Windham School Department

Technology Plan 2006-09

June 2006

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Introduction

The Windham School Department Technology Plan for 2006-2009 is firmly grounded in two simple propositions – that students need to become skilled in 21st century technology skills and that technology can help schools change and improve how they deliver education services.

As 21st century learners, we expect all our students to be smarter, more creative, and capable of leading, managing, collaborating and networking with people around the world.

While these skills may appear to represent simple ideas, they will not be acquired easily. We must confirm that the community continues to support the Windham School Department in our efforts to ensure that students acquire these 21st century skills.

This three year plan proposes many innovative and challenging ideas on how technology should be used to support the Windham School Department. Technology plays a critical role in supporting 21st century learning environment. This responsibility should not be taken lightly. Failure on our part has greater consequences than we can imagine. Ten years ago, to deprive a student of a textbook was unthinkable. Today, to deprive our student access to technology should provoke the same response.

> "As Thomas Friedman, author of *The World is Flat*, notes when he was a kid, his parents told him to finish his dinner because the children in China were starving. Now, he tells his children to finish their homework because the children in China are hungry for their jobs." (Milton, 2006)

Chen, Milton (2006), Riveting Ideas, Edtech January;February 2006, 32-36

Goal Summary Section Pages 5 to 10

Goal 1: The Windham School Department wants to make sure that all curricula will be supported by technology.

Monitor student achievement, curriculum, instructional delivery, and standards replacement instruction.

- Objective1: Maintain professional support for software programs used in the school offices and library/media centers. See Action Step page 25 for additional details.

Individualized instruction

- Objective 2: The staff will be instructed in how to use a curriculum delivery system in producing and deploying their curriculum. See Action Step page 26 for additional details.

Goal 2: Instructional delivery should be supported by technology. These areas include network integrity, hardware availability, support staffing, staff technology literacy, and distance learning.

Support staffing

- Objective 1: To secure staffing to support all aspects of technology. See Actions Steps on page 27 for additional details.

Network integrity - Available 24/7

- Objective 2: Develop criteria for evaluating the functionality of the Windham School Department network, hardware and software. See Action Steps on page 28 for additional details.

Staff technology literacy - Staff is knowledgeable with hardware and software

- Objective 3: The district will continue to demonstrate their support of technology and the value it has in education. See Action Steps on page 29 for additional details.

- Objective 4: To provide opportunities for staff development by supporting after-school training sessions, summer technology camp, conference and workshop attendance, and release time. See Action Steps on page 30 for additional details.
- Objective 5: To create planning time for the staff to work together on developing a technology enhanced curriculum. See Action steps on page 32 for additional details.
- Objective 6: To increase and maintain services that provide support anytime and anywhere through staffing and online services – tutorials, online help, trouble-tickets, Support Page, etc. See Action steps on page 34 for additional details.
- Objective 7: To create an online technology library of resources that include professional journals, articles, sample works, and lessons that staff member have created that use technology in specific areas. See Action steps on page 35 for additional details.
- Objective 8: Technology in Secondary Education can transition students into life beyond High School: College, Vocational School, Career, Military, Family, etc. See Action steps on page 36 for additional details.

Hardware availability

- Objective 9: To increase computer accessory hardware to provide additional access to staff, students, and community. See Action steps on page 37 for additional details.
- Objective 10: To maintain a replacement cycle time schedule for all hardware. See Action steps on page 38 for additional details.
- Objective 11: Increasing student access to hardware by reducing the computer to student ratio. See Actions steps on page 39 for additional details.

- Objective 12: Acquiring software to enhance student academic achievement. See Actions steps on page 40 for additional details.
- Objective 13: Staying current with software upgrades and licensing. See Action steps on page 41 for additional details.
- Objective 14: Acquiring sufficient hardware in those areas that support academic achievement (food services, transportation, scheduling, reporting to parents, health & safety). See Action steps on page 42 for additional details.
- Objective 15: Windham Adult Education offers expanded computer instruction to the community. See Actions steps on page 43 for additional details.

Distance Learning

- Objective 16: Research and complete a feasibility study; and if warranted develop an on-line distance learning program. See Action steps on page 44 for additional details.

Goal 3: All Standards will be supported by technology.

Student technology standards

- Objective 1: Update and align Technology Standards and Assessment Plan to reflect 21st century technology skills. See Action steps on page 45 for additional details.

Staff Technology Standard

- Objective 2: To ensure that the Windham Technology Learning Standards curriculum is fully implemented. See Action steps on page 46 for additional details.
- Objective 3: To update the Professional Competency Technology Standards for staff. See Action steps on page 47 for additional details.

- Objective 4: To Assess staff members' level of competency with technology. See Action steps on page 48 for additional details.

Goal 4: The decision making process should be supported by technology.

- Objective 1: To maintain a data management system to report academic progress and communicate standards. See Action steps on page 49 for additional details.
- Objective 2: Establishing a systematic process of archiving student data over time. Actions steps are found on page 50.

Goal 5: All stake holders: staff, students, parents, and community members are kept informed and sought out for their opinions on how best to support learning.

- Objective 1: Establishment of the P.A.S.S (Parental Access Support System) for K-12. This on-line system will allow parents to check on their child's performance in curriculum areas along with other personal information stored in the school's student management system. Action step are found on page 51

- Objective 2: Increasing communication with parents will also involve the creation of an electronic Listserve for each school. This will allow parents to receive electronic notices to their e-mail or cell phone of special notices, upcoming events or essential information. Action steps are found on page 52

- Objective 3: To create a web based database of curriculum and related learning results standards for all grades and all subject areas. This information will be accessible to staff, parents, and community. Action steps are found on page 53

- Objective 4: To have Community members regularly provide input into technology education. Actions steps are found on page 54

- Objective 5: To have parents have access to appropriate student information, and all community members will have information about the schools and the school district through technology. Action steps are found on page 55

- Objective 6: Funding is increased to fully implement the technology plan. Action steps are found on page 56

Goal 6: Windham School Department has in place a system to assess, revise, and report on the district's technology plan annually

- Objective 1: To establish and implement a plan for assessing progress on the technology plan each year. Action steps are found on page 57

Matrix on Where the Goals and Actions Steps are used

Table 1

Goals	Action Steps	Part 1 pg.13	Part 2 pg. 14	Part 3 pg. 15	Part 4 pg. 16	Part 5 pg. 20	Part 6 pg. 21	Part 7 pg. 23	Part 8 pg. 24	Part 9 pg. 58	Part 10 pg. 59	Part 11 pg. 60	Part 12 pg. 61	Part 13 pg. 62	Part 14 pg. 63
Goal 1	1 pg.25												X		
	2 pg. 26				X									X	
Goal 2	1 pg 27			X	X		X	X					X		
	2 pg 28				X					X					
	3 pg. 29											X			
	4 pg. 30							X				X	X		
	4 cont. Pg 31						X								
	5 pg. 32							X					X		
	5 cont. Pg. 33						X								
	6 pg. 34						X			X					
	7 pg. 35									X		X	X		
	8 pg. 36				X					X			X		
	9 pg 37				X						X				
	10 pg.38				X		X								
	11 pg. 39				X		X			X	X				
	12 pg. 40				X		X								
	13 pg. 41				X		X								
	14 pg. 42				X		X			X					
	15 pg. 43					X									
	16 pg. 44				X									X	
Goal 3	1 pg. 45			X											
	2 pg. 46			X			X	X							
	3 pg. 47						X	X				X			
	4 pg. 48						X					X			
Goal 4	1 pg. 49				X		X								
	2 pg.50						X								
Goal 5	1 pg. 51	X		X	X										
	2 pg. 52	X			X										
	3 pg.53	X		X	X									X	
	4 pg.54					X								X	
	5 pg.55					X									
	6 pg. 56					X									
Goal 6	1 pg. 57														X

14 Categories required By the State of Maine for Technology Plan

Pages 11 to 63

1. Community and Parental Involvement

The District Technology Committee members worked for nine months to come to grips with the essence of these ideas and to determine what they mean for the Windham School Department. First, the team studied what already exists. Then team members researched local, state, and national trends. They developed a set of implications and consulted planning resources. They examine the district's Vision and Mission and Strategic plan. And finally, they crafted Goals and Action Plans that they hope will help actualize this vision. Team members had a common understanding. They understood that technology was part of a larger, compelling and critical agenda. They knew that technology was essential and fundamental in making Windham schools the very best they can be.

Planning Team Members

Team Member	Position/Role
Robert Hickey	Director of Information Technology Windham School Dept.
Bob Asselin	K-12 Technology Integration Specialist Windham School Dept.
Donn Davis	Assistant to the Superintendent
Sherry Dolloff	Library Media-Specialist - Middle School
Aaron Hamlen	Network Administrator
Ryan Palmer	Middle School Technology Teacher
Thomas Nash	Director - Adult Education
Donna Morton	Building Coordinator – Manchester teacher
Louise Morse	Building Coordinator – Primary school teacher
Diane Leavitt	Building Coordinator/ High school teacher
Peter Mullen	Technology Specialist –support MLTI
Charlie Haddock	Assistant Principal – Middle School
Donna Stephen	Principal – Primary School

One of the essential roles that electronic technology will play will be to help parents and community member stay informed to what is happening in the Schools. Goal 5 and subsequent objectives listed below explain in detain how this will be accomplished.

Goal 5: All stake holders: staff, students, parents, and community members are kept informed and sought out for their opinions on how best to support learning.

Objective 1: To move from pilot status to permanent status - the P.A.S.S (Parental Access Support System) at the High School level and implement a similar system for grades K-8. This on-line system will allow parents to check on their child's performance in curriculum areas along with other personal information stored in the school's student management system. See Action steps on page 51 for additional details.

Objective 2: To increase communication with parents, this will be accomplished by utilization of an electronic ListServe for each school. This will allow parents to receive electronic notices to their e-mail or cell phone of special notices, upcoming events or essential information. See Action steps on page 52 for additional details.

Objective 3: To create a web based database of curriculum and related learning results standards for all grades and all subject areas. This information will be accessible to staff, parents, and community. See Action steps on page 53 for additional details.

2. Vision for the Windham School Department

Vision Statement

Technology is intertwined with: curriculum, instructional delivery, standards and data driven decision making. The educational process with the support of technology is now the framework for successful lifelong learning.

While staff members are our most valuable instructional resource:

- Technology can provide learning opportunities 24/7;
- Technology can facilitate the design and delivery of individual instruction for each of our 3,000 students;
- Technology can allow for additional practice of instructional material;
- Technology can provide alternative methods to address diverse learning styles;
- Technology can assist in the interpretation of massive amounts of data to show trends and drive decision making;
- Technology can increase the opportunities for staff to communicate with each other, students, parents and the community.*(E-mail, PASS system, ListServe, teacher web pages, NWEA assessments, local assessments, report card, MEA, student performance in class, report cards.)*

3. Goals that aligned with Maine Learning Results

The three goals identified below explain how student academic achievement can be improved by using technology.

Goal 2: Instructional delivery should be supported by technology

Objective 1: To secure staffing to support all aspects of technology. See Actions Steps on page 27 for additional details.

Goal 3: All Standards will be supported by technology.

Objective 1: To update and align Technology Standards and the Local Assessment Plan. See Actions Steps on page 45 for additional details.

Objective 2: Ensuring that the Windham Technology Learning Standards curriculum is fully implemented. See Actions Steps on page 46 for additional details.

Objective 5: To secure Staffing to support all aspects of technology. See Actions Steps on page 48 for additional details.

Goal 5: All stake holders: staff, students, parents, and community members are kept informed and sought out for their opinions on how best to support learning.

Objective 1: To move from pilot status to permanent status - the P.A.S.S (Parental Access Support System) at the High School level and implement a similar system for grades K-8. This on-line system will allow parents to check on their child's performance in curriculum areas along with other personal information stored in the school's student management system. See Actions Steps on page 51 for additional details.

Objective 3: To create a web based database of curriculum and related learning results standards for all grades and all subject areas. This information will be accessible to staff, parents, and community. See Actions Steps on page 53 for additional details.

4. Identify Necessary Technology

This section is broken down into three major components. The first is hardware inventory that lists the type of technology hardware and their amounts. This inventory is current up to April 5, 2006.

The second part to this section focuses on technology usage of the staff and students. Reference materials for this section are found in Appendix A of this plan on page 65.

The third and final part of section 4 deals with what we envision the future information technology needs for the district.

Hardware Inventory Component

Technology Inventory Report As Of 04/05/2006

High School	
Student Computers On Carts:	48
Lab & Library Computers:	112
TV & Video Production Computers:	6
Industrial Arts Computers:	17
Student Services Computers:	4
Science Computers:	6
Writers Lab & Yearbook Computers	5
Total Student Computers:	**198**
Staff Laptop Computers:	83
Office & Support Staff Computers	41
Total Staff Computers:	**124**
Total Adult Ed Computers:	**20**
Total Computers:	**342**

Middle School	
PC Computers On Carts:	24
Lab & Library Computers	31
Total Student Computers:	**55**
Total Staff Computers:	**66**
Total Computers:	**121**
Student Use Printers:	16
Staff Use Printers:	13
Total Printers:	**29**

Student Use Printers:	9
Staff Use Printers:	41
Adult Ed Printers:	4
Total Printers:	**54**

Manchester School

Library Computers:	5
Lab Computers:	50
Total Student Computers:	**55**
Total Staff Computers:	**42**
Total Computers:	**97**
Student Use Printers:	3
Staff Use Printers:	8
Total Printers:	**11**

Primary School

Library Computers:	2
Lab Computers:	32
Total Student Computers:	**34**
Total Staff Computers:	**84**
Total Computers:	**118**
Student Use Printers:	2
Staff Use Printers:	14
Total Printers:	**16**

Real School

Total Computers:	**4**
Total Printers:	**2**

Central Office

Total Computers:	**19**
Total Printers:	**8**

Bus Garage & Misc

Total Computers:	**2**
Total Printers:	**1**

Servers

Main Campus:	12
Manchester & Real School:	3
Total Servers:	**15**

District Wide

Total Computers: **718**

District Wide

Total Printers: **121**

4. Identify Necessary Technology -Continued

Usage Information Component

To indicate the level of usage of technology within the Windham School Department, several tools were utilized. The first was a survey of the staff that was completed in December of 2004. In this survey, 126 staff members responded to questions on how they and their students used the technology and what types of technology they most preferred. Appendix D on page 69 contains the final results of the survey.

In addition to the Usage of Technology Survey, the district also annually undertakes a Summer Academy during which many technology sessions are offered. The organizers of this academy do an annual survey to determine the interest levels of different topics of technology through an online survey. The most current survey results are listed in Appendix E on page74.

Secondly, we referred to lab sign-out sheets, found in three of the four schools. Summaries are found in Appendix B on page 67 for the Middle School. The High School currently has four computer carts available to staff and students – with plans for expansion. A summary of High School laptop cart usage is found in Appendix A on page 65.

Lastly, we used the results of our Trouble Ticket system within which staff can report hardware and software issues. By examining the problems staff had with technology it would give us an idea what they use and how it's use. Appendix C on page 68 contains a summary of the trouble tickets.

4. Identify Necessary Technology -Continued

Future Needs Component

Computers:

1. Continue the cyclical replacement of older machines. Desktop models should be replaced after 5 years and laptops need to be replaced after 3 years.
   - Goal 2, Objective 10. Action steps are found on page 38

2. Lower the ratio of students to computers at all schools to meet national and state levels.
   - Goal 2, Objective 11. Action steps are found on page 39

3. Continue to update software packages to reflect the needs of the students and staff
   - Goal 2, Objective 8. Action steps are found on page 36
   - Goal 2, Objective 12. Action steps are found on page 40
   - Goal 2, Objective 13. Action steps are found on page 41
   - Goal 4, Objective 1. Action steps are found on page 49

4. Increase the availability of technology support by on-line tutorials, electronic resources, adding personnel, etc…
   - Goal 2, Objective 1. Action steps are found on page 27
   - Goal 2, Objective 16. Action steps are found on page 44

5. Delivering curriculum electronically should be increased especially at the Middle and High school. 50% of all Middle and High school staff should be delivering some part of their curriculum via the Internet.
   - Goal 1, Objective 2. Action steps are found on page 26

Network

1. Need to expand file sharing systems to allow students and teachers to send and receive assignments, information and communication electronically, (i.e. Moodle, Microsoft's ClassServer, Sharepoint portal (Collaboration Solution), FirstClass (E-mail), StudyWiz from State of Maine, etc…)
   - Goal 1, Objective 2. Action steps are found on page 26

2. Maintain, upgrade and expand the network and infrastructure to keep them updated and competitive in the information age.
   - Goal 2, Objective 2. Action steps are found on page 28
   - Goal 2, Objective 9. Action steps are found on page 37
   - Goal 2, Objective 14. Action steps are found on page 42

3. Expanding the amount of information that parents have access via the Internet or other portal system.
   - Goal 5, Objective 1. Action steps are found on page 51
   - Goal 5, Objective 2. Action steps are found on page 52
   - Goal 5, Objective 3. Action steps are found on page 53

5. Collaboration with Adult Literacy Service Providers

The collaboration that existed, and continues to exist today, between the Adult Literacy Service Provider and the Windham School District is a very strong connection. Two of the planning team members responsible for writing the Technology plan are members of the Windham Adult Education Department, one being the Director of Adult Education for Windham. Their expertise in this area helped guide the committee to insure that all plans and actions dealt with the age span of Kindergarten through Adult students.

Additionally:

- Technology is found in the adult literacy curriculum.
- A dedicated lab for adults has provided access to large numbers of additional adults in the community who otherwise may not have had this opportunity.
- The Adult Education program has access to 4 additional computer labs with 96 computers.

One important goal is to improve community connections. This can be best implemented by the Windham School District engaging community members, business, and parents in the planning and implementation of technology. It also deals with any partnerships that may support technology integration. Here are specific goals that deal with community connections.

Goal 2: Instructional delivery should be supported by technology. These areas include network integrity, hardware availability, support staffing, staff technology literacy, and distance learning.

> Objective 15: To expand the Windham Adult Education computer instruction offerings to the community. See Action steps on page 43 for additional details.

Goal 5: All stake holders: students, parents, staff, and community members are kept informed and sought out for their opinions on how best to support learning.

> Objective 4: To have Community members regularly provide input into technology education. See Action steps on page 54 for additional details.
>
> Objective 5: To give parents and community members access to appropriate school information through technology. See Action steps on page 55 for additional details.
>
> Objective 6: To ensure adequate funding for full implementation of the technology plan. See Action steps on page 56 for additional details.

6. Strategies for Improving Academic Achievement &Teacher Effectiveness

We believe that students improve academic achievement through authentic learning experiences, adequate access to appropriate technology, high level instruction, and opportunities to demonstrate their knowledge across all settings. This can be attained through the following goals:

Goal 2: Instructional delivery should be supported by technology. These areas include network integrity, hardware availability, support staffing, staff technology literacy, and distance learning.

Objective 10: To create a replacement cycle time schedule for all hardware. See Action steps on page 38 for additional details.

Objective 11: Increasing student access to hardware by reducing the computer to student ratio. See Actions steps on page 39 for additional details.

Objective 12: Acquiring software to enhance student academic achievement. See Actions steps on page 40 for additional details.

Objective 13: Staying current with software upgrades and licensing. See Action steps on page 41 for additional details.

Objective 14: Acquiring sufficient hardware in those areas that support academic achievement (food services, transportation, scheduling, reporting to parents, health/safety). See Action steps on page 42 for additional details.

Goal 3: All Standards will be supported by technology.

Objective 2: To ensure that the Windham Technology Learning Standards Curriculum is fully implemented. See Action steps on page 46 for additional details.

Goal 4: The decision making process should be supported by technology.

Objective 1: To maintain the data management system to report academic progress and communicate standards. See Action steps on page 49 for additional details.

Objective 2: To establish a systematic process of archiving student data over time. See Actions steps on page 50 for additional details.

We believe that teacher effectiveness can best be improved by the development and support of technology standards for staff members. A baseline of technology skills for staff members will allow for a better use of the current technology resources and for the planning of any future needs. In addition we plan to complete the following:

Goal 2: Instructional delivery should be supported by technology. These areas include network integrity, hardware availability, support staffing, staff technology literacy, and distance learning.

Objective 1: To secure adequate staffing to support all aspects of technology. See Actions steps on page 27 for additional details.

Objective 4: To provide opportunities for staff development by supporting after school training sessions, summer technology camp, conference and workshop attendance, and release time. See Action Step on page 31 for additional details.

Objective 5: To create planning time for the staff to work together on developing a technology enhanced curriculum. See Action steps on page 33 for additional details.

Objective 6: To increase and maintain services that provide support anytime and anywhere through staffing and online services – tutorials, online help, trouble-tickets, Support Page, etc. See Action steps on page 34 for additional details.

Goal 3: All Standards will be supported by technology.

Objective 3: To complete the Professional Competency Technology Standards for staff. See Action steps on page 47 for additional details.

Objective 4: To assess staff members' level of competency with technology. See Action steps on page 48 for additional details.

7. Integration of Technology with Curricula, Instruction, & Assessment

By utilizing educational best practices; research and evidence indicates the most successful methods of integrating technology into instruction are found where clear exact standards have been established for students and staff, and a mechanism for training and support of technology users exist. The following goals will insure that Windham School Department takes full advantage of its technology to improve education.

Goal 2: Instructional delivery should be supported by technology. These areas include network integrity, hardware availability, support staffing, staff technology literacy, and distance learning.

Objective 1: To secure staffing to support all aspects of technology. See Actions steps on page 27 for additional details.

Objective 4: To provide opportunities for staff development by supporting after school training sessions, summer technology camp, conference and workshop attendance, and release time. See Action Steps on page 30 for additional details.

Objective 5: To create planning time for the staff to work together on developing a technology enhanced curriculum. See Action step on page 32 for additional details.

Goal 3: All Standards will be supported by technology.

Objective 2: To ensure that the Windham Technology Learning Standards curriculum is fully implemented. See Action steps on page 46 for additional details.

Objective 3: To complete the Professional Competency Technology Standards for staff. See Action steps on page 47 for additional details.

8. Technology Type, Costs, and Coordination with Funding Resources

This portion of the Technology Plan is the “step-by-step action plan” for each of the 6 goals already identified. Timelines, activities, required hardware and software, costs, and funding sources are found in this section.

Figure 1

Goal 1: Objective 1 Action steps					
Goal 1: The Windham School Department wants to make sure that all curriculums will be supported by technology.					
Objective 1: Maintain professional support for software programs used in school offices and library/media centers.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Inventory all software used by office staff for all levels "K to Adult"	DTC – subgroup			Completed by November 2006	
Study the effectiveness of existing office software to determine upgrade/replacement possibilities and use this data to prepare future budgets.	DTC –subgroup			Completed by December 2006	
Upgrade library cataloging software (Winnebago)			$2,200	September 2007	In 2006/07 tech budget Software Acct.
Provide support through in-service sessions online tutorials and workshops set up specifically for support staff	Integration Specialist, Building Coordinator,	In-service time for support staff		2007 2008	Provide support through in-service sessions online tutorials and workshops set up specifically for support staff

Figure 2

Goal 1: Objective 2 Action Steps					
Goal 1: The Windham School Department wants to make sure that all curriculums will be supported by technology.					
Objective 2: The staff will be instructed in how to use a curriculum delivery system in producing and deploying their curriculum.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Install and test a Curriculum delivery system (CDS - Moodle or equivalent) software and necessary hardware so they comply with all network protocols.	Tech Integration Specialist MLTI Specialist Network Admin	Server and technical support to install Moodle	$500	September 2006	This is included in the 2006/07 Tech budget in the Professional & Technical Svcs Acct.
Offer staff development for all staff members to ensure they are trained in how to use the CDS software				Annually every Spring and fall	
Develop a support system that will assist staff member with any issue they might have using a CDS.	Bob Asselin and Peter Mullen			January 2007	

Figure 3

Goal 2: Objective 1 Action steps					
Goal 2 : Instructional delivery should be supported by technology					
Objective 1: To secure adequate staffing to support all aspects of technology					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Gather information to ensure that technology integration is commensurate with other area districts. Survey staff, students, and communities. Look at National Trends.	DTC , Administrative Team (A-Team)			September 2006	
Create a job description to help leverage technology and use it for instructional delivery by tying it to the curriculum.	Curriculum Director and Curriculum committees			November 2006	
Present all the findings for the School Board to decide on a course action.	DTC and School Board		To be determined	March 2007	

Figure 4

Goal 2: Objective 2 Action steps					
Goal 2 : Instructional delivery should be supported by technology					
Objective 2: To develop criteria for evaluating the functionality of the Windham School Department network, hardware and software.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Engage in the necessary research to assure that we have high performing technology infrastructure in place.	Network Administrator and Technology coordinator	Network study	$1,500	September 2007	*Site Survey for Wireless. This would be funded from the Professional & Technical Services portion of the Tech Budget.*

Figure 5

Goal 2: Objective 3 Action steps					
Goal 2 : Instructional delivery should be supported by technology					
Objective 3: The district will continue to demonstrate their support of technology and the value it has in education.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Establish recommended goals which could be used by staff.	DTC sub-committee and Building Coordinators.			Fall 2006	*ie Use Technology such as Email at least weekly to check their messages.*
All staff will be urged to have a minimum of one staff goal linked to improving their skill levels in technology.	District Technology Committee, Administration Committee, Superintendent, School Board.			Spring 2007	Staff should attempt to improve their tech skills using themselves as a benchmark.
We urge administration to require a minimum of one staff goal linked to Information Technology.	District Technology Committee, Administration Committee, Superintendent, School Board.	Approval of school Department and personnel		Spring 2008	Improved technology usage in education should be supported at all levels.

Figure 6

Goal 2: Objective 4 Action steps					
Goal 2: Instructional delivery should be supported by technology					
Objective 4: To provide opportunities for staff development by supporting after school training sessions, summer technology camp, conference and workshop attendance, and release time.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Develop In-service experiences to support the staff in reaching the baseline proficiency skills level. Courses are based on staff surveys of technology needs of the teachers.	Technology Integration Specialist	- Resource material - Planning time	Resource materials $200 Books, online subscription.	On going yearly	**To come out of Curriculum funding for staff develop-ment.**
Deliver In-service technology courses to staff.	Technology Integration Specialist	- Computer labs - Hand out materials	Software Licenses $500 Photoshop elements for 10 copies. Refreshments = $75 Total = $ 575	Sessions offered: Fall of each year Spring of each year	

Figure 7

Goal 2: Objective 4 (Continued) Action steps					
Goal 2: Instructional delivery should be supported by technology					
Objective 4: To provide opportunities for staff development by supporting after school training sessions, summer technology camp, conference and workshop attendance, and release time.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Design and offer **ONLINE** courses for the staff. **(See Appendix F)**	Technology Integration Specialist	Need assessment information from staff proficiency surveys	**For first face to face session** Refreshments at: $30 (per session) X 6 sessions (listed to the right) = $180	October 2006 January 2007 October 2007 January 2008 October 2008 January 2009	**To come out of Curriculum funding for staff develop-ment.**

Figure 8

Goal 2: Objective 5 Action Steps					
Goal 2: Instructional delivery should be supported by technology					
Objective 5 To Provide opportunities for staff development by supporting after school training sessions, summer technology camp, conference and workshop attendance, and release time.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Planning for Technology camp which is part of the Summer Academy	- District Technology Committee	- List of possible presenters	Photocopy & postage expense for Registration materials = $40 **Inserts in pay checks & mailings for out of district.**	February– April annually	**To come out of Curriculum funding for staff development.**
Offer Summer Technology Camp for staff members	- District Technology Committee - Presenters and trainers hired to instruct the staff	- District Computer Labs on campus - Refreshments - Photocopies of hand-out - Presenters - Software	Estimate total expenses of Technology camp= $ 3,500 / year (derived from the cost of previous camps) **This cost is based on prior year expenses for paying instructors to teach at Tech Camp.**	August 2007 August 2008 August 2009	

Figure 9

Goal 2: Objective 5 Action steps (Continued)					
Goal 2 : Instructional delivery should be supported by technology					
Objective 5: Create planning time for the staff to work together on developing a technology enhanced curriculum.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Meet with Administrative Team and examine the possibility of selecting at least one in-service day as a technology day. For example: NWEA testing,	District Technology Committee and Administrative Team committee			Spring 2007	**This is already being done in grades K-5 during their early release Wednesdays.**
Plan effective in-service sessions to take advantage of technology day(s)	Building Technology Coordinator, Integration Specialist, District Technology Committee,	To be determined by planning group	To be determined	Spring 2008 Spring 2009	

Figure 10

Goal 2: Objective 6 Action steps					
Goal 2 : Instructional delivery should be supported by technology					
Objective 6: Increase and maintain services that provide support anytime and anywhere through staffing and online services – tutorials, online help, trouble-tickets, Support Page, etc					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Maintain and possibly increase the level of staffing in the Information Technology Department. This can be accomplished by demonstrating the accomplishments and needs in annual reports and compare to other districts.	Information Technology Dept, District Technology Committee			Annually	
Continue to maintain the "Trouble ticket system" to report and track all software and hardware issues. Create yearly summations of these issues.	Information Technology Department, Technology Specialist(s)	Software to run and create reports (CodeCharge, Crystal Reports)	Software Updates $350	Annually for reports, 2007 software updates	**To come out of Tech Dept Software Budget.**
Increase the number of online tutorials to cover common questions over the major software packages	Building Coordinators and Integration Specialist.	Software to create tutorials (Camtasia, Wink, and Dreamweaver)	Update cost: Camtasia w/ audio voice over = $150 dreamweavr=$270 Adobe Creative v2 =$180 + $69 docs	Spring of 2007	**To come out of Curriculum funding for staff development**
Redesign the Technology Support page to emphasize the online tutorials and self help files.	Technology Integration Specialist and Building Coordinators.	Same software required as above	Same software required as above	Annually	**No additional charge.**

Figure 11

Goal 2: Objective 7 Action steps					
Goal 2: Instructional delivery should be supported by technology					
Objective 7: To create an online technology library of resources that include professional journals, articles, sample works, and lessons that staff member have created that use technology in specific areas.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Compile and acquire the resource information to be placed online	- Technology Integration Specialist - BC's Dept. Heads, Team Leaders, Staff	- Professional journals - Staff submissions	- Subscription to online services $200 - Document Feed Scanner= $541 - Summer work $640	summer 2007	**Funded out of Tech Dept Hardware Acct.**
Create a new support area devoted as an online curriculum resource library for the staff.	Technology Integration Specialist	- Dreamweaver software	- Cost already listed in Goal 2, Objective 6	January 2007	

Figure 12

Goal 2: Objective 8 Action steps					
Goal 2 : Instructional delivery should be supported by technology					
Objective 8: Technology in Secondary Education can transition students into life beyond High School: College, Vocational School, Career, Military, Family, etc.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Ensure that the skills acquired here are a base from which to build a path of success. Continue to support and monitor career opportunities and provide technology which fosters success.	Administration, Teachers, Support Staff, Counselors, Students, Families, and Community.	Student Technology Standards, Technology such as: Choices Web software, SAM technology assessment software, curriculum delivered online via CDS.	To be determined	Never ending: Lifelong learning	

Figure 13

Goal 2: Objective 9 Action steps					
Goal 2 : Instructional delivery should be supported by technology					
Objective 9: To increase computer accessory hardware to provide additional access to staff, students, and community.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Purchase accessory hardware and software that is age and developmentally appropriate for its users. *Smaller keyboards & mice for smaller hands. Color coded keys on the keyboard-vowels/consonants/numbers/function keys.*	Building coordinators and Information Technology Department	Purchase keyboards, mice, and other hardware that is age or ability appropriate	$40 each * (2 PS labs * 22 each) = $1,760.	Annually	

Figure 14

Goal 2: Objective 10 Action steps					
Goal 2 : Instructional delivery should be supported by technology					
Objective 10: To maintain a replacement cycle time schedule for all hardware (3 years for servers and laptops, 5 years for desk model computers and switches					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
YEAR 1 of 3 yr Plan: Use the current inventory of 708 computers to identify which machines are 5 years or older. Price per laptop? $876 Price per desktop? $650	Technology Specialist and Information Technology Department	School board Approval	*20% replacements* 85 HS teachers * $876=$74,500 56 desktops * $650=$36,400 Total=$110,900	Deliver To Board Fall 2006 for implementation in 2007/08	
YEAR 2 of 3 yr Plan: Use the current inventory of 708 computers to identify which machines are 5 years or older. Price per laptop? $876 Price per desktop? $650	Technology Specialist and Information Technology Department		*20% replacements* 141 PCs/yr=20% 141 desktops * $650=$91,650		
YEAR 3 of 3 yr Plan: Use the current inventory of 708 computers to identify which machines are 5 years or older. Price per laptop? $876 Price per desktop? $650			*20% replacements* 141 PCs/yr=20% 141 desktops * $650=$91,650		

Figure 15

Goal 2: Objective 11 Action steps					
Goal 2 : Instructional delivery should be supported by technology					
Objective 11: Increasing student access to hardware by reducing the computer to student ratio					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Work towards lowering the student to computer ratio to the recommended State & National Averages: Currently: at the High School to 1:5 by the end of 2009	IT department and High School administration	Adding 50 laptop computers with 2 storage carts	And 100 iBooks on carts 50 * $876 PC laptops = $43,800	Fall of 2006 Fall of 2008	
To work to maintain the student to computer ratio: Middle School maintain 1:1 by the end of 2009	IT department and Middle School administration	Purchase Old MLTI laptops for 6th graders	$52,000 including carts, batt.,RAM, (this includes 525 iBooks) 200 to remain at MS for 6th grade (97 in District spare pool)	Fall of 2006	
Work towards lowering the student to computer ratio: Manchester School 1:4 by the end of 2009	IT department and Manchester School administration	Use the left-over MLTI computer purchase for Middle School	Assuming they get 78 of the iBooks	Fall of 2006	
Work towards lowering the student to computer ratio: Primary school 1:10 by the end of 2009	IT department and Primary School administration	Use the left-over MLTI computer purchase for Middle School and purchase 4 carts	50 iBooks for PS 1 cart for each House.	Fall of 2007	

Figure 16

Goal 2: Objective 12 Action steps					
Goal 2 : Instructional delivery should be supported by technology					
Objective 12: Acquiring software to enhance student academic achievement					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
DETERMINE WHAT SOFTWARE WE HAVE: Inventory all software: Research available solutions to inventory both hardware and software. Once the product is identified, implement it.	Information Technology Department, Building Coordinators	Survey of staff to find what Software is being used.		Spring of 2007	This is done annually and included in the technology budget.
Recommend software for updating and/or replacement	Building Coordinators, and District Technology Committee			Spring 2007 Spring 2008	
RESEARCH NEW SOFTWARE: Engage in the necessary research (best practice) to assure that students and staff have the necessary complement of technology software to support its overall mission.	IT department, Building Technology coordinator	Survey staff to determine what software is needed. Research through visitations, conferences	Substitutes for BC and transportation cost. $500	annually	To come out of Curriculum funding for staff development.
Examine curriculum and evaluate how existing software is assisting in their instruction	Building Coordinators, and District Technology Committee			Spring 2007 Spring 2008	

Figure 17

Goal 2: Objective 13 Action steps					
Goal 2 : Instructional delivery should be supported by technology					
Objective 13: Staying current with software upgrades and licensing					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Use the software inventory from Goal 2 -Objective 12 and determine current licensing status	Building Coordinators, and District Technology Committee		Funded from IT Budget, Grants, Fed & State Funding	Happens annually after software inventory is completed.	
Provide a list of needed software licenses to the board for purchase	Building Coordinators, and District Technology Committee		Done annually through the IT Budget meetings with the School Board.	Happens annually after software inventory is completed.	
Install software so we are in compliance with licensing requirements.	Network Administrator and PC Specialist.			Happens annually after software inventory is completed.	

Figure 18

Goal 2: Objective 14 Action steps					
Goal 2 : Instructional delivery should be supported by technology					
Objective 14: Acquiring sufficient hardware in those areas that support academic achievement (ie food services, transportation, health/safety)					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Determine hardware needs for the support areas such as: food services, transportation, and health/safety.	Information Technology Department, Department heads for each of the affective areas		Hardware updates are part of the replacement schedule listed in Goal 2- Objective 10	Annually	This is done annually and included in the technology budget.

Figure 19

Goal 2: Objective 15 Action steps					
Goal 2 : Instructional delivery should be supported by technology					
Objective15: Windham Adult Education offers expanded computer instruction to the community.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Expand technology course offerings.	Adult Education Director and Workforce Education Coordinator.	HS and Adult Education Computer Labs.	In-kind costs for staff salaries; technology teacher salaries paid for through registration fees.	3-4 months prior to the beginning of each respective Windham Adult Education semester	
Streamline the registration process by allowing on-line registration and payment.	Adult education staff and IT Department	IT department support, web-page designer, on-line payment service, credit card agreement	Web-page design costs; user fees.	Explore this option during the 2006-07 school year for implementation during the 2007-08 school year.	

Figure 20

Goal 2: Objective 16 Action steps					
Goal 2 : Instructional delivery should be supported by technology					
Objective 16: Research and complete a feasibility study and if warranted the development of an on-line distance learning program.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Research to determine the hardware, software, and staffing required to implement an on-line distance learning program.	IT Department, Building Technology Coordinator, building Administrators.		To be determined from study.	Research ongoing through all of 2006	To come out of curriculum funding for staff development.
Complete a feasibility study to determine if such a program would be beneficial for the Windham educational community. Community survey of interest and commitment.	District Technology Committee	do Cost/Benefit analysis; include stakeholders and monitor the metrics.	1 day workshop: -Substitutes -Materials -refreshments = $500	Feasibility Study to be completed Spring of 2007	
Develop a one year pilot program for an on-line distance program to help determine if it will impact student learning.	IT Department, Building Technology Coordinator, building Administrators.		Training online instructors and set cost for software PHP configuration and consultation fees = $500	Fall of 2007	To come out of curriculum funding for staff development.
Complete an assessment of the program and report back to the School Committee with final recommendations. If successful coordinate Distance Learning with other towns for cost saving and possible revenue generation.	IT Department, Building Technology Coordinator, building Administrators.			Spring 2008	

Figure 21

Goal 3: Objective 1 Action steps					
Goal 3: Standards will be supported by technology.					
Objective 1: Update and align Technology Standards and Assessment Plan to reflect 21st century technology skills.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Evaluate current K-12 Technology Standards for students and Assessment Plan and create adequate curriculum to teach those standards.	**Subcommittee** of the District Technology Committee	Substitutes and meeting areas for work group	$ 400 = cost of substitutes for one all day curriculum work.	Fall of 2006	
Revise current K-12 Technology Standards and Assessment Plan so that standards are aligned with the Maine Learning Results.	Subcommittee of the District Technology Committee	Substitutes and meeting areas for work group	$800 for two day work time	Spring 2007	
Collect data to assess which Technology Standards are currently being taught at each grade level and view where there are gaps.	**Subcommittee** of the District Technology Committee and **Building Coordinators**	Substitutes and meeting areas for work group	$ 600 for one day work time	Spring 2007	
Utilize collected data to determine which areas to offer in professional development opportunities for teachers.	Subcommittee of the District Technology Committee and Technology Integration Specialist	To be determined	To be determine	Fall of 2007 and Spring 2008	

Figure 22

Goal 3: Objective 2 Action steps					
Goal 3: Standards will be supported by technology.					
Objective 2: Ensuring that the Windham Technology Learning Standards curriculum is fully implemented					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Explain to the staff what the student technology standards are through staff meetings, house meetings, and department meetings	Building Coordinators and the Technology Integration Specialist	Time to meet with staff		After the new standards have be developed	
Continued support and resources are made available to the staff to assist in their deployment and monitoring of success of student technology standards.	Technology Integration Specialist and Building Coordinators	Time for T.I.S. to model, provide inservice sessions & work directly with the staff.		Annually	

Figure 23

Goal 3: Objective 3 Action steps					
Goal 3: All Standards will be supported by technology.					
Objective 3: To update the Professional Competency Technology Standards for Staff					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Develop a district level technology proficiency skill standards for staff	- Technology Integration Specialist - I.T. department - BC's representative - Governance Committee representative = responsible for all assessments - WEA rep.	- Research materials - All materials already developed - National/State proficiency standards	Summer work (1 days at $100 @ day per member =$600	February 2008	Interested Parties are consulted at all steps (WEA= Windham Educational Assn=local teachers union, WEA Support staff)
Present Technology Proficiency skill standards to District Technology Committee for action	- Technology Integration Specialist - I.T. department - BC's representative			March 2008	
Present Proficiency skill standards to School Board for Action	Technology Committee			April 2008	

Figure 24

Goal 3: Objective 4 Action steps					
Goal 3: All Standards will be supported by technology.					
Objective 4: To assess staff members to determine their level of proficiency skills in technology					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Create Assessment and evaluate staff proficiency skills in technology.	- Technology Integration Specialist - I.T. department - BC's representative - Governance Committee representative	- National/State technology proficiency standards - Surrounding area school districts - Visitations and observations - Online Resources	Summer work (1 days at $100 @ day per member =$600	January 2007	Parties and interest are consulted (WEA, WEA Support staff
Present summary findings to the Integration Specialist to help determine future in-service programs.	Sub committee representatives			February 2007	

Figure 25

Goal 4: Objective 1 Action steps					
Goal 4: The decision making process should be supported by technology.					
Objective 1: Maintaining data management systems to report academic progress, communicate standards					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Continue to update the school information software (SIS) to ensure that it is meeting the needs of the district.	District Technology Committee and the Information Technology Department	Update Schoolmaster Software district wide	$6,000	Fall 2007	To come out of Curriculum funding for staff development.
Support the delivery and maintenance of the Northwest Evaluation Association's **Measures of Academic Progress (MAP)**, a computerized adaptive assessment program that provides educators with information they can use to improve teaching and learning.	Curriculum Coordinator, District Technology Committee, I.T. Department	Sufficient hardware (switches, cables, power strips, etc…) to run the program. Installation of server and client software. Training of exam proctors and staff on how to use results	$2,000 Proctors = aides and Ed Techs.	Fall of 2006	

Figure 26

Goal 4: Objective 2 Action steps					
Goal 4: The decision making process should be supported by technology.					
Objective 2: Establishing systematic process of archiving student data over time					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Implement a successful strategy for student electronic portfolios. 1. Organize long term storage of student work which they can take with them when they go. 2. Don't delete existing work at end of School Year.	IT Dept	SAN – Storage Area Network.		Fall 2006 Fall 2006	*Grant funding awarded to Becky Biggs.*
Research open source and reasonably priced solutions & password protected access to electronic portfolio management.		Hardware & Software to organize electronic portfolios.	$600 – source PTA grant funding. $1,500 elec. portfolio software	Spring 2007	
Next Steps for Long Term Vision = Attain Clarification on usage of Electronic Portfolio with Academic Success Tracking relative to Standards and Curriculum.	DTC (District Tech Committee)	Central Office Admin A-Team DTC Governance Comm.		Fall 2006	

Figure 27

Goal 5: Objective 1 Action steps					
Goal 5: All stake holders: staff, students, parents, and community members are kept informed and sought out for their opinions on how best to support learning.					
Objective 1: To move from pilot status to permanent status - the P.A.S.S (Parental Access Support System) at the High School level and implement a similar system for grades K-8. This on-line system will allow parents to check on their child's performance in curriculum areas along with other personal information stored in the school's student management system.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Retain Status Quo or Increase obligation on utilizing PASS system.	Central Office Admin HS Admin Tech Dept	Central Office Admin HS Admin Tech Dept	$0.00 cost as it is already part of the Student Information System	Initial Meeting Summer 2006 to gauge commitment.	System only needs data fed into it to be successful.
High school staff will post grades to School Master 8 times per year (progress reports and end-of-quarter)	High school staff and technology department	Technology department's continued support and training with the School Master system.		2005-06 pilot year 2006-07 full implementation, then ongoing	
Present usage report to the Administrative Team (A-Team) for approval to expand program	DTC – chair and representative	Reports from Web Counter and report prepared by Tech Integration Specialist			

Figure 28

Goal 5: Objective 2 Action steps					
Goal 5: All stake holders: staff, students, parents, and community members are kept informed and sought out for their opinions on how best to support learning.					
Objective 2: To increase communication with parents, this will be accomplished by utilization of an electronic Listserve for each school. This will allow parents to receive electronic notices to their e-mail or cell phone of special notices, upcoming events or essential information					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Continue to monitor success on the High School & Manchester School List Serve program.	Hosting Company IT Dept	Hosting Company IT Dept	$100 for each Listserve X 2 Schools = total $200	Ongoing	
Continue to monitor success on the Middle School & the Primary School List Serve program.	Hosting Company IT Dept	Hosting Company IT Dept	$100 for each Listserve X 2 Schools = total $200	Ongoing	
Provide Staff development on how to use the ListServe to be used by the designated expert from each building	Technology Integration Specialist	Development of online and paper version of training material:	$0.00 Continue using in-house expertise to expand the role of this program.	Ongoing	

Figure 29

Goal 5: Objective 3 Action steps					
Goal 5: All stake holders: staff, students, parents, and community members are kept informed and sought out for their opinions on how best to support learning.					
Objective 3: To create a web based database of curriculum and related learning results standards for all grades and all subject areas. This information will be accessible to staff, parents, and community.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Create a committee with representation from all the schools and grade levels to help accumulate curriculum examples/activities	Curriculum Committees Dir. of Curriculum, Instruction & assessment IT Dept			September 2006 committee to be formed for one year	To come out of Curriculum funding.
Research and purchase what is available for software that will be easy to update, allow for unlimited layers, and provide a quality look and feel for the users.	IT Department	Software/hard ware to host information	$1,500 for MSDN $ 300 for Menus $ 350 Document Scanner & OCR software.	August 2007	
Using the information provided by the committee listed in the above actions step start to build the database.	Integration Specialist Curriculum Development Committee		To be determined.	Starting in September 2007	To come out of Curriculum funding.
Release this web section to the teaching staff for review	Integration Specialist Curriculum Development Committee			Completed for full deployment by September 2008	
Release to the Windham Community	Integration Specialist Curriculum Development Committee			September 2009	

Figure 30

Goal 5: Objective 4 Action steps					
Goal 5: All stake holders: staff, students, parents, and community members are kept informed and sought out for their opinions on how best to support learning.					
Objective 4: To have Community members regularly provide input into technology education.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Have the Technology Advisory Committee (TAC) which has representation from business, community, parents, and town officials meet twice a year.	I.T. Department & Superintendent of Schools.	Technology department's continued support Time for school staff to attend meetings Space to hold meetings		Ongoing	
Solicit input through other methods such as the District's Website, newsletters, etc.	IT Department	Web Site Support		Ongoing	

Figure 31

Goal 5: Objective 5 Action steps					
Goal 5: All stake holders: staff, students, parents, and community members are kept informed and sought out for their opinions on how best to support learning.					
Objective 5. To give parents and community members access to appropriate school information through technology.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Allow students to utilize local public access television facilities to communicate events and news items to the community	Windham Public Access Channel = Town Mgr Communication class at H.S. and IT Department	To be determined by study or responsible parties	To be determined	Summer Academy	
Enable parents to review student assignments and projects online.	Professional staff with support of IT Department	See Goal 4 Objective 2.	See Goal 4 Objective 2.	See Goal 4 Objective 2.	
Allow and encourage parents access to students' grades and attendance online See page 51 for more details.	PASS system Integration Specialist IT Department supporting Schoolmaster	Ongoing Schoolmaster GradeBook training	Summer Academy	Pilot H.S. 2005-06 Effective H.S. 2006-07 MS/Manchester/Primary 2007-08	
Effectively manage and improve classroom and district websites	Savvy, Inc. Integration Specialist BCs and IT Department Responsible parties in each building	Ongoing training for all staff	All these items already budgeted for in other goals: Summer Academy Updates to Savvy software Updates to web authoring software	Ongoing	

Figure 32

Goal 5: Objective 6 Action steps					
Goal 5: All stake holders: staff, students, parents, and community members are kept informed and sought out for their opinions on how best to support learning.					
Objective 6: To ensure adequate funding for full implementation of the technology plan.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Demonstrate to the community the positive aspects of technology integration by making sure that parents are informed about the MLTI laptop program and are current with laptop responsibilities.	Superintendent – Good news report disseminated to the School Board over Cable TV Public Access Channel.	Technology department's continued support with the laptop program.	No additional cost – it is currently happening.	ongoing	
Demonstrate to the community the positive aspects of technology integration at public gatherings whenever possible.	Technology Integration Specialist, Building Coordinators, Classroom teachers	Location and time	N/A	Ongoing	
Mail a newsletter to the community highlighting classroom use of technology.	Building Coordinators	Making sure it becomes part of the *Link* –district newsletter		November each year.	

Figure 33

Goal 6: Objective 1 Action steps					
Goal 5: All stake holders: staff, students, parents, and community members are kept informed and sought out for their opinions on how best to support learning.					
Objective #1: To establish and implement a plan for assessing progress on the technology plan each year.					
Action Steps	**Responsible Party**	**Resources Required**	**Budget**	**Timeline**	**Notes**
Maintain a District Technology Committee (DTC) consisting of building administrators, teachers, building coordinators and technology staff	District Technology Committee reports to upper administration	Meeting time (1)		By September - Annually	
Conduct assessment of each goal area annually.	DTC			November - Annually	
Report to Superintendent & Technology Advisory Committee & School Board on current status of each goal area and implications.	DTC	Meeting time (1)		December - Annually	
Create and publish detailed action plan for the following year.	District Technology Committee	Windham Link Newsletter to the community and the Good News report to the board.		By January	

9. Supporting Resources

These are the district-wide technology goals and objectives which support Curriculum, Instruction and Assessment.

Goal 2: Instructional delivery should be supported by technology. These areas include network integrity, hardware availability, support staffing, staff technology literacy, and distance learning.

Objective 2: To develop criteria for evaluating the currency and functionality of the Windham School Department network, hardware and software. See Actions steps on page 28 for additional details.

Objective 6: To increase and maintain services that provide support anytime and anywhere through staffing and online services – tutorials, online help, trouble-tickets, Support Page, etc. See Action steps on page 34 for additional details.

Objective 7: To create an online technology library of resources that include professional journals, article, sample work, and lessons that staff member have created that use technology in specific areas. See Action steps on page 35 for additional details.

Objective 8: Technology in Secondary Education can transition students into life beyond High School: College, Vocational School, Career, Military, Family, etc. See Actions steps on page 36 for additional details.

Objective 11: Increasing student access to hardware by reducing the computer to student ratio. See Actions steps on page 39 for additional details.

Objective 14: Acquiring sufficient hardware, in those areas that support academic achievement - food services, transportation, scheduling, reporting to parents, health/safety. See Action steps on page 42 for additional details.

10. Steps to Increase Accessibility to Technology

The steps that will be taken to ensure that all students and teachers have increased access to technology are best explained in the following goal.

Goal 2: Instructional delivery should be supported by technology. These areas include network integrity, hardware availability, support staffing, staff technology literacy, and distance learning.

Objective 9: To increase computer accessory hardware to provide additional access to staff, students, and community. See Action steps on page 37 for additional details.

Objective 11: Increasing student access to hardware by reducing the computer to student ratio. See Actions steps on page 39 for additional details.

11. Promotion of Various Curricula and Teaching Strategies that Integrate Technology

The school district will utilize technology in all facets of instructional delivery; monitor the success of learning using standards and assessments; and present materials in multiple formats to accommodate all learning styles.

Goal 2: Instructional delivery should be supported by technology. These areas include network integrity, hardware availability, support staffing, staff technology literacy, and distance learning.

Objective 3: The district will continue to demonstrate their support of technology and the value it has in education. See Action Steps on page 29 for additional details.

Objective 4: To provide opportunities for staff development by supporting after school training sessions, summer technology camp, conference and workshop attendance, and release time. See Action Steps on page 30 for additional details.

Objective 7: To create an online technology library of resources that include professional journals, articles, sample works, and lessons that staff member have created that use technology in specific areas. See Action steps on page 35 for additional details.

Goal 3: All Standards will be supported by technology.

Objective 3: To update the Professional Competency Technology Standards for Staff. See Action steps on page 47 for additional details.

Objective 4: To Assess staff members' level of competency with technology. See Action steps on page 48 for additional details.

12. Professional Development

We believe that effective professional development is personalized to meet individual needs. It is based on direct instruction with authentic opportunities to apply the learning, and using feedback to improve skills. Ongoing, sustained professional development can be maintained in a variety of ways:

GOAL 1: The Windham School Department wants to make sure that all curriculums will be supported by technology.

Objective1: Maintain the professional support for software programs used in the school offices and library/media centers. See Goal 1 Objective 1 Action Step page 25.

GOAL 2: Instructional delivery should be supported by technology. These areas include network integrity, hardware availability, support staffing, staff technology literacy, and distance learning.

Objective 1: To secure staffing to support all aspects of technology. See Actions steps on page 27 for additional details.

Objective 4: To provide opportunities for staff development by supporting after school training sessions, summer technology camp, conference and workshop attendance, and release time. See Action Step on page 30 for additional details.

Objective 5: To create planning time for the staff to work together on developing a technology enhanced curriculum. See Action step on page 32 for additional details.

Objective 7: To create an online technology library of resources that include professional journals, article, sample work, and lessons that staff member have created that use technology in specific areas. See Action steps on page 35 for additional details.

Objective 8: Technology in Secondary Education can transition students into life beyond High School: College, Vocational School, Career, Military, Family, etc. See Actions steps on page 36 for additional details.

13. Innovative Delivery Strategies

The development and use of innovative strategies for the delivery of curriculums through the use of technology will be encouraged in multiple ways.

GOAL 1: The Windham School Department wants to make sure that all curriculums will be supported by technology.

Objective 2: The staff will be instructed in how to use a curriculum delivery system in producing and deploying their curriculum. See Action steps on page 26 for additional details.

Goal 2: Instructional delivery should be supported by technology. These areas include network integrity, hardware availability, support staffing, staff technology literacy, and distance learning.

Objective 16: Research and complete a feasibility study and if warranted the development of an on-line distance learning program. See Actions steps on page 44 for additional details.

Goal 5: All stake holders: staff, students, parents, and community members are kept informed and sought out for their opinions on how best to support learning.

Objective 3: To create a web based database of curriculum and related learning results standards for all grades and all subject areas. This information will be accessible to staff, parents, and community. See Action steps on page 53 for additional details.

Objective 4: To have Community members regularly provide input into technology education. See Actions steps on page 54 for additional details.

14. Accountability Measures

The process and accountability measures that will be used, to evaluate the effectiveness of the Technology Plan to integrate and support technology in the Windham School district, are explained best in the goal listed below.

Goal 6: Windham School Department has in place a system to assess, revise, and report on the district's technology plan annually

Objective 1: To establish and implement a plan for assessing progress on the technology plan each year. See Action steps on page 57 for additional details.

Appendixes and Resources

Pages 65 to 79

Appendix A: Windham High School Laptop Usage Information

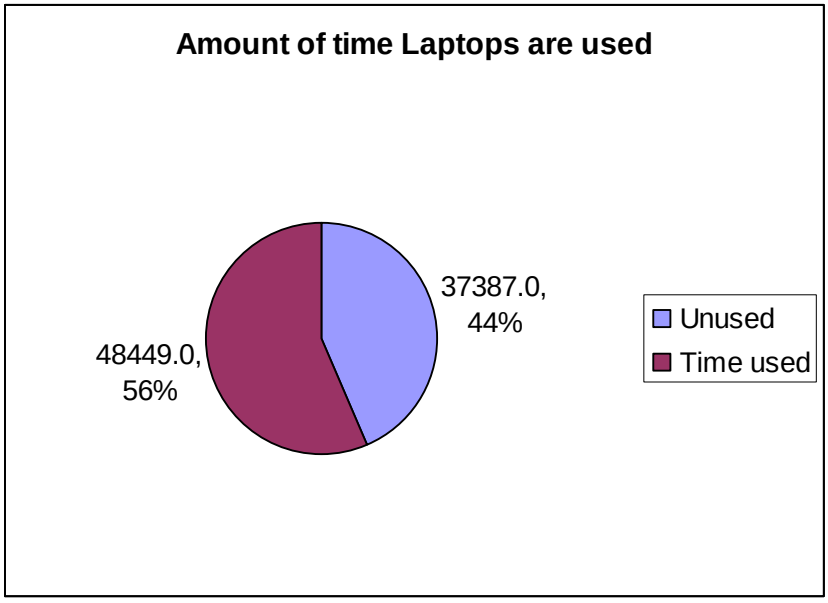
Summary of Laptop Cart Usage at High School

Equipment: There are 46 laptops on 4 carts with power at the high school. There are 10 to 12 HP laptops that are able to connect to the wireless network in each cart. In addition, each cart has a wireless laser printer.

The carts are based out of the library and staff member need to sign them out prior to their use. To sign-out a cart, the staff are using an electronic calendar that is part of Outlook and this is where most of this information was extracted from.

The information gathered is from August 31, 2005 through December 15, 2005 = 69 school days

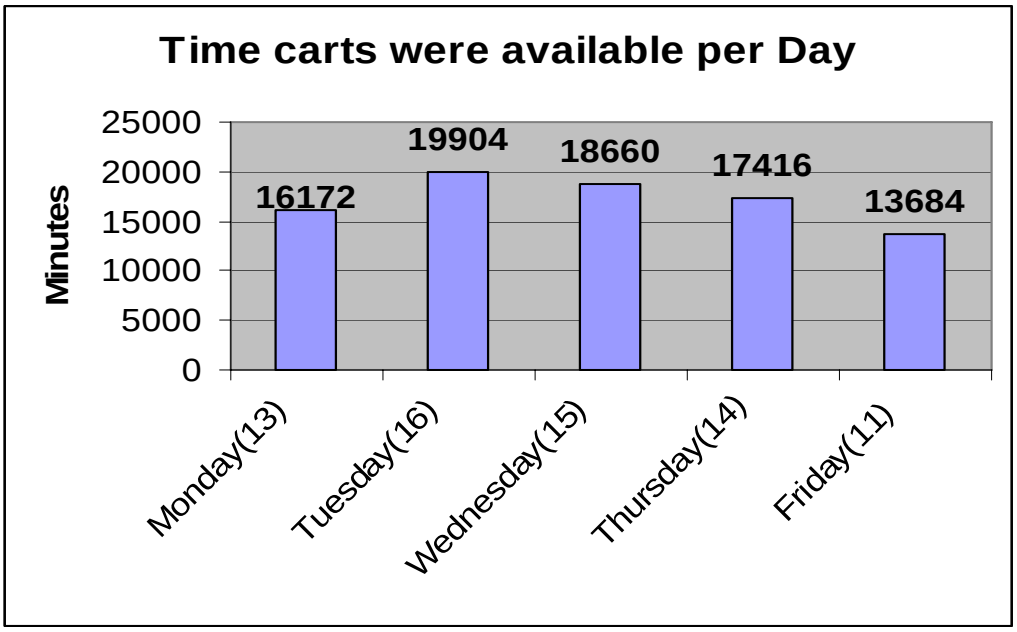
The total number of sign-outs for this period is 387 for a total number of 48449 minutes

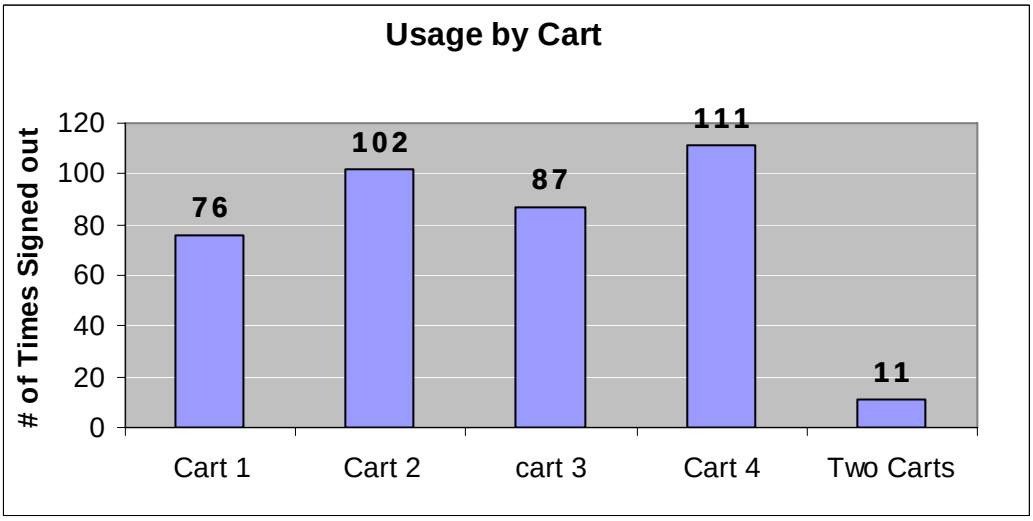


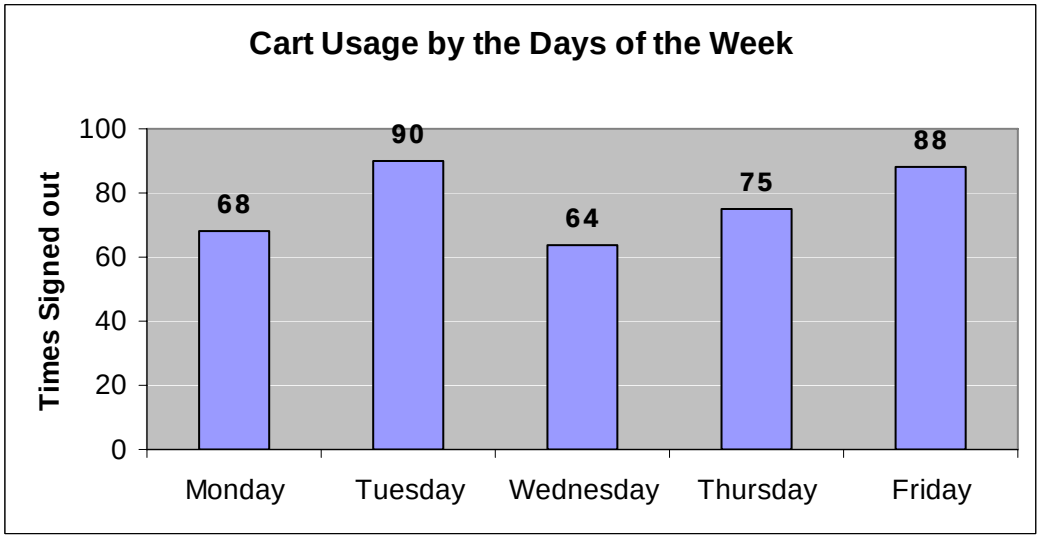
Laptop Usage by Department

Subjects	# of teachers	# of sessions
English	7 of 10	41
Math	2 of 9	8
Science	9 of 12	89
Foreign Language	2 of 6	4
Special Ed	2 of 8	25
Family Science	1 of 2	1
Music	1 of 2	28
Social Studies	7 of 9	171
Coop	1 of 1	1

A total of 37 teachers out of 75 at the High school signed out a laptop cart







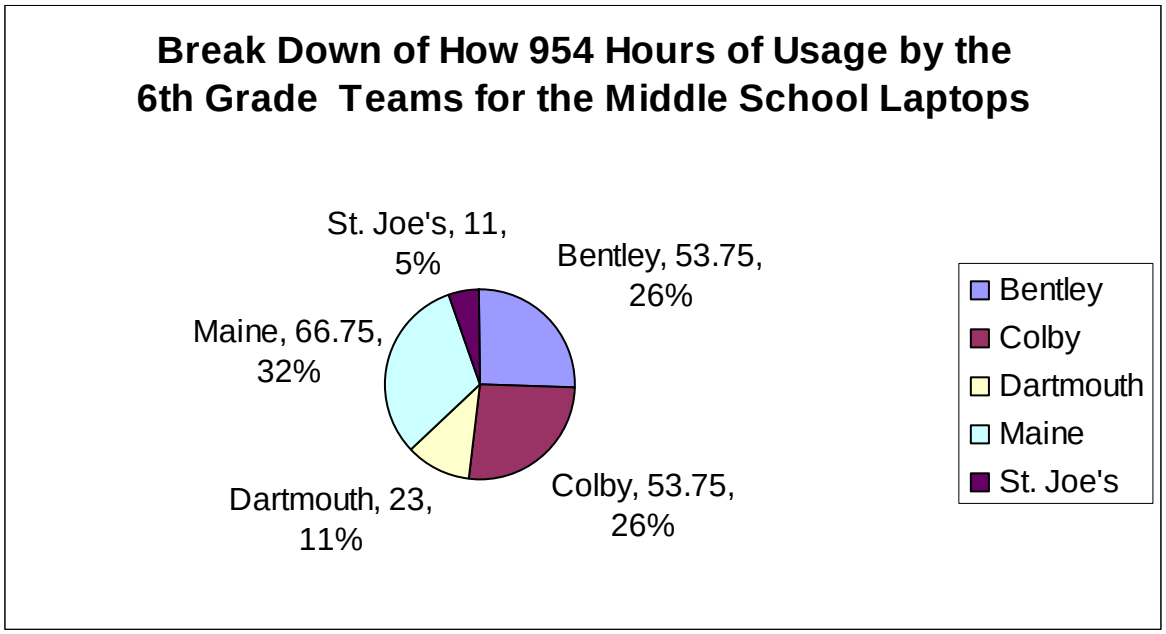
Appendix B: Middle School Library Laptop Lab Usage

Windham Middle school has a total of 24 Gateway laptops that were purchased in 2004. These laptops are stored in a cart and are able to be signed out by teachers as a group or individually.

Currently, teachers are required to sign out the laptops for use in the library. The library is set up with a separate area that has tables and chairs for the laptops to be used at. There are sufficient electrical and network connections for each machine. There is also a wireless device set up to allow additional network connections for iBook laptops.

Using the data recorded in the sign-out book this is how the usage is broken down. There was a total of 954 hours that the laptops were utilized by the 6th grade teams. All 7th and 8th grade students have their own MLTI laptops and don't require the use of the library laptops.

Further analysis of the usage indicates how the individual teams utilized the laptop resource.



Appendix C: Trouble Ticket Summary

WINDHAM SCHOOL DEPARTMENT

TROUBLE TICKET REPORT

Summary report of trouble tickets by technician for 4/05/2005 to 4/05/2006

Total Trouble Tickets: 890

Technology Specialist	Total Trouble Tickets: 586
Integration Specialist	Total Trouble Tickets: 6
Network Administrator	Total Trouble Tickets: 68
High School BC	Total Trouble Tickets: 62
Middle School BC	Total Trouble Tickets: 43
Manchester BC	Total Trouble Tickets: 22
MLTI Specialist	Total Trouble Tickets: 70
Primary School BC	Total Trouble Tickets: 27

Appendix D: Staff Survey results regarding Technology

Windham School Department

Technology Survey Statistical Data

Total Surveys: 135
Total High School Surveys: 51
Total Middle School Surveys: 23
Total Manchester School Surveys: 18
Total Primary School Surveys: 33
Total Real School Surveys: 6
Total Central Office Surveys: 4

How do you rate your comfort level with technology? (1-5)	
Rating	**How Many Answered Each**
1	2
2	15
3	57
4	43
5	18

What are some factors that affect your use and ability to use technology? Please select your top 3 choices and/or write in your own factor in the suggestion box.
114 People Consider Time to be a factor = 84 % of those polled
11 People Consider Lack of support to be a factor = 8 % of those polled
20 People Consider Lack of access to technology to be a factor =15 % of those polled
6 People Consider Feelings of being too old to be a factor = 4 % of those polled
34 People Consider Lack of ideas of what to do to be a factor= 25 % of those polled
24 People Consider Lack of reliable equipment or having old equipment to be a factor = 18 % of those polled
55 People Consider Lack of background with technology to be a factor = 40 % of those polled
7 People Consider Fear of breaking it to be a factor = 5 % of those polled
43 People Consider Technology is always changing to be a factor = 31 % of those polled
31 People Consider Technology is overwhelming to be a factor =23 % of those polled

What are the most effective ways to advance your use of technology? Please check your top 6 choices. Feel free to write in other suggestions in the comment box.
56 People consider In-service after school as one of the most effective ways to advance their use of technology= 41.5 % of those polled
50 People consider Summer tech camp as one of the most effective ways to advance their use of technology= 37 % of those polled
27 People consider Having more access to technology as one of the most effective ways to advance their use of technology= 20 % of those polled
16 People consider Having more current technology available as one of the most effective ways to advance their use of technology= 11.9% of those polled
75 People consider Workshops on early release days as one of the most effective ways to advance their use of technology = 55.6 % of those polled
34 People consider Online tutorials as one of the most effective ways to advance their use of technology = 25.2 % of those polled
16 People consider How to books or CDs as one of the most effective ways to advance their use of technology = 11.9% of those polled
76 People consider One on One help as one of the most effective ways to advance their use of technology = 56.3 % of those polled
53 People consider Colleague/team help as one of the most effective ways to advance their use of technology = 39.3 % of those polled
5 People consider Rewards of some kind as one of the most effective ways to advance their use of technology = 3.7 % of those polled
5 People consider Prizes/Coupons given out at in-service sessions e.g. to Corsetti's as one of the most effective ways to advance their use of technology = 3.8 % of those polled
19 People consider Having student tech helpers as one of the most effective ways to advance their use of technology = 14.1 % of those polled
2 People consider Mandating technology for recertification as one of the most effective ways to advance their use of technology = 1.5% of those polled
34 People consider More opportunities for team/grade level sharing time as one of the most effective ways to advance their use of technology = 25.2 % of those polled
42 People consider Having a floating sub day to release teachers to work on technology projects as one of the most effective ways to advance their use of technology = 31 % of those polled
2 People consider Providing snacks at in-service sessions as one of the most effective ways to advance their use of technology = 1.5 % of those polled
45 People consider Having a technology specialist model a class with students as one of the most effective ways to advance their use of technology = 33.3 % of those polled
58 People consider Having sample lesson plans or activities available as one of the most effective ways to advance their use of technology = 43% of those polled
3 People consider Requirement of staff to keep a technology portfolio as one of the most effective ways to advance their use of technology = 2.2 % of those polled
31 People consider Providing open lab times for staff with a technology specialist available as one of the most effective ways to advance their use of technology = 23 % of those polled
43 People consider Receiving C.E.U.'s for inservice as one of the most effective ways to advance their use of technology = 31.9 % of those polled

Do you have a computer at home? Yes/no	
Yes/No	**How Many Answered Each**
No	8
Yes	127

Do you use your home computer for school use? Yes/no	
Yes/No	**How Many Answered Each**
No	29
Yes	106

How often do you use computers with students?	
Frequency	**How Many Answered Each**
Daily	21
Never	38
Several Times A Month	27
Several Times A Week	15
Weekly	34

Click on software you use with students, Please only select software from the schools that pertain to you:

Windham Primary School K-3

4 Chose Max Writes = 3 % of those polled	6 Chose Brain Pop 4.4 % of those polled
0 Chose Max Counts = 0 % of those polled	6 Chose Hyperstudio = 4.4% of those polled
0 Chose Max Show =0 % of those polled	3 Chose World Book = 2.2 % of those polled
22 Chose KidPix = 16.2962 % of those polled	14 Chose Type to Learn = 10.4 % of those polled
6 Chose Kidspiration = 4.4 % of those polled	22 Chose Internet Explorer = 16.3 % of those polled
12 Chose Tumble books = 8.9 % of those polled	16 Chose Investigations Math = 11.9 % of those polled

Manchester 4-5	
5 Chose Cosmic Geometry = 3.7 % of those polled	0 Chose Inspiration =0 % of those polled
6 Chose Fraction Attraction = 4.4 % of those polled	12 Chose Type to Learn = 8.9 % of those polled
3 Chose Hyperstudio = 2.2 % of those polled	6 Chose World Book = 4.4 % of those polled
15 Chose MS Word 11. % of those polled	0 Chose Atomic Learning On-line = 0 % of those polled
2 Chose PowerPoint 1.5% of those polled	13 Chose Internet Explorer = 9.6 % of those polled
4 Chose **E**xcel = 3 % of those polled	4 Chose Castles = 3 % of those polled
3 Chose Island Reading Journey 2.% of those polled	

Middle School 6-8	
13 Chose Appleworks Word Processing = 9.7 % of those polled	4 Chose Firstclass = 3 % of those polled
8 Chose Appleworks-Presentation = 6% of those polled	1 Chose Froguts = 0.7 % of those polled
3 Chose Appleworks- Spread Sheet = 2.2 % of those polled	2 Chose Winebago Library Search= 1.5 % of those polled
0 Chose Appleworks-Data Base =0 % of those polled	1 Chose Write:OutLoud = 0.7 % of those polled
10 Chose MS Word processing = 7.4 % of those polled	1 Chose Renaissance Math/LA = 0.74 % of those polled
3 Chose **E**xcel = 2 % of those polled	1 Chose American Republic Textbook Software SS = 0.74 % of those polled
3 Chose PowerPoint = 2 % of those polled	0 Chose Math CD(with the textbook?) = 0 % of those polled
4 Chose iMovie = 3% of those polled	6 Chose Discovery Videos = 4.4 % of those polled
1 Chose iPhoto = 0.74% of those polled	1 Chose Ultra Key = 0.74 % of those polled
11 Chose Worldbook = 8% of those polled	16 Chose Internet Explorer = 11.9 % of those polled

High School 9-12	
35 Chose MS Word processing = 25.9% of those polled	1 Chose Winnebago =0.74 % of those polled
12 Chose Excel = 8.9 % of those polled	2 Chose Renaissance Learning =1.5 % of those polled
21 Chose PowerPoint =15.6 % of those polled	2 Chose Sirois On-line =1.48% of those polled
35 Chose Internet Explorer = 25.9 % of those polled	18 Chose Use Laptop Carts = 13.3 % of those polled

Appendix E: Summer Academy Interest Levels Survey Results

Please indicate from the list below which Technology Sessions you might be interested in attending during the Summer Academy. Remember, this is not a commitment on your part. We are simply trying to gage the interest of the staff. Mark off as many as you want.

		Which building do you teach in?					
	Total	Primary School	Manchester School	Middle School	High School	REAL School	Itinerant Employee
Total	52	20	5	9	15	1	2
1. Creating electronic portfolios using PowerPoint (2 hours)	17	4	1	4	7	1	0
2. Using Technology in the writing process (2 hours)	18	6	1	4	6	0	1
3. Technology resources connected to the K-5 Math Standards (2 hours)	12	9	1	0	1	0	1
4. Technology resources connected to the 6-8 Math Standards (2 hours)	4	0	0	3	0	0	1
5. Technology resources connected to the K-5 English Standards (2 hours)	9	7	1	0	0	0	1
6. Technology resources connected to the 6-8 English Standards (2 hours)	6	0	0	4	1	0	1
7. How to deliver curriculum using Moodle on the Internet Part 1 (2 hours)	10	2	0	4	4	0	0
8. How to deliver curriculum using Moodle on the Internet Part 2 (2 hours)	6	1	0	1	4	0	0
9. Using Technology to help differentiate instruction. (4 hours)	13	4	1	2	6	0	0
10. Using Google's Mapping module to enhance Social Studies (2 hours)	4	1	0	1	2	0	0
11. Educational puzzles, games, and activities on the web (2 hours)	13	7	1	2	3	0	0
12. Using Marco Polo program on the Internet to enhance your curriculum(4 hours)	3	1	0	1	1	0	0
13. How to find and download legal videos from United Streaming Video that align with the standards and almost any curriculum (2 hours)	15	4	0	5	5	1	0

14. How to use Microsoft office to create Charts, tables and brochure layouts (2 hours)	18	9	2	2	5	0	0
15. How to use Microsoft Excel spreadsheet to create graphs to help analyze assessment data(2 hours)	10	6	1	1	2	0	0
16. How to use Kidpix to create projects that relate to Science and Language Arts (4 hours)	7	4	1	1	1	0	0
17. How to use PowerPoint to present curriculum (4 hours)	14	6	2	0	5	0	1
18. How to create and manage a web page using Simple word processing skills (2 hours)	16	10	0	2	4	0	0
19. E-mail Basics – for new staff and for those who are not sure how things works (2 hours)	4	3	0	0	1	0	0
20. Technology tips and tricks to help organize yourself and make better use of your time (2 hours)	16	7	1	2	6	0	0
21. How to use Schoolmaster Gradebook (2 hours)	8	2	1	1	4	0	0
22. How to use the new Google Module Picasa2 (manages/edits pictures) -2 hours	5	3	2	0	0	0	0
23. How to use Renaissance Learning in your Math curriculum (2 hours)	3	1	0	2	0	0	0
24. How to use Schoolmaster Netlink to enter grades from your home computer (k-5) (2 hours)	6	4	1	0	1	0	0
25. Come see and investigate with some of the new technology toys (2 hours)	11	6	0	2	3	0	0
26. Learn to copy music off CDs legally and how to manipulate sound files with your students (4 hours)	12	5	0	4	3	0	0
27. Learn how to digitally manipulate images (4 hours)	11	4	1	2	4	0	0
28. Come learn some of the hidden treasures found in Google (2 hours)	13	3	1	1	7	1	0
29. Having your student learn good on-line searching skills using Net-tracker (2 hours)	7	1	0	4	2	0	0
30. How to use iMovies in your classroom (4 hours)	4	1	1	0	2	0	0
31. Enhancing your curriculum by creating or using Movie Maker (4 hours)	5	2	0	0	3	0	0
32. How to deliver On-line quizzes in your curriculum (2 hours)	9	1	1	2	5	0	0

33. Podcast for your curriculum (4 hours)	**2**	**0**	**0**	**1**	**1**	**0**	**0**
34. E-mail tricks to help improve parent/teacher communication (1 hour)	**14**	**7**	**0**	**0**	**7**	**0**	**0**
35. How to burn CDs to archive information (4 hours)	**10**	**5**	**1**	**2**	**2**	**0**	**0**
36. How to create digital images using digital cameras and scanners (4 hours)	**9**	**5**	**1**	**2**	**1**	**0**	**0**
37. How to make audio recordings of students and their work (2 hours)	**4**	**2**	**0**	**1**	**1**	**0**	**0**
38. Integrating technology into the classroom –Online course (15 hours)	**5**	**3**	**0**	**1**	**1**	**0**	**0**

Appendix F: In-service Technology Training for 2005-06

From August 2005 to June 2006, a total of 42 technology In-service Sessions were conducted. The majority of these sessions were 1 hour in length and held after school. A total of 187 staff members attended these sessions.

Instructor	Title	Date
Robert Asselin	School Master Gradebook- Aug 2005	08/08/2005
Robert Asselin	Outlook 2003 - Aug 2005	08/08/2005
Bill Keller	MS Word 2003- Newsletters and Brochures - Aug 2005	08/08/2005
Diane Leavitt	PowerPoint Basics -Aug 2005	08/08/2005
Ryan Palmer	Mozilla-Web Page Creation - Aug 2005	08/08/2005
Ryan Palmer	KidPix Aug 05	08/09/2005
David Pascarella	Audio Session-iTunes for Mac and PCs-Aug 2005	08/09/2005
Bill Keller	MS Excel 2003 Basics -Aug 2005	08/09/2005
Diane Leavitt	PowerPoint Intermediate -Aug 2005	08/09/2005
Robert Asselin	Digital Images: Photoshop Elements Aug 2005	08/10/2005
Steve Gannaway	Renaissance Learning - Aug 2005	08/10/2005
Sherry Dolloff	Inspiration - Aug 2005	08/10/2005
Donna Morton	Savvy Web Page Design Resource Pages - Aug 2005	08/10/2005
Donna Morton	Savvy Web Page Design - Aug 2005	08/10/2005

Instructor	Title	Date
Ryan Palmer	Kidspiration Part One Aug. 05	08/11/2005
Robert Asselin	Movie Maker Aug 2005	08/11/2005
Bill Keller	MS Word 2003 Newsletters/Brochures Repeated - Aug 2005	08/11/2005
Diane Leavitt	MS Word 2003- Certificates/Mail Merge - Aug 2005	08/11/2005
Donna Morton	Puzzles and Games Online- Aug 2005	08/11/2005
Donna Morton	Scanners-Learn to scan pictures - Aug 2005	08/11/2005
Robert Asselin	Schoolmaster Gradebook repeated - Aug 2005	08/12/2005
Diane Leavitt	Google-How to use hidden parts of Google - Aug 2005	08/12/2005
Sherry Dolloff	On-line Searching - Aug 2005	08/12/2005
Robert Asselin	Outlook Basic - repeated Sept 2005	09/13/2005
Robert Asselin	Outlook Basic Sept 2005	09/15/2005
Robert Asselin	SchoolMaster Gradebook Introduction	09/20/2005
Robert Asselin	Introduction to SchoolMaster Gradebook- 1/05/2006	01/05/2006
Robert Asselin	SchoolMaster Gradebook (Novice to intermediate users)-1/10/2006	01/10/2006
Robert Asselin	Fine tuning of SchoolMaster Gradebook (Novice to inter.) 1/10/06	01/10/2006
Robert Asselin	SchoolMaster Gradebook -Intermediate users-1/11/2006	01/11/2006
Robert Asselin	SchoolMaster Gradebook – Intermediate users repeated- 1/12/2006	01/12/2006

Instructor	Title	Date
Robert Asselin	How to use Moodle with your class. Part 1 -1/31/2006	01/31/2006
Robert Asselin	Integrate Technology: Why,when & How to integrate technology-2/1/06	02/01/2006
Robert Asselin	Creating and maintaining your website for your class-2/2/2006	02/02/2006
Robert Asselin	How to use Moodle with your class. Part 2- 2//07/2006	02/07/2006
Robert Asselin	Creating and maintaining your website for your class. Part 2/9/06	02/09/2006
Robert Asselin	Technology linked to Math Standards. Grades 1-5- 2/14/2006	02/14/2006
Robert Asselin	Technology linked to Math Standards. (Grades 6-8) -2/28/2006	02/28/2006
Robert Asselin	Technology linked to Language Art Standards. Grades(1-5)-2/16/2006	02/16/2006
Robert Asselin	Technology linked to Language Art Standards.(Grades 6-8)-3/02/2006	03/02/2006
Robert Asselin	Technology linked to Math Standards.(Grades 9-12)-3/07/2006	03/07/2006
Robert Asselin	Technology linked to Language Art Standards. Grades 9-12- 3/09/2006	03/09/2006