achievement of district goals. Students not displaying achievement

appropriate to their abilities in basic skills shall be provided with support services that enhance achievement. Therefore, the mission of Lutie R-VI Accelerated School District is to **empower all students to succeed in a changing world.**

### **District CSIP Goals**

**The activities in each component of the School wide Program translate into District Goals.**

- ❑ To provide opportunities for teachers to participate in decision making through the Accelerated Schools Process. (Component 1)
- ❑ To provide parent/community members with educational and social opportunities within the Accelerated Schools Process. (Component 2)
- ❑ To offer teachers/staff with timely and informative educational opportunities. (Component 3)
- ❑ To integrate authentic/real world skills instruction across the curriculum. (Component 4)
- ❑ To identify students in need of and/or receiving specialized instructional services. (Component 4)
- ❑ To maintain school grounds and facilities that respond to student needs. (Component 4)
- ❑ To give students opportunities for preparation to grow academically and developmentally. (Component 5)
- ❑ To provide elementary children with transitional activities in preparation for middle school. (Component 5)
- ❑ To provide middle school children with transitional activities in preparation for high school. (Component 5)
- ❑ To provide high school children with transitional activities in preparation for post secondary experiences. (Component 5)
- ❑ To provide safety net programs for students at risk. (Component 6)

August 2000

**Our CSIP Plan is now in the process of revision to comply with the new CSIP Template that became available in January of 2003, for the purpose of this Technology Plan revision we have used our currently board approved CSIP Plan.**

## **DISTRICT TECHNOLOGY GOALS**

We believe that technology in education is justified in two major ways. First, it provides a means of making the educational process more efficient. Technology provides an additional method of instruction; it provides tools to allow students to become workers, and it provides a means to make students more productive. Second, technology education is vital to the adequate preparation of students for today's workforce. Students who have learned to interact with and adjust to technology will be better prepared for success.

Thus, the Lutie R-VI School District sees the need to:

- Enable students to use technology to acquire and incorporate information.
- Enable students to use technology as a learning tool.
- Provide appropriate technologies to students at every grade level.
- Provide access to technologies that will help students master concepts and develop skills that will lead to improved student achievement.
- Provide students with the opportunity to explore and experience existing and emerging technologies.
- Provide up-to-date technologies in sufficient quantities for all students and staff.
- Provide an adequate background in technology-based applications so that the student will be able to use these applications in the adult world.
- Provide adequate training and encouragement to allow the staff to effectively use available technologies.
- Provide opportunity for public awareness of the need for and uses of technology in the school environment.
- Integrate technology into all areas of the curriculum.
- Provide student and faculty access to the resources available through the Internet.

## **DISTRICT TECHNOLOGY COMPETENCIES**

Through their class work in the Lutie R-VI School District, all students should develop the following technology competencies. These competencies will be used as a basis for evaluation of our technology program.

- Be able to properly complete assignments using a word processing program.
- Be able to retrieve information from electronic databases.
- Be able to log on and off the district network.
- Be able to operate software programs of choice on a personal computer.
- Be able to read and write technical instructions.
- Be able to create multimedia presentations.
- Be able to use technology to communicate with others.
- Be able to use available software and/or technology associated with a particular course of study or vocational choice.
- Be able to access information over the district computer network.
- Be able to use the computer and/or other technologies to collect, compile, and analyze data.
- Be able to interact with and acquire information from wide area networks such as the Internet.
- Be able to make advantageous use of emerging technologies.

Evaluation of these competencies will be evident as part of each assigned project.

## **TECHNOLOGY PLANNING**

Technology planning in the Lutie R-VI School District consists of a two-phase process. We utilize the accelerated schools process through which cadres provide general input and suggestions for our school-based programs and report to the Steering Committee. One area the cadres address is technology.

The district level technology committee is responsible for district-wide technology planning and implementation. Needs are determined by analyzing curriculum; keeping abreast of current technology developments; analyzing currently available hardware and software; considering the recommendations of the broad-based advisory committee; and through surveys of teachers, school board members, parents, students, and administrators. In addition, teachers are invited to comment on technology needs through the use of electronic mail. Thus, there is an ongoing dialog that helps focus technology needs. A listing of current committee members is provided in Appendix A.

As needs are determined we begin analyzing methods of financing needed technology. In the past, we have used in the past a combination of VIDEO funds, local money, technology acquisition funds, Goals 2000 funds, Title I funds, Incentive Grant funds, and other grant funds as they are available. A summary of the technology budget for the current year is provided in Appendix B.

When looking to the future technology needs of the district we realize funding sources will change and we must be even more conscientious in our funding search. We look to providing more service through upgrades than previous replacements and thus we see the need for continued technology support through a designated Technology Coordinator to help keep costs down and still provide appropriate technology for our students and staff. We also look to our students as a source of

technology not only as technical staff but as mentors for staff and their peers. Education is not a one-way street and collaboration in the field of technology will ensure everyone continues to excel in the field of technology.

## **OVERVIEW OF TECHNOLOGY ENVIRONMENT**

### **Current Technology**

The Lutie School District has selected to maintain an IBM compatible hardware environment as its base platform. All of the computer workstations in our district use Windows 98, ME, and XP Professional operating systems. We believe this type of environment is not only the most popular but also what our students will be required to know how to operate in their future.

Accessibility and CIPA compliance are two major priorities of our technology program. All of the computer workstations are connected to the Internet and are filtered using a proxy server running Symantec Web Security on a Windows 2000 Server unit. Our network is connected by a dedicated T-1 connection through the MOREnet program. Lutie School has a district-wide 10/100-based Ethernet network system. The network has one router located in the Router Room. The T-1 Internet connection comes into this room and is connected to the router via a Motorola CSU/DSU. The router then connects to a Firewall then through two 24 port switches. There are two 24-port switches mounted in the main office, two 24-port switch mounted in the business room, three 24-port switches mounted in a computer maintenance room, one 5 port switch in the Annex, and two 24 port switches in small lab.

Wiring in the building is shielded Category 5 and runs to the closest switch. Each classroom has at least one network drop. Each drop goes directly to a specific computer and configured for network use. Most wiring is placed in a protective casing to eliminate exposure to outside elements. In the business room, there are a total of fifteen computers. Each of the two administrative offices has two computer workstations. The library has four computers for Spectrum, student and staff use; one computer is located in the kitchen and one computer is located in the lunchroom to run the automated lunch program.

All of the classrooms have permanently mounted color television sets with VCRs for video usage. Teachers use this equipment as needed. There are four televisions on mobile carts that can be moved to any location in the building that can be checked out from the library as desired. The district also has the Dish Network system that is used for classroom correspondence as well as recording desired programming.

Telephones are located in the Administrative offices, the Counselors' office, Title 1 room, Library, Kitchen, Nurse's office, Special Education classroom, Teacher Workroom, Annex Building, Ag Building and the Technology office. Students have access to a public telephone in the hallway for free local calling. Those classrooms without a telephone have an intercom device that pages directly into the administrative offices.

Other technologies that the school uses include a digital cameras, LCD projectors and computerized sewing machine. Each of the administrators carries a two way radio. Cellular telephones are also located on each bus. A Fax machine is located in the Superintendent's office. Six copy machines are located throughout the building for student and staff use.

## **Administrative Tools**

The administration at Lutie School uses the Lemberger software packages. This includes the following programs:

- Student Records
- Accounting
- Food Services
- Grade Book

The Superintendent uses the Budget Plus software program for fiscal management. Computerized library services are maintained with the use of the Spectrum software. This program records all activity involved with district's library material.

## **Communication Tools**

An Internet service provided by MOREnet connects all computers in the Lutie School District to the Internet. The staff has access to email accounts with the use of the MOREnet accounts. Windows 2000 Server is installed on the district server to provide Intranet services.

## **Technology Training**

Lutie School provides technology training to staff members in various ways. The Professional Development Committee encourages in-house training to meet the identified needs of the district. The technology coordinator provides sessions dealing with technology issues in large group settings and also on a one to one basis when individuals need information. The PDC also encourages staff members to seek outside training from conferences and meetings by providing an amount of money to

pay for costs, which is available to each certified staff member. Outside sources are brought in for in-service purposes also. The district has utilized the STARR program, the Regional Professional Development Committee, and other organizations to provide training dealing with technology.

A needs assessment is performed yearly to gather information on what technology equipment, topics and issues the staff wants. This information is used to schedule training and to plan for equipment acquisition. It is also used as a guide to determine the amount of use existing equipment is getting from students and staff.

## **HARDWARE**

### **A) Current Hardware Environment:**

The Lutie R-VI School District has selected PC platform hardware as its base platform. We determined that a district of our size could not adequately support two different operating platforms. This selection was made because we believe this is a platform students would most likely be working with when they graduate from school.

Access is a critical aspect of any technology plan. This has been a priority of our technology efforts in the past. We currently have a network and Internet capable computer in every classroom and office in the district. All of our networked classroom computers have direct access to the Internet via our dedicated T-1 connection through MOREnet.

### **B) Summary Listing of Computer Equipment Currently Available:**

See Appendix C for a listing.

### **C) Summary Listing of Video and Telephone Equipment Available:**

- 1 Satellite Antenna and Receiver
- 44 Television & VCR units (Wall Mounted)
- 5 Television & VCR units on carts
- 1 Videodisc Player
- 1 Casablanca Video Editing Device
- 6 Digital cameras
- 2 CD Player
- 4 Video Cameras and tripods
- 3 Single-line speakerphone
- 15 Telephones
- 1 Telephone control set
- 2 Plain paper fax machines
- 3 Video Cassette Recorders

See Appendix C for complete listing.

#### **D) Hardware Plans for Current (2003-2006) and Future Years:**

During the current year we have budgeted funds from local money and grants to begin the process of upgrading our older computers and purchase additions to our technology inventory.

In future years we anticipate the purchase of approximately 5-10 computers per year through grant funds and local money **or** we will continue to upgrade motherboards and memory when this approach is the most economical. We will move toward a shared printer environment utilizing the capabilities of Windows 98 or non-NT. Laser printers and color inkjet printers will be the primary purchases for shared printers. Funding will be provided annually through the district budgeting process and will be supplemented through the acquisition of grant funds. Our ultimate goal is to provide a five-year replacement cycle for our hardware.

Spec sheets for computer purchasing will be available through the Technology Coordinator and all computer purchases must go through the Technology Coordinator before placement in classrooms.

### **INFRASTRUCTURE**

#### **A) Current Infrastructure**

Connectivity is another vital aspect necessary to support effective utilization of technology. We currently have a campus-wide ethernet network. This network has expanded over the past year and now has approximately 110 computers connected to it. Expanding our network beyond the school has

been accomplished through a dedicated Internet connection, and a Cisco 2511 Router.

Internet connections throughout the district are made up of category 5-10Base-T and 10Base-2 (BNC) wiring. Currently, all network traffic comes back to a single file server with a Windows 2000 Server operating system. All hubs and switches are stackable Intellinet systems. One Windows 2000 Server is providing Internet filtering through a proxy server.

### **B) Summary of Internal Connections:**

All of our network installation was done with category 5 cable. Most of the network is run on 10Base-2 category 5 cables. All wiring is sufficient to support this plan.

Our internal wiring also addresses video and voice technologies. The elementary and high school buildings are completely wired for telephone access, although currently we do not have telephones in every room. Our high school building, AG building, Annex, and elementary building are wired with coax to the classroom for video distribution.

### **C) Summary Listing of Infrastructure Equipment:**

- 14 Intellinet Switches
- 1 2511 Cisco Router
- 1 Motorola T1 CSU/DSU
- 1 Cisco PIX

### **D) Infrastructure Plans for Current (2003-2006) and Future Years:**

During the current year funds are budgeted to provide the necessary district cost to provide repair and upgrades, as they are needed to the infrastructure. Our current critical need is to review

options for fiber optics. We look toward the future expansion of service to the elementary building access. We also look to install wireless networking with new purchases when applicable.

## **NETWORKING SOFTWARE**

### **A) Current Networking Software:**

We are currently using Windows 2000 Server as our main internal networking software. For Internet accesses we are using the TCP/IP capabilities of Windows 98 or non-NT. Internet Explorer is our current Internet browser of choice.

### **B) Network Software Plans for Current (2003-2006) and Future Years:**

Our current plan calls for continued use of Windows 2000 Server networking as our primary network server operating system. In conjunction with our Windows 2000 Server, we will begin utilizing some of the peer-to-peer capabilities of Windows98 or non-NT for such functions as printer sharing and CD-ROM sharing.

## **SUPPORT SERVICES AND TRAINING**

### **A) Current Support Services and Training:**

Training has been provided for all individuals involved in the administration of our technology program. Technology support personnel have attended Internet training, modem pool training, and CISCO router training provided by MOREnet. In addition, appropriate periodicals and printed manuals are provided for our technology support personnel.

These individuals also provide local support for teachers who are integrating technology into the curriculum and for staff members who utilize technology in their daily work. Local support is

available to trouble shoot network and workstation problems, provide Internet training, provide software installation, assist with designing online projects, assist with designing lessons that integrate technology, and to provide training in the utilization of a wide array of educational and productivity software.

**B) Support and Training Plans for Current (2003-2006) and Future Years:**

Grants and local funding are available to continue to provide the necessary training for technology support personnel. We will take advantage of appropriate training offered through MOREnet. Technology conferences will provide another avenue of training.

Annual funds will be budgeted to continue providing adequate training for our local technology support personnel.

**LOCAL MAINTENANCE PLAN AND CONTRACTS**

**A) Current Local Maintenance Plan and Contracts:**

The Lutie R-VI School District has elected to provide its own computer system and network maintenance. Thus, we do not maintain any current maintenance contracts. If a problem is beyond the ability of our local support personnel, we will outsource the repair on a per job basis. We have a very good relationship with a local computer vendor who handles all of our warranty work and the repairs that we elect to outsource.

**B) Local Maintenance Plans for Current (2003-2006) and Future Years:**

We will continue to provide our own local maintenance as long as it is the most cost efficient method. Furthermore, we will continue to utilize the free and low-cost support services available through our local hardware vendors.

## **ELECTRICAL SYSTEM**

### **A) Current Electrical System Status:**

All of our buildings have the installed electrical capacity to handle our current technology demands. We have been diligent to determine electrical needs for simultaneous usage. As we have installed computer labs and classroom computers, we have upgraded the system to allow adequate power for simultaneous uses.

When new demands require upgrades to our electrical system the district will take steps necessary to accomplish this task.

## **TRAINING**

The district recognizes that training is an essential component for users in the utilization of existing and future technology. The district further recognizes that staff and students must receive appropriate instruction in the utilization of technology in order to facilitate improved student achievement through integration of technology into the curriculum. In order for this to be accomplished, staff members and students must receive training that focuses on the following:

- Utilizing academic software
- Retrieval of information
- Utilizing technology to exchange and communicate ideas
- Demonstrating knowledge
- Expanding the learning environment
- Utilizing technology to address different learning styles

Over the past few years a variety of training opportunities have been implemented for our staff and students. Additional training and support is provided during preparation periods, evening workshop sessions and during extended media center hours held after school and in the evenings. Training sessions have focused on the following:

Accessing and using the school's network

- Basic Windows training
- Using technology to expand the learning environment
- Technology and interdisciplinary teaching
- Beginning and advanced Internet training
- Effective use of electronic communication for teachers and students
- Managing the classroom through the use of productivity tools

Teachers provide elementary students with appropriate training in their classrooms and in the elementary computer lab. Additional training and support is provided on a class per class need. Upper elementary students have been trained in the use of electronic communication, Internet training, web page construction and accessing the district's network. Primary students receive training on utilization of available software.

## **TECHNOLOGY INTEGRATION**

In line with our district technology goals, we believe that technology in education is justified in two major ways. First, as a means of making the educational process more efficient, this would include

the utilization of technology and appropriate software tools to increase faculty and staff productivity. Second, as a means of improving student achievement and enabling students to utilize technology in the workplace and in their daily lives, this would allow students to excel.

The hardware, infrastructure, and training portions of our technology plan provide the foundation for the real use of technology. These items are necessary if technology is going to be integrated into the educational environment. Adequate computer hardware is necessary to utilize the productivity and instructional software as well as to access electronic sources of information. An adequate computer network is necessary to allow broad communication, the sharing of data, and the efficient distribution of software. An Internet connection is necessary to expand the reach of our network and to provide access to a tremendous store of information and resources.

An inventory of available software can be found in Appendix C.

### **Productivity Software**

Productivity software is readily available for use by our faculty, staff, and students. As previously mentioned, staff training is provided for all areas of common productivity software. Currently, the following software is available to assist in making the educational process more efficient:

- Microsoft Office 2000
- Corel 8 (Designated Staff Only)
- StarOffice 6.0
- Microsoft Word
- Gradekeeper
- Internet Explorer 5.0 or above

- Outlook Express
- Appropriate testing software for Special Education Testing
- Various

We will continue to provide a common base of appropriate productivity tools for our faculty, staff and students. We will provide our staff training based on a selected standard set of productivity tools, but we will not limit teachers to these selected packages. We will encourage teachers to utilize the software packages that provide the most utility for them.

### **Curriculum Integration**

We believe that technology can provide teachers with a valuable tool that can be utilized to help improve student achievement. Technology is not a separate curriculum, but an appropriate part of every curriculum at every level of instruction. We believe that if technology is used in an appropriate way, it will bring tremendous rewards. In order to reap these rewards, the technology must be available and it must become an integral part of the instructional process. This provides justification to provide adequate hardware resources, an adequate network, and connections to the Internet.

Currently, technology is integrated into the curriculum in the following ways:

**Practical Arts**--Computer technology is used heavily in the practical arts department. High School keyboarding is taught on the computer. Our yearbook staff utilizes computer technology in the completion and submission of the yearbook. The business communications class utilizes technology to produce a district newsletter. Students also receive experience in the use of practical technologies through training in construction of web pages, Internet usage, word processing, spreadsheets, presentation software, and database software.

**Science, Mathematics, Social Studies, and Communication Arts**—technology is integrated into the core classes for grades 1-12. Many of our teachers utilize the Internet for subject area related research and for online collaborative and interdisciplinary projects. Software is utilized at nearly every grade level. The manner in which the software is utilized varies from teacher to teacher. In the elementary grades, software is utilized to help teach basic concepts. In higher grades the software focuses more on application, critical thinking, and simulation. Email access is utilized for students and teachers to contact subject area experts and to develop collaborative research and writing projects. Our web server is utilized to showcase some of our student work. Students also utilize technology to prepare typewritten reports and to design web-based resource pages. Video technology is utilized in nearly every grade and subject area. Videotapes and videodiscs are available for utilization in the classroom.

**Fine Arts, Physical Education, and Health**—technology is utilized to prepare reports and to conduct research. The Music Department provides instruction through Computers in Music that is a course designed for the 9<sup>th</sup>-12<sup>th</sup> grade students.

## **EVALUATION AND ACTION PLAN**

Evaluation is an important aspect of any program. Thus, we have designed an evaluation plan that is tied to our action plan. This plan will allow us to judge the extent to which we are meeting our technology goals and the extent to which it is impacting student achievement and ability. In addition to the specific goals outlined below, we will conduct an annual overall evaluation of our technology utilization and the impact of our technology plan. This evaluation will be based upon surveys of teachers and students. A survey of teacher use of technology will look at utilization and determine if there is a match between our technology goals and our use of technology. A survey of students will assess student attitude toward technology and the effectiveness of our technology integration in terms

of improving student achievement. Technology and technology programs that do not serve to advance our technology goals and/or competencies will be discontinued. Additional resources will be allocated to support technology and/or technology programs that show promise for meeting our technology goals.

## **SECTIONS D-1 THROUGH D-5**

### **ANALYZE THE DATA**

The Lutie R-VI School District has established a technology committee and written a technology plan, which has been revised every three years. The technology committee and the technology plan have been used to guide the process of acquiring, updating, and implementing the use of technology in the five Technology Focus Areas. The technology committee used data from the following areas to determine the current status and gaps in the five (TFAs):

- (1) District and State Census of Technology
- (2) Local assessments
- (3) Map test results
- (4) Local surveys of staff, students, and community

#### **D-1**

##### **Student learning**

##### **EXPECTATIONS:**

1. Students will be provided training to become technologically literate.
2. Students will be provided training in the use of technology.
3. Technology will help students advance toward meeting the Show-Me Standards and higher level thinking.

Assessment of student learning reveals the following strengths and weaknesses.

**STRENGTH 1:** Through technology being integrated into the curriculum the students are meeting Goal 1 and Goal 2 of the Show-Me Performance Standards.

**Goal 1:** To acquire the knowledge and skills to gather, analyze and apply information and ideas.

**Goal 2:** To communicate effectively.

Through access to the Internet, students are able to gather information; and, then with technology tools provided by the district, analyze and apply information and ideas by creating a finished product such as a research paper, computer graphics presentation, or other multimedia presentations.

**STRENGTH 2:** Across the curriculum, students are using technology to help them acquire the knowledge set forth in the six Show-Me Knowledge Standards.

**STRENGTH 3:** Students are receiving advanced reading opportunities through technology by using the Accelerated Reader Program in elementary through high school.

**STRENGTH 4:** Students are receiving technology training from the elementary progressing through high school.

**STRENGTH 5:** All appropriate policies are in place. Internet policy, copyright agreement, etc. do follow government expectations.

**WEAKNESS 1:** Our District has areas in our MAP scores that need improvement especially at the high school level in science, social studies and communication arts.

**WEAKNESS 2:** Our District needs to progress toward higher level thinking using technology in more curriculum areas.

**WEAKNESS 3:** Our District needs to strive to increase the use of technology in non-technology related classes.

## **D-2**

### **Teacher preparation and delivery of instruction**

Assessment of teacher preparation and delivery of instruction reveals the following strengths and weaknesses.

**STRENGTH 1:** Over the past three years, through teacher in-services, technology training classes and workshops, and technology conferences, the staff has been provided training on basic computer skills, using technical equipment, using various computer application programs, and using technology research tools. They have also been given training on integrating technology into their classroom instruction methods. Each year teachers progressively increase the use of technology into their curriculum.

**STRENGTH 2:** Teachers are progressively integrating technology into the curriculum; therefore, students are becoming more technologically literate. We believe these technology skills are leading to improved MAP scores especially in the areas of Communication Arts and Math.

**STRENGTH 3:** Teachers are evaluating their students' knowledge using technology tools such as application software, educational software (see appendix C), multimedia presentations, IDL equipment, scan it equipment, video equipment, and camcorders.

Examples of increased student performance using technology for traditional measurement include:

- Students in speech class video taping speeches, and then improving on follow-up speeches through evaluation
- Students in Computer Design producing school brochures and video presentations
- Written communication
- Yearbook production
- Student presentations

**STRENGTH 4:** Every year the district uses a percentage of the money received through TAG to provide technology-related staff development. The district has provided the following technology-related staff development opportunities:

Success Link Training

Microsoft Word Training

Basic Use of Computers Training

Email Training

Internet Research Methods Training

Microsoft PowerPoint Training

Using the Scanner Training

Using the Digital Camera Training

Network Access Training

Computer Troubleshooting Class

Using Technology to Enhance Curriculum Training

Clear Access Training

Writing a Professional Development Plan using Word Processing Templates

How to Access PDF Files

Antivirus Software Training

Internet Searching Skills Training

**WEAKNESS 1:** The District needs to provide the staff with more training on how to incorporate technology into their curriculum.

**WEAKNESS 2:** The District needs to utilize those people who are knowledgeable in technology, such as the librarians, technology support staff, and students, to provide teachers with technology assistance.

### **D-3**

#### **Administration/data management communication processes**

Assessment of the administrative staff's use of technology reveals the following strengths and weaknesses.

**STRENGTH 1:** The administration utilizes technology as a management tool for communication, for recordkeeping, budgeting, and bookkeeping, and for the student database.

- Communication Tool
- Email
- Word processing
- Communication among buildings
- DESE Reporting
- Research

- Internet
- Core Data
- Management System
- District Bookkeeping (Lemberger)
- Lemberger Student Database
- State Reports (ASBR)
- Budgeting
- Create and Update District Budget using Excel

**WEAKNESS 1:** The District needs to utilize network space for storage of data.

**WEAKNESS 2:** The District needs to utilize the Student Management Software to its fullest extent at all buildings.

**D-4**

#### **Resource distribution and use**

**STRENGTH 1:** Equitable access to technology for all students and staff is ensured by the following methods:

- **ELEMENTARY**—the elementary students are given an opportunity to access technology through scheduled computer class time. Computer labs are available for students use and for Accelerated Reader testing.

· **HIGH SCHOOL**—the high school students have the opportunity to enroll in different computer-related courses. One business computer lab is available for use when a business class is not scheduled in the lab. The library is equipped with 18 computers. Teachers can schedule time in the library throughout the day to assure access to computers for their students. Labs are open before and after school for student and staff use.

**STRENGTH 2:** The Lutie R-VI District has a written Acceptable Use Policy and Internet Agreement that must be signed by students, parents, and staff before they can access the school district's technology. The AUP and Internet Agreement was revised and approved by the Board of Education in August of 2002 and is in compliance with the CIPA. This AUP and Internet Agreement follows the guidelines suggest by the Missouri School Board Association. The signed agreements are on file at each building in the school district.

**WEAKNESS 1:** The District has limited funds available to allow the district to maintain, update, and acquire new technology, and the outlook for new funding is bleak right now in the State of Missouri.

**WEAKNESS 2:** The District needs to cycle out or update computers in the administrative buildings and business labs but funds are limited for technology at this time.

**WEAKNESS 3:** Better use of computer lab settings for student access needs to be addressed to ensure better use of resources.

**WEAKNESS 4:** Distribution of projection devices is limited and therefore access for all students is limited, this is due mainly to the initial cost of equipment.

## D-5

### Technical support

**Ratio Technical Staff to Computers                      1:107**

Assessment of the District technical support reveals the following strengths and weaknesses.

**STRENGTH 1:** The District currently employs one full-time technology coordinator to service and update the computers, network and other technology.

**STRENGTH 2:** The District employs outside vendors as needed to help solve technical problems that the district staff cannot solve.

**STRENGTH 3:** The District utilizes students to help with maintenance (Technology Club members.)

**STRENGTH 4:** The District has a record system for keeping track of repair work done and in progress.

**STRENGTH 5:** Staff and community are kept up to date in new technology in the school by newsletter and email, by the Technology Coordinator.

**WEAKNESS 1:** As demands for technical support increases throughout the district the need for a full-time technical support staff also continues to remain high. Again funding for salaries is limited and the outlook for new funding is bleak right now in the State of Missouri.

**WEAKNESS 2:** Continued funding is hard to budget when cuts are being made across the curriculum, finding ways to meet the needs of students and staff is an on-going problem.

## SECTIONS E-1 THROUGH E-5

### ESTABLISH GOAL(S) AND OBJECTIVES

#### SECTION E-1

**Student learning, as related to the Show-Me Standards, includes technology skills.**

**Goal 1:** The students will be able to utilize technology tools to acquire and incorporate information into their class assignments and beyond.

**Objective 1:** To provide technology training, beginning at the lower elementary levels and continuing through high school, which will enable students to acquire and incorporate information, utilize word processing and various computer applications, and use the Internet to further develop research skills.

**Objective 2:** To provide students with the technology related training, equipment, and software to help them:

- be able to properly complete assignments using a word processing program
- be able to retrieve information from electronic databases
- be able to log on and off the district network
- be able to operate software programs of choice on a personal computer
- be able to read and write technical instructions
- be able to create multimedia presentations
- be able to use technology to communicate with others
- be able to use available software and/or technology associated with a particular course of study or vocational choice
- be able to access information over the district computer network

- be able to use the computer and/or other technologies to collect, compile, and analyze data
- be able to interact with and acquire information from wide area networks such as the Internet
- be able to make advantageous use of emerging technologies

**Goal 2:** To protect students from visually inappropriate Internet content, in accordance with the CIPA.

**Objective 1:** To continue providing a filtering or blocking system on all computers in our district that have access to the Internet, in accordance with CIPA.

**Objective 2:** To inform each student and staff member of their responsibility to use the Internet and technology equipment appropriately.

**Goal 3:** To provide students with the opportunities to explore and experience new and emerging technology.

**Objective 1:** To continue providing Internet access and electronic data bases.

## **SECTION E-2**

### **Teacher preparation and delivery of instruction**

**Goal 1:** To ensure ongoing professional development for all staff in the use of current and future technologies.

**Objective:** Through workshops provided annually by the school district, staff will receive instruction and training in the integration of technology into the curriculum.

**Goal 2:** To ensure access by staff to presentation equipment to enhance their curriculum.

**Objective:** Teachers will be provided access to a variety of presentation equipment, as funding becomes available.

**Goal 3:** To integrate technology across the curriculum.

**Objective 1:** Teachers will collaborate with each other and other professionals on new ways to integrate technology.

### **SECTION E-3**

#### **Administration/data management/communication processes**

**Goal 1:** To systematically secure, maintain, and upgrade data management software to adequately serve administrative management needs, data management/student record needs, and communication processes needs.

**Objective 1:** To provide updated versions of recordkeeping software, as funds are available.

**Objective 2:** To provide updated versions of communication software, as funds are available.

**Objective 3:** To provide updated versions of antivirus software, as funds are available.

**Objective 4:** To provide administration and staff with e-mail access to communication within and outside the school district.

## **SECTION E-4**

### **Resource distribution and use**

**Goal 1:** The District will systematically secure, maintain, and upgrade information access and information processing equipment to adequately serve as educational tools for students, instructional management tool for teachers, and administrative management tools.

**Objective 1:** During the next three years the school district will show a minimum 10% replacement or upgrading of existing computer hardware.

**Objective 2:** To provide better service the District will evaluate the current lab settings and update as needed.

**Goal 2:** The District will provide a networking infrastructure that will support the communication and access needs of students and staff.

**Objective 1:** To provide and maintain network connections as needed throughout the district.

**Objective 2:** To maintain and upgrade as needed our 10/100-BaseT network as funds become available.

## **SECTION E-5**

### **Technical Support**

**Goal 1:** The District Technology Support Staff will continue to refine and acquire new technological skills provided through state and local training opportunities.

**Objective 1:** Each year district designees will attend technology training sessions.

**Objective 2:** Technology Support Staff will be given the opportunity to collaborate with other technical personnel inside and outside district through a planning period or release time.

**Goal 2:** The district will provide an efficient and effective method of computer repair and management of the network increasing the availability of technology to students and teachers.

**Objective 1:** To refine and use a tracking system to track and record technical problems so the problems can be identified and corrected in a timely manner.

**Objective 2:** To provide training to the district personnel in the use of the tracking system to report technical problems to the technology coordinator.

**Objective 3:** Provide staff with basic training in troubleshooting basic technology problems.



# Establish Goals And Objectives

- 1. Student Learning**
- 2. Teacher Preparation and Delivery of Instruction**
- 3. Administration/Data Management/Communication Process**
- 4. Resource Distributions and Use**
- 5. Technical Support**

Section E

**Goal**

The Lutie R-VI School District will utilize technology resources through administrative and instructive means to increase student achievement as preparation for responsible citizenship in today's global society.

<b>Section E</b>		<b>OBJECTIVE FORM</b>			<b>Objectives</b>
<p>Goal: Utilize technology resources through administrative and instructive means to increase student achievement as preparation for responsible citizenship in today's global society.</p>					
<b>Objective Number</b>	<b>Objective</b>	<b>Progress Expected</b>	<b>Progress Measured</b>	<b>Weakness from Section D</b>	<b>Start/End Date</b>
1	Student achievement will be increased at all levels.	MAP scores – up by 3 index points  ACT scores – up by 3 %	MAP and ACT scores will be reviewed yearly	Student Learning  #1, 3	3/2003 – 6/2006
2	The use of technology in the delivery of instruction will be increased.	The number of lessons/ courses involving technology in instruction will increase by 5%.	Technology use survey and PDC surveys will be reviewed yearly	Teacher Preparation  #1, 2	3/2003 – 6/2006
3	The use of management resources will be increased to streamline administrative processes and aid in the identification of areas of need.	Management resources will be accessed by 80% of the staff.	Technology use survey will be reviewed yearly	Administration/ Data Management/ Communication Processes  #1, 2	3/2003 – 6/2006
4	Staff and student access and use of appropriate technology resources will be increased.	Inventory holdings will increase by 3%.  Technology resource use will increase by 3%.	Inventory, and Technology use survey will be reviewed yearly	Resource Distribution and Use  #1, 2, 4	3/2003 – 6/2006
5.	The success of the maintenance program will be increased to assure that appropriate technology is available to all.	Technology down time will fall within a 3-day range.  Inventory holdings will increase by 3%.	Service Records and Inventory will be reviewed yearly	Technical Support  #1	3/2003 – 6/2006

# Develop And Implement Action Plan

- 1. Student Learning**
- 2. Teacher Preparation and Delivery of Instruction**
- 3. Administration/Data Management/Communication Process**
- 4. Resource Distributions and Use**
- 5. Technical Support**

## SECTIONS F-1 THROUGH F-5

### DEVELOP AND IMPLEMENT ACTION PLANS

#### SECTION F-1

**Student learning, as related to the Show-Me Standards, includes technology skills.**

**Goal 1:** The students will be able to utilize technology tools to complete class work and enhance their academic achievement.

**Objective 1:** To provide technology training, beginning at the lower elementary levels and continuing through high school, which will enable students to acquire and manipulate information, utilize word processing and various computer applications, and use the Internet to further develop research skills.

**Objective 2:** To provide students with the technology related training, equipment, and software to help them:

- be able to retrieve information from electronic databases
- be able to operate software programs
- be able to create appropriate level multimedia presentations
- be able to use technology to communicate with others
- be able to utilize software/technology associated with their course of study or vocational choice
- be able to access information over the district network

**Goal 2:** To protect students from visually inappropriate Internet content, in accordance with the CIPA.

**Objective 1:** To provide a filtering or blocking system on all computers in our district that have access to the Internet, in accordance with CIPA.

**Objective 2:** To inform each student and staff member of their responsibility to use the Internet and technology equipment appropriately.

## **SECTION F-2**

### **Teacher preparation and delivery of instruction**

**Goal 1:** To ensure ongoing professional development for all staff in the use of current and future technologies.

**Objective:** Through workshops provided annually by the school district, staff will receive instruction and training in the integration of technology into the curriculum.

**Goal 2:** To ensure access by staff to presentation equipment to enhance their curriculum.

**Objective:** Teachers will be provided access to a variety of presentation equipment, as funding becomes available.

## **SECTION F-3**

### **Administration/data management/communication processes**

**Goal 1:** To systematically secure, maintain, and upgrade data management software to adequately serve administrative management needs, data management/student record needs, and communication processes needs.

**Objective 1:** To provide updated versions of recordkeeping software, as funds are available.

**Objective 2:** To provide updated versions of communication software, as funds are available.

**Objective 3:** To provide updated versions of antivirus software, as funds are available.

**Objective 4:** To provide administration and staff with e-mail access to communication within and outside the school district.

## **SECTION F-4**

### **Resource distribution and use**

**Goal 1:** To systematically secure, maintain, and upgrade information access and information processing equipment to adequately serve as educational tools for students, instructional management tool for teachers, and administrative management tools.

**Objective 1:** During the next three years the school district will show a minimum 10% replacement or upgrading of existing computer hardware.

**Goal 2:** The District will provide a networking infrastructure that will support the communication and access needs of students and staff.

**Objective 1:** To provide and maintain network connections as needed throughout the district.

**Objective 2:** To maintain or upgrade our current 10/100-BaseT network as funds become available.

## **SECTION F-5**

### **Technical Support**

**Goal 1:** The District Technology Support Staff will continue to refine and acquire new technological skills provided through state and local training opportunities.

**Objective 1:** Each year district designees will attend technology training sessions.

**Objective 2:** Technology Support Staff will be given the opportunity to collaborate with other technical personnel inside and outside district through a planning period or release time.

**Goal 2:** The district will provide an efficient and effective method of computer repair and management of the network increasing the availability of technology to students and teachers.

**Objective 1:** To refine and use a tracking system to track and record technical problems so the problems can be identified and corrected in a timely manner.

**Objective 2:** To provide training to the district personnel in the use of the tracking system to report technical problems to the three building technology coordinators.

**Objective 3:** Provide staff with basic training in troubleshooting basic technology problems.

<b>Section F</b>		<b>ACTION STEPS</b>			<b>Objective #1</b>
<p>Goal: Utilize appropriate technology resources through administrative and instructive means as preparation for responsible Citizenship in today's global society.</p> <p>Objective: Student achievement will be increased at all levels.</p> <p>TFA: Student Learning</p>					
<b>MSIP Standard/ Indicator</b>	<b>CSIP Objective/ Strategy</b>	<b>Action to be Taken</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Budget/Funds</b>
6.4*1*2 6.9*3*4 9.3	4.2 4.2.1 5.1.4	ACT preparation opportunities will be enhanced by obtaining computerized software for student use.	Counselor High School Principal	3/2003 – 6/2006	\$200 Local Guidance Funds
6.3*2*3*4 6.4*1*2*4 6.8*1*4 9.2	6.1.1	The Accelerated Reader Program will be enhanced through implementation of additional computer tests to correlate with the reading material available in the library and classrooms.	Librarian/ Classroom Teachers	3/2003 – 6/2006	\$1,000 Local Library Funds Title VI Funds Title I Funds

**Section F** **ACTION STEPS** **Objective #2**

Goal: Utilize appropriate technology resources through administrative and instructive means as preparation for responsible citizenship in today's global society.

Objective: The use of technology in the delivery of instruction will be increased.

TFA: Teacher preparation and delivery of instruction

<b>MSIP Standard/ Indicator</b>	<b>CSIP Objective/ Strategy</b>	<b>Action to be Taken</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Budget/Funds</b>
6.3*2*5*6 6.4*1-*4 6.8*1*4	4.1	PC to TV converters will be added to classrooms to allow for technology-enhanced instructional methods.	Principals/ Technology Coordinator	3/2003 – 6/2006	\$1,500  Local Funds  TAG Funds
6.3*2*5*6 6.4*1-*4 6.7*1*3*6	3.1 3.1.1	In-service on use of the ITV equipment will be conducted for all instructors to increase use of facility for instructional strategies.	Principals/ PDC/ Technology Coordinator	3/2003 – 6/2006	\$200  PDC Funds
6.3*2*5*6 6.4*1-*4 6.7*1*3*6	3.1	In-service on LAN system will be conducted for all instructors to increase network use for instruction.	PDC/ Technology Coordinator	3/2003 – 6/2006	\$100  PDC Funds
6.4*-*4	4.1	The establishment of a keyboarding	Industrial	3/2003 –	\$400

6.7*1*3*6 6.9*3*4 9.4*2*4	4.2.2	class will increase use of technology for delivery of instruction.	Technology instructor/ Technology Coordinator	6/2006	Local Technology Funds TAG Funds
6.3*2*5*6 6.4*1-*4 6.7*1*3*6	3.1	In-service on use of available computer hardware and software will enhance classroom delivery of instruction.	PDC/ Technology Coordinator	3/2003 – 6/2006	\$200 PDC Funds

<b>Section F</b>		<b>ACTION STEPS</b>			<b>Objective #3</b>
<p>Goal: Utilize appropriate technology resources through administrative and instructive means as preparation for responsible citizenship in today's global society.</p> <p>Objective: The use of management resources will be increased to streamline administrative processes and aid in the identification of areas of need.</p> <p>TFA: Administration/data management/communication processes</p>					
<b>MSIP Standard/ Indicator</b>	<b>CSIP Objective/ Strategy</b>	<b>Action to be Taken</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Budget/Funds</b>
6.1*2 6.3*4*6 6.7*4	6.1	The Lemberger program will be purchased and installed on the network for generation of administrative reports.	Principals/ Technology Coordinator	3/2003 – 6/2006	\$500 (plus yearly user fees) Local Administrative Funds
6.1*1-*4	4.1	Curriculum will be input on the Electronic Alignment Tool to increase data management opportunities.	Principals/ Curriculum Committees	3/2003 – 6/2006	\$300 Local Administrative Funds
6.1*1 6.4*1*2 6.2*5	4.2.1	MAP data will be disseminated to faculty through the use of the Clear Access Program to identify areas of instructional need.	Principals/ Counselor/ MAP Senior Leaders	3/2003 – 6/2006	\$500 Local Administrative Funds

6.3*2*6					
6.3*5 6.4*1*2*4	6.1 6.1.1	The district will continue to contract with MOREnet for internet services.	Superintendent/ Tech. Coord.	3/2003 – 6/2006	\$1,500/year Local Instructional Funds
2*1 6.4*1-*4 6.7*1*3*4	3.1	In-service on LAN system will be conducted for all applicable staff to increase network use for administrative and data management purposes.	PDC/ Technology Coordinator	3/2003 – 6/2006	\$100 PDC Funds



<b>Section F</b>		<b>ACTION STEPS</b>			<b>Objective #4</b>
<p>Goal: Utilize appropriate technology resources through administrative and instructive means as preparation for responsible citizenship in today's global society.</p> <p>Objective: Staff and student access to appropriate technology resources will be increased.</p> <p>TFA: Resource distribution and use</p>					
<b>MSIP Standard/ Indicator</b>	<b>CSIP Objective/ Strategy</b>	<b>Action to be Taken</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Budget/Funds</b>
6.4*1*2*4 6.8*1*4	4.2.2 5.1	The district will purchase licenses of owned software to maintain the proper number for copyright purposes and allow for maximum access.	Librarian/ Technology Coordinator	3/2003 – 6/2006	\$4,000  TAG Funds  Local Library Funds  Local Administrative Funds
6.4*1*2*4 6.3*5	4.2.2 5.1	The district will continue to contract with MOREnet for internet services.	Superintendent/ Tech. Coord.	3/2003 – 6/2006	\$1,500/year  Local Instructional Funds
6.1*1 6.4*1*2*4 9.4*2*4	4.1 4.2.2	The establishment of a keyboarding class will increase student access to appropriate technology for instruction.	Industrial Technology instructor/ Technology Coordinator	3/2003 – 6/2006	\$400  Local Technology Funds  TAG Funds

6.2*1 6.4*1*2*4 6.8*1*4	4.1	PC to TV converters will be added to classrooms to allow for simultaneous access to technology-enhanced instruction for all students in each classroom.	Principals/ Technology Coordinator	3/2003 – 6/2006	\$1,500  Local Funds  TAG Funds
6.4*1*2*4 6.7*1*3*4 6.8*1*4	3.1	In-service on application of available technology will be conducted to increase staff confidence and use.	PDC/ Technology Coordinator	3/2003 – 6/2006	\$200  PDC Funds
6.3*2-*5 6.4*1*2*4 6.8*1*4 9.2	6.1.1	The Accelerated Reader program will be enhanced through the addition of additional computer tests to correlate with the reading material available in the library and classrooms.	Librarian/ Classroom Teachers	3/2003 – 6/2006	\$1,000  Local Library Funds  Title VI Funds  Title I Funds

**Section F****ACTION STEPS****Objective #5**

Goal: Utilize appropriate technology resources through administrative and instructive means as preparation for responsible citizenship in today's global society.

Objective: The success of the maintenance program will be increased to help assure that appropriate technology is available to staff and students.

TFA: Technical support

<b>MSIP Standard/ Indicator</b>	<b>CSIP Objective/ Strategy</b>	<b>Action to be Taken</b>	<b>Person(s) Responsible</b>	<b>Time Frame</b>	<b>Budget/Funds</b>
6.4*1-*4 6.7*1-*6	3.1 3.1.1	The district will provide in-service/ training for the technology coordinator(s).	Technology Coordinator	3/2003 – 6/2006	\$500 TAG Funds PDC Funds
6.4*1*4	6.1	Additional repair materials and supplies will be purchased.	Technology Coordinator	3/2003 – 6/2006	\$500 TAG & Local Funds
6.1*1 6.4*1*4	4.2.2	Service procedures will be revamped in an attempt to provide repairs within a three-day time limit.	Technology Coordinator	3/2003 – 6/2006	\$100 Local Technology Funds

6.1*1 6.4*1*4	3.1	Technology coordinator scheduled time will be maintained to meet the maintenance needs of the district.	Superintendent/ Technology Coordinator	3/2003 – 6/2006	\$20,000  Local Technology Funds
6.1*1 6.4*1-*4 6.7*1*3	3.1	In-service for staff on use of available technology will be conducted to decrease service needs.	PDC/ Technology Coordinator	3/2003 – 6/2006	\$200  PDC Funds
6.1*1 6.4*1*2*4 6.8*1*4	6.1 6.1.1	District will keep Symantec Web Security for security and content filtering purposes.	Technology Coordinator	3/2003 – 6/2006	\$3,385  Local Technology Funds

**Disseminate,  
Monitor,  
And Evaluate the  
District Technology  
Plan**

## **Disseminate, Monitor, and Evaluate**

Disseminating, monitoring and evaluating the technology plan will be a continuous process for the Lutie School District. Progress reports will be created on an annual basis to the district by way of the school newsletter, which is mailed to the patrons of the district. Progress is also reported in faculty meetings to continue to meet CSIP standards. These reports will inform the district of purchases, changes in policies, and other pertinent information relating to technology. Teachers are given copies or updates to the technology manual at the beginning of each school year. A copy of the Technology Plan is kept in the Superintendent's Office and in the Technology Coordinator's Office for any person interested in reading it.

The School Board evaluates the technology program once a year. At this time, the plan is updated and approved by the board. The technology mission statement is used to determine the effectiveness of the program and also the detailed criteria of the technology plan. If any changes are required, it will be adopted at this time. The board will assess the plan according to the state requirements. Goals and objectives will be examined to see if progress toward meeting the stated objectives is being met. Individual goals and objectives are evaluated by the action plan. Adjustments that need to be made to correct or improve the technology plan will be completed as they arise.

**SECTION G**  
**DISSEMINATE, MONITOR, AND EVALUATE**  
**THE DISTRICT TECHNOLOGY PLAN**

**Dissemination of Technology Plan**

1. Each technology committee member will be given a copy of the plan to evaluate and asked to report back to the technology coordinator any adjustments they see that needs to be made.
2. The plan will be presented to the Lutie R-VI School Board by the technology coordinator for board approval.
3. The plan will be submitted to Instructional Technology, with the Department of Elementary and Secondary Education for review and approval prior to March 31, 2003.
4. A copy of the plan will be available to the school staff by having a copy on file with each building principal.
5. Parents and business leaders will be informed that a new technology plan has been approved by the school board at the February, 2003, board meeting. This will be accomplished through the board minutes.

**Monitoring of the Technology Plan**

6. Technology committee meetings will be held at least three times per year to review the status of the technology plan.
7. The district technology support staff will monitor hardware, infrastructure, and software on an on-going basis to see if it fulfills the District Technology Plan.
8. Superintendent, principals, and technology support staff will monitor the acquisition of technology to see if it fulfills the District Technology Plan.

**Evaluation of the Technology Plan**

9. The effectiveness of the District Technology Plan will be evaluated through a survey of staff and students to see if goals and objectives and the action plans are being met.
10. The impact of technology on student learning will be evaluated by reviewing MAP test results and other student learning assessment tools, such as teacher evaluation and observation.
11. The effectiveness of the District Technology Plan will be evaluated through a periodic survey of past graduates to see if goals and objectives and action plans are being met.

**Raw data from the following resources was collected and used.**

(Appendix D – Various Samples)

**MO DESE – This data was used to evaluate the funding and ratio of student per computer in the District, curriculum benchmarks, and other statistics needed for evaluating the current plan.**

- Missouri School Improvement Program
  - 2001 MSIP Summary Data For Performance
- The Missouri School District Computing Census
- Evaluation Conducted That Includes Consideration Of The TLCF
- State Strategies For Financing Educational Technology
- Monetary Funding
- Missouri Educational Technology Goals And Benchmarks
- Census of Technology

**Lutie R-VI Technology Needs Assessment Survey – This data was used for input by students, staff and community members in relation to how our current technology is being utilized and what they would like to see in the future, sample surveys are attached.**

- Student Use Of Technology
- Self-Evaluation
- Staff Use Of Technology

**Lutie Policies and Procedures pertaining to – This data can be found in teacher manuals, student handbooks, District policy and was useful when gathering data on policy for CIPA, funding, licensing, maintenance figures, and included in Appendix D are some samples of various forms listed below and filtering samples for clarification.**

- Student Internet Acceptable Use Policy
- Faculty Internet Acceptable Use Policy
- District Filtering Policy
- Inventory
  - Current Inventory Of Software Programs
  - Current Inventory Of Other Types Of Technology
- Lutie R-VI School District Technology Guide
- Lutie R-VI School PDC Needs Assessment 2000 - 2001
  - Evaluation For Technology In-Service
  - Lutie R-VI Technology Report
  - Equipment / Software Check Out Request
  - Lutie R-VI Technology Report Maintenance Schedule
- Lutie R-VI Comprehensive School Improvement Plan
- Lutie R-VI Technology Coordinator Job Description



**Analysis of Current Raw Data**

Section C and D				
<b>Student Learning</b>				
<b>#</b>	<b>Data Examined</b>	<b>Strength or Weakness</b>	<b>Results</b>	<b>Technology Implications for District</b>
SL 1	Equipment Inventory, Student/Staff Survey, Census of Technology	Strength	A large quantity of equipment is available to students.	Student learning is enhanced by the accessibility of technology.
SL 2	Policies, Procedures, CIPA Guidelines	Strength	All appropriate policies are in place. Internet policy, copyright agreement, etc. do follow government expectations.	Student learning is not compromised due to lack of district responsibility for technology instruction.
SL 3	Software Inventory, Student/Staff Survey	Strength	Quantities of various computerized programs are available. Content specific software is readily available.	Accelerated Reader has piqued student technology interest and therefore, has increased the use of the program.
SL 4	CSIP	Strength	All CSIP objectives are written to student improvement.	CSIP includes technology in the action steps for all areas.
SL 5	MAP, Clear Access, and Curriculum Guides	Weakness	Test scores need improvement in all subject areas.	Curriculum does not include technology based activities and assessments at the majority of learner objectives.

Section C and D

**Teacher Preparation and Delivery of Instruction**

#	Data Examined	Strength or Weakness	Results	Technology Implications for District
TP 1	Equipment Inventory, Student/Staff Survey, Census of Technology	Strength	A large quantity of equipment is available to students.	Student learning is enhanced by the accessibility of technology.
TP 2	Software Inventory, Student/Staff Survey	Strength	Quantities of various computerized programs are available. Content specific software is readily available.	Accelerated Reader has piqued teacher technology interest and therefore, has increased the use of the program and other technology tools.
TP 4	MAP, Clear Access, and Curriculum Guides	Weakness	Test scores need improvement in all subject areas.	Curriculum does not include technology based activities and assessments at the majority of learner objectives.
TP 5	Equipment Inventory, Student/Staff Survey, Census of Technology  Needs Assessment	Weakness	Technology tools such as computers are wide spread but not in a quantity that will allow whole class instruction.	A computer lab is needed to provide whole class computer assisted lessons.

## Section C and D

**Administration/Data Management/Communication Processes**

#	Data Examined	Strength or Weakness	Results	Technology Implications for District
AD 1	Software Inventory, Administration Tools, Data Management	Strength	Lemberger and SFA software is in place for administrative uses.	All record keeping is managed by the same software to maintain continuity in reports needed for student, parent, staff and state purposes.
AD 2	PDC Needs Assessment, In Service Training Evaluation	Strength	As a result of this assessment, a need was identified and addressed	Technology training has been identified as a targeted area. To meet this need, training sessions have been arranged for this current school year.
AD 3	Census of Technology, Equipment Inventory	Strength	The computer network is accessible throughout the building that allows all computers to be connected to the Internet.	This allows the district to meet the National Technology Goal of every classroom will be connected to the information superhighway
AD 4	Technology Plan	Strength	Our K-12 district is housed in one building.	Teachers have access to the technology coordinator for support and maintenance when needed.
AD 5	Software Inventory  PDC Needs Assessment, Data Management	Weakness	A computerized grade book program is installed however staff has not been trained on how to use it effectively.	Training needs to be done with staff so that the software can be used effectively to benefit staff recording, students, and parents. Training will begin in January 2003.
AD 6	CIPA, Technology Plan	Weakness	Filtering measures are in place as required by the federal and state guidelines.	Getting Internet filtering to perform to meet the needs of the district and comply with federal regulations will need to be an ongoing process.



Section C and D

**Resource Distribution and Use**

#	Data Examined	Strength or Weakness	Results	Technology Implications for District
RD 1	Equipment Inventory, Census of Technology, Student/Staff Survey	Strength	All classrooms have Internet access.	The district has met the National Technology Goal of all classrooms having Internet access.
RD 3	CSIP, Software Inventory, MSIP	Weakness	A need to expand the library software for more access has been identified.	The district will need to purchase additional licenses for the Spectrum Library services.
RD 4	CSIP, Equipment Inventory, Student/Staff Survey	Weakness	No available space for whole class instruction.	The district does not have access for whole class computer assisted lessons and will need to plan for this in the future.
RD 5	Equipment Inventory, Census of Technology	Weakness	Equipment has been identified as not meeting standards to meet expectations.	The district needs to upgrade several computer systems to maintain equipment that will meet the needs of students and staff.
RD 6	Student/Staff Survey, PDC Needs Assessment, Equipment Inventory	Weakness	Current Inventory is not fully implemented by entire staff. 64	Increase training and knowledge base will encourage better usage of existing resources.

Section C and D

**Technical Support**

<b>Data Examined</b>	<b>Strength or Weakness</b>	<b>Results</b>	<b>Technology Implications for District</b>
Equipment Inventory, Census of Technology, Student/Staff Survey	Strength	Full-time technology coordinator with a ratio of 1:108 computers.	The district provides fast turn around time on repair and training to staff and students.
Software Inventory, Census of Technology, Student/Staff Survey	Strength	District employees outside vendors when needed for technical problems that regular staff can not solve.	The district provides maintenance in the most cost efficient manner.
CSIP, Equipment Inventory, Student/Staff Survey	Strength	The District utilizes students to help with maintenance.	The district provides technology based learning for students specifically interested in this subject area, Technology Club members.
Equipment Inventory, Census of Technology	Weakness	Equipment has been identified as not meeting standards to meet expectations.	The district needs to maintain maintenance and support for computers and other technology the district owns.

## **Technology Committee**

The goal of the technology committee will be to establish a plan by which technology will be available to the students and staff, implemented into the curriculum, purchased and maintained in an adequate manner and reviewed annually by the Board of Education. This technology plan will be submitted to the state for approval on a three to five year basis according to state specifications for funding programs.

The technology committee for Lutie R-VI School District consists of individuals who are committed to helping the students, staff and community by serving on this committee. Individuals who serve represent a wide array of populations within our school and community. The number of businesses in the community is small; however, these members often support the various school functions in any way possible.

The administration is always available to communicate concerns as well as relay positive happenings related to the technology field. A formal technology meeting is planned for once a school year to discuss any issues needed. Informal meetings will be held in the library and topics will vary depending on issues being discussed.

The technology committee will have access to information relating to areas concerning technology and the education of our students. Policies and procedures will be examined yearly for any necessary updates. The committee will be kept informed of any changes that must be made for legal issues and compliances. Current issues and standards on state and national levels will also be addressed.

The technology coordinator serves as the facilitator of the technology committee and oversees the Technology Plan's development and implementation. The Superintendent will also serve as a facilitator to explain and discuss funding issues, legal issues, building and district responsibilities and other related information. The staff members and students have input in relation to their roles with technology in the district. Community and business members will be able to share their concerns with the committee.

## **CONCLUSION**

Technology itself is not a magical solution to today's problems. But we believe that technology, properly used, can help us better prepare our students for the world in which they will work and live. Furthermore, just putting technology into a school district will have little effect unless the proper support is provided. First, there must be support to keep the system working. Technology is of little value unless it does what it is supposed to. Districts must have an individual or individuals that have the technical expertise to troubleshoot the day-to-day problems that arise with technology. Second, teachers must have substantial, ongoing staff development with this technology. A few hours at the beginning of the school year will not be sufficient. Teachers must have "hands on" time to really get in and learn to use the technology. Teachers will not use technology they are uncomfortable with. Third, technology cannot just be "added to" our current curriculum. If that is done it will not bring about much benefit. For technology to be effective, it must become an integral part of the curriculum. Teachers must understand that "just using" a piece of software isn't going to be effective. The software must have a purpose and there must be some sort of discussion or debriefing exercise after its use. And finally, districts must be committed to technology. An investment in technology must not be viewed as a "one time" thing. Districts must commit at least some level of ongoing funding for upgrade and replacement of technology.

**Appendix A**

**Technology Committee--2003**

<b>Name, Position Held, Group Representing</b>	<b>Address</b>	<b>Phone</b>	<b>Addresses Technology Focus Area</b>
Melanie Cook, TMR Inc. Business/PTO/Parent	HC 5 Box 5015 Theodosia, MO 65761	(417) 273-4444	1, 4
Loretta Edwards, Turkey Creek Ranch, Business/Parent	HC 3 Box 3177 Theodosia, MO 65761	(417) 273-4362	1, 4
Bruno Jeziorski School Board Member/ Resort Owner	HC 77 Box 198 Isabella, MO 65667	(417) 273-4242	1, 4
Norman Hartman School Board Member	HC 4 Box 4373 Theodosia, MO 65761	(417)273-4806	1, 4
Glenda Dean, Media Center Librarian, PDC Committee/Parent	HC 77 Box 198 Thornfield, MO 65762	(417) 273-4080	1, 2, 4, 5
Joy Cutbirth, Business Teacher	Lutie R-VI School District HC 4 Box 4775 Theodosia, MO 65761	(417) 273-4274	1, 2, 4, 5
Sherry Turner, Title 1 Director, CTA Committee	Lutie R-VI School District HC 4 Box 4775 Theodosia, MO 65761	(417) 273-4274	1, 2, 4, 5
Janean Hillhouse, Student - Elementary	Route 2 Theodosia, Mo 65761	(417) 273-4983	1
Jeffery Heidrich, Student- High School	HC 3 Box 3452 Theodosia, MO 65761	(417) 273-4031	1
Will McKee, Student-High School	HC 4 Box 6060 Theodosia, MO 65761	(417) 273-4357	1, 5
Cindy McKee, High School Principal, Administration/Parent	Lutie R-VI School District HC 4 Box 4775 Theodosia, MO 65761	(417) 273-4150	1, 2, 3, 4

Chris Felmlee, Elementary Principal, Administration/Parent	Lutie R-VI School District HC 4 Box 4775 Theodosia, MO 65761	(417) 273-4150	1, 2, 3, 4
Garry Pirch, Superintendent, Administration/Parent	Lutie R-VI School District HC 4 Box 4775 Theodosia, MO 65761	(417) 273-4150	1, 2, 3, 4
Beulah Myers, Bookkeeper	Lutie R-VI School District HC 4 Box 4775 Theodosia, MO 65761	(417) 273-4150	3
Lois Honeycutt, Technology Coordinator, Discipline Cadre	Lutie R-VI School District HC 4 Box 4775 Theodosia, MO 65761	(417) 273-4150	1, 2, 3, 4,5

## Appendix B

### Budget Information 2003-2006

**Year 2003-2006** Budget estimations only, based on current expectation of funding with current information available.

Area or Item	Estimated Amount Budgeted	Source or Sources of Funding
Supplies: Computer Memory Upgrades, Replacement Parts, Printers/Monitors/Scanners	\$5,000	District, State, Federal Guidance Funds, Title I, Title VI, Library Funds
Salaries: Technology Coordinator	\$20,000  (12 Month Contract)	District, State Local Technology Funds
Contracted Services: Training/Conference Fees	\$2,500	District, State, Federal PDC
Equipment: Laptops, LCD Projectors	\$ 5,000	District, State
Travel Meals and Mileage: Conferences	\$ 500	District PDC
Purchased Services: T1-Line License, Software License, Dish Network	\$ 3,000	District, State, Federal PDC
Total Estimated Yearly 2003-2006 Technology Budget  (Yearly Estimate Depending on Funding)	\$ 36,000	

## APPENDIX C

### Lutie R-VI School District Equipment & Software

#### **Equipment**

##### **Computers**

Compaq.....37  
Kolar.....22  
Compaq Laptop....4  
Midwest..... 6  
APC Spectrum...13  
Dell..... 5  
IBM.....3  
Acer Laptop.....1  
Gateway.....12  
View Sonic..... 1  
Various .....19

##### **Monitors**

Compaq.....37  
MGC.....13  
Dell.....5  
IBM.....2  
View Sonic.....1  
Elite.....1  
Midwest.....6  
Gateway.....12  
Various .....13

##### **TV**

Sharp.....9  
RCA.....2  
GE.....2  
Sony.....1  
GTE.....1  
Magnavox...2

##### **Telephones**

Toshiba ...16

##### **TV & VCR Combo**

Orion.....1  
Emerson.....1  
GE.....7  
Other.....2

##### **Printers**

Action Laser 1500 ...1  
Cannon.....1  
Laser Jet.....3  
HP Laser Jet .....1  
HP Desk Jet.....25  
Color 2.....2  
Lexmark.....1  
Epson.....5

##### **Scanners**

Muslek.....1  
Jmax.....2  
H.P.....6  
UltraScan.....1  
Espon.....2  
Paper port....1

##### **VCR**

Daytron.....2  
Emerson.....2  
GE.....1  
Orion.....1  
Teac.....1  
Magnavox...1  
JVC.....2  
Sanyo.....1

##### **Other**

Projectors.....10  
Smart Board.... 1  
Music Keyboards..7  
Calculators.....17  
Embroidery Machines...3  
GE DVD player.....1  
Microphones.....2  
Camera.....5  
Tape Players.....13

Video Editor.....3  
Copiers.....4  
Proxima Ovation.....1  
Zenith Projection Display 1  
Pioneer Receiver.....1  
Telescopes.....3  
Typewriter.....3  
Fax Machine.....1  
Orion DVD .....1

## **Software**

Webster's Family Encyc.....1	Brain Quest.....1
Africa Trail.....1	U.S. Atlas.....2
Sunburst Begin.Writing.....2	
Compton's Encyclopedia.....2	Steps to Better Writing.....10
World Book Encyc.....1	Ready to Read with Pooh.....1
S.B Learning to Read.....1	Treasure ..... 4
McAfee Virus Scan.....10	S,B Visual Planner.....10
Grammar Games.....1	Dino Soft Smartworks.....1
S.B. Sunbuddy writer 1	Sammy's Science.....2
Norton Antivirus.....27	Hot Dog Stand-the Works..10
Aptiva Recovery.....1	Photo Project CD.....1
Lemberger Acct.....1	Math Rabbit.....2
S.B. M.S. Writing Skills....6	Earth Explorer.....5
Adobe Persuasion 4.0.....1	Riven.....1
Software for Admin.....1	The Graph.....2
Punctuation BB Language 3	Earobics I & II.....1
Adobe Illustrator 7.0.....1	Sunburst.....15
CC Plus Calendar.....1	A Writer.....5
Reader Rabbit 2-4.....1	My First Encyclopedia.....1
Picture This 3.0.....1	IMS Program.....1
Core Data DESE.....1	S.B. Growing as a writer...5
Oregon Trail.....1	Tuneland.....1
Message in a Fossil.....1	Adam, Inside Story.....1
ASBR DESE.....1	Map Maker World Maps...1
Gizmos & Gadgets.....1	Let's Go Read.....1
Children's Encyclopedia.....2	PC Anywhere.....2
MicroSoft Office 97.....1	The U.S. is Missing.....1
Sim Life.....1	Multimedia Crosswords.....1
Magic School Bus Ocean.....1	Windows NT Server.....2
Kodak Plus.....1	Map Maker U.S. maps.....1
Spellbound.....1	American Heritage.....1
Magic School Bus/Earth.....1	Campus Amer. Series.....1
Hallmark Connections....1	GameShow Pro 2.....1
Where in the USA is Carmen	Talking Encyclopedia.....1
Sandiego.....1	Interactive Calculus.....1
Magic School Bus/Human....1	GameShow P.A.L.....1
HP Jet.....2	3D Dinosaur adventure.....1
Windows 95.....4	Learning Tools:Geometry 1
World Atlas.....5	Intergalistic Drill.....1
	Reader Rabbit K-2.....1

LTTW: Pre-Algebra.....1  
 Midnight Rescue.....1  
 Collier 1988 Encyclopedia.....1  
 LTTW Trigonometry.....1  
 The Talking Schoolhouse...1  
 English Master.....1  
 LTTW Algebra.....1  
 Mind Play.....1  
 Print Master.....1  
 IMS Program.....1  
 Expert Typing.....1  
 Print Shop.....5  
 Mavis Beacon Typing.....1  
 Treasure Galaxy.....1  
 Works of Hawthorne.....1  
 Mavis Beacon Typing Kids 1  
 Corel Word/Suite 8.....7  
 Mythology.....1  
 The World is Missing.....1  
 Star Math.....Site License

Adobe Photoshop 7.0.....10

The Life, Time and  
 Math at Work Series.....1  
 Works of Thoreau.....1  
 Prime Time Math Series.....1  
 Compton's Preference Co. 1  
 Print Artist.....2  
 Window 95 Companion.....1  
 Multimedia Grammar.....1  
 Treasure Mathstorm.....1  
 Multimedia-BR.....1  
 Sunburst Authors.....1  
 Multimedia Typing.....1  
 Sunburst Elem. Writing.... 7  
 Windows 2000 Server ... 2  
 Photo Shop 7.0 .... 10  
 Symantec Web Security ...100  
 Windows 2000 CALS ... 100  
 Accelerated Reader .... Site License  
 Star Reading...Site License  
 Perfect Copy...Site License  
 Star Early Literature...Site License  
 StarOffice 6.0.....Site License

## **Appendix D**

Samples of Items Listed Below – Other listed Raw Data information can be accessed at the DESE site, the Lutie R-VI School District policy manuals, Teacher Resource Manuals, Student Handbooks and Board minutes.

### Lutie R-VI Technology Needs Assessment Survey

- Student Use Of Technology
- Self-Evaluation
- Staff Use Of Technology

### Lutie Policies and Procedures pertaining to

- Student Internet Acceptable Use Policy
- Symantec Web Security Filtering Sample Notices Staff and Student
- Faculty Internet Acceptable Use Policy
- Lutie R-VI Comprehensive School Improvement Plan Goals
- Lutie R-VI Technology Coordinator Job Description