

Windham Raymond School District

Technology Plan

2009- 2012

Draft

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# Introduction

As we live in the 21<sup>st</sup> century we are all aware that our society is an environment that is suffused with technology, media and an abundance of information. The reality is that there has been a rapid change in the technology tools that we all use and this change will continue in the foreseeable future.

The Internet has become the primary source of information, communication, and entertainment for many of today students.

Education is at a critical crossroad. How do we prepare our young adults to be information, media and communication literate with shrinking funding and a reality that we must do more with less? We no longer can do business as usual. With an eye to the future and our feet planted in the reality of tough economic times, we can not lose sight of the fact that students need to become skilled in 21<sup>st</sup> century technology techniques and that technology can help schools improve how they deliver education services.

This Windham Raymond Technology Plan attempts to be the road map to reach this end. We've continued to believe that the 6 goals that we've identified in this plan are the backbone to our objectives and address the 14 areas identified by the State Dept of Education:

- 1. Support all curriculums with technology.**
- 2. Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and develop 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming.**
- 3. Increase opportunities for students to meet the Maine Learning Results Standards through the development of distance learning opportunities.**
- 4. Provide high quality professional development opportunities to staff members to increase their capacity to integrate technology resources into the curriculum.**
- 5. Inform and seek out opinions from all stakeholders, staff, students, parents, and community members on how best to support learning with technology.**
- 6. Provide for a system to assess, revise, and report on the district's technology plan annually.**

Globalization is causing all of us to look beyond our town, state, and national borders. This flat shrinking world requires that we all examine what we do and see how technology can be integrated to save us precious time and money without jeopardizing the future of our educational community.

## Objective of Goals Usage Chart

|        |              | Part 1<br>pg.11 | Part 2<br>pg.14 | Part 3<br>pg.15 | Part 4<br>pg.17 | Part 5<br>pg.21 | Part 6<br>pg.22 | Part 7<br>pg.24 | Part 8<br>pg.25 | Part 8<br>pg.59 | Part 10<br>pg.60 | Part 11<br>pg.61 | Part 12<br>pg.62 | Part 13<br>pg.63 | Part 14<br>pg.64 |
|--------|--------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------------|
| Goals  | Action Steps |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |                  |                  |
| Goal 1 | 1 pg.26      |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  | X                |                  |                  |
|        | 2 pg. 27     |                 |                 |                 | X               |                 |                 |                 |                 |                 |                  |                  |                  | X                |                  |
| Goal 2 | 1 pg 28      |                 |                 | X               | X               |                 | X               | X               |                 |                 |                  |                  | X                |                  |                  |
|        | 2 pg 29      |                 |                 |                 | X               |                 |                 |                 |                 | X               |                  |                  |                  |                  |                  |
|        | 3 pg. 30     |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  | X                |                  |                  |                  |
|        | 4 pg. 31     |                 |                 |                 |                 |                 | X               |                 |                 | X               |                  |                  |                  |                  |                  |
|        | 5 pg. 32     |                 |                 |                 | X               |                 |                 |                 |                 |                 | X                |                  |                  |                  |                  |
|        | 6Pg. 33      |                 |                 |                 | X               |                 | X               |                 |                 |                 |                  |                  |                  |                  |                  |
|        | 7 pg. 34     |                 |                 |                 |                 |                 | X               |                 |                 |                 | X                |                  |                  |                  |                  |
|        | 8 pg. 35     |                 |                 |                 | X               |                 | X               |                 |                 | X               |                  |                  |                  |                  |                  |
|        | 9 pg. 36     |                 |                 |                 | X               |                 | X               |                 |                 |                 |                  |                  |                  |                  |                  |
|        | 10 pg 37     |                 |                 |                 | X               |                 | X               |                 |                 | X               |                  |                  |                  |                  |                  |
|        | 11 pg.38     |                 |                 |                 | X               |                 |                 |                 |                 |                 | X                |                  |                  |                  |                  |
| Goal 3 | 1 pg. 39     |                 |                 | X               |                 |                 |                 |                 |                 |                 |                  |                  |                  |                  |                  |
|        | 2 pg. 40     |                 |                 | X               |                 |                 | X               | X               |                 |                 |                  |                  |                  |                  |                  |
|        | 3 pg . 41    |                 |                 |                 |                 |                 | X               | X               |                 |                 |                  | X                |                  |                  |                  |
|        | 4 pg. 42     |                 |                 |                 |                 |                 | X               |                 |                 |                 |                  | X                |                  |                  |                  |
|        | 5 pg. 43     |                 |                 |                 | X               |                 |                 |                 |                 |                 |                  |                  |                  | X                |                  |
| Goal 4 | 1 pg. 44     |                 |                 |                 | X               |                 | X               |                 |                 |                 |                  |                  |                  |                  |                  |
|        | 2 pg 45      |                 |                 |                 |                 |                 | X               |                 |                 |                 |                  |                  |                  |                  |                  |
|        | 3 pg. 46     |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  | X                |                  |                  |
|        | 4 pg. 47     |                 |                 |                 |                 |                 | X               | X               |                 |                 |                  | X                | X                |                  |                  |
|        | 5 pg. 48     |                 |                 |                 |                 | X               | X               | X               |                 |                 |                  |                  |                  |                  |                  |
|        | 6 pg. 49     |                 |                 |                 |                 |                 |                 |                 |                 | X               |                  | X                |                  |                  |                  |
| Goal 5 | 1 pg.50      | X               |                 | X               |                 |                 |                 |                 |                 |                 |                  |                  |                  |                  |                  |
|        | 2 pg. 51     | X               |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |                  |                  |
|        | 3 pg. 52     | X               |                 | X               |                 |                 |                 |                 |                 |                 |                  |                  | X                | X                |                  |
|        | 4 pg.53      | X               |                 |                 |                 | X               |                 |                 |                 |                 |                  |                  |                  | X                |                  |
|        | 5 pg.54      | X               |                 |                 |                 | X               |                 |                 |                 |                 |                  |                  |                  |                  |                  |
|        | 6 pg.55      | X               |                 |                 |                 | X               |                 |                 |                 |                 |                  |                  |                  |                  |                  |
| Goal 6 | 1 pg. 56     |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |                  | X                |

# Goals Summary Section

## **Goal 1: Support all curriculums with technology.**

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

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

Individualize instruction

- Objective 2: Instruct staff to use a curriculum delivery system to produce and deploy their curriculum. See Action Step page 26 for additional details.

## **Goal 2: Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and develop 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming.**

- Objective 1: Secure staffing to support all aspects of technology. See Actions Steps on page 27 for additional details.
- Objective 2: Develop criteria for evaluating the functionality of the district network, hardware and software. See Action Steps on page 28 for additional details.
- Objective 3: Continue to demonstrate district support for technology and the value it has in education. See Action Steps on page 29 for additional details.
- Objective 4: 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 30 for additional details.

- Objective 5: increase computer hardware to provide additional access to staff, students, and community. See Action steps on page 31 for additional details.
- Objective 6: Maintain a replacement cycle time schedule for all hardware. See Action steps on page 32 for additional details.
- Objective 7: Increase student access to hardware by reducing the computer to student ratio. See Actions steps on page 33 for additional details.
- Objective 8: Acquire software to enhance student academic achievement. See Actions steps on page 34 for additional details.
- Objective 9: Remain current with software upgrades and licensing. See Action steps on page 35 for additional details.
- Objective 10: Acquire sufficient hardware in those areas that support academic achievement (food services, transportation, scheduling, reporting to parents, health & safety). See Action steps on page 36 for additional details.
- Objective 11: Develop Internet web site criteria to help configure web filtering for staff and student. See Action steps on page 37 for additional details.

**Goal 3: Increase opportunities for students to meet the Maine Learning Results Standards through the development of distance learning opportunities.**

Student technology standards

- Objective 1: Update and align Technology Competencies and Assessment Plan to reflect 21<sup>st</sup> century technology skills. See Action steps on page 38 or additional details.

- Objective 2: Ensure that the district Technology Learning Competencies curriculum is fully implemented. See Action steps on page 39 for additional details.
- Objective 3: Update the Professional Competency Technology Standards for staff. See Action steps on page 40 for additional details.
- Objective 4: Assess staff members' levels of competency with technology. See Action steps on page 41 for additional details.
- Objective 5: Continue towards implementation of an on-line web based instruction program. See Action steps on page 42 for additional details.

**Goal 4: Provide high quality professional development opportunities to staff members to increase their capacity to integrate technology resources into the curriculum.**

- Objective 1: Maintain a data management system to report academic progress and communicate standards. See Action steps on page 43 for additional details.
- Objective 2: Establish a systematic process for archiving student data over time. Actions steps are found on page 44 for additional details.
- Objective 3: Create planning time for staff to work together on developing a technologically enhanced curriculum. See Action steps on page 45 for additional details.
- Objective 4: Provide opportunities for staff development by supporting after-school training sessions, summer technology camp, conference and workshop attendance, remote learning, and self-paced web instruction. See Action Steps on page 46 for additional details.

- Objective 5: Offer expanded computer instruction to the community through Windham Adult Education. See Actions steps on page 47 for additional details.
- Objective 6: Create online portals of resources that include professional journals, articles, sample works, and lessons that staff members have created that use technology in specific areas. See Actions steps on page 48 for additional details.

**Goal 5: Inform and seek opinions of all stakeholders, staff, students, parents, and community members, on how best to support learning.**

- Objective 1: Utilize the Parent Portal and Student Portal of Infinite Campus (SIS). This on-line system will allow parents and students to check on their child's or their own performance in curriculum areas along with other personal information stored in the school's student management system. Action steps are found on page 49 for additional details.
- Objective 2: Facilitate communication with parents by utilizing the electronic List-serve, local access television and all other forms of electronic communication. 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 50 for additional details.
- Objective 3: 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 51 for additional details.

- Objective 4: Allow for community members to regularly provide input into technology education. Action steps are found on page 52 for additional details.
- Objective 5: Allow for parents to have access to appropriate student information, and allow for all community members to have information about the schools and the school district through technology. Action steps are found on page 53 for additional details.
- Objective 6: Provide a means for staff to have input into the Technology budgets and planning. Action steps are found on page 55 for additional details.

**Goal 6: To create and maintain a system to assess, revise, and report on the district's technology plan annually.**

- Objective 1: Establish and implement a plan for assessing progress on the technology plan each year. Action steps are found on page 55 for additional details.

# 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 Raymond School District. 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 examined 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 Raymond School Dept.     |
| Chris Howell    | Director of Curriculum, Instruction and Assessment                  |
| Bob Asselin     | K-12 Technology Integration Specialist Windham Raymond School Dept. |
| Dennis Dorey    | Technology Site Supervisor  |
| Donn Davis      | Assistant to the Superintendent                                     |
| Sherry Dolloff  | Library Media-Specialist - Middle School                            |
| Aaron Hamlen    | Network Administrator   |
| Matthew Halpern | Primary School 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                                 |
| Dr. Kyle Rhoads | Principal – Primary School  |
| Deb McAfee      | Principal—High School   |
| Kate Brix       | Parent, School Board Member]  |

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

**Goal 5: Inform and seek opinions of all stakeholders, staff, students, parents, and community members, on how best to support learning.**

Objective 1: Utilize the Parent Portal and Student Portal of Infinite Campus (SIS). This on-line system will allow parents and students to check on their child's or their own performance in curriculum areas along with other personal information stored in the school's student management system. See Action steps on page 49 for additional details.

Objective 2: Facilitate communication with parents by utilizing the electronic List-serve, local access television and all other forms of electronic communication. 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 50 for additional details.

Objective 3: 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 51 for additional details.

Objective 4: Allow for community members to regularly provide input into technology education. Actions steps are found on page 52 for additional details.

Objective 5: Allow for parents to have access to appropriate student information, and allow for all community members to have information

about the schools and the school district through technology. Action steps are found on page 53 for additional details.

Objective 6: Provide a means for staff to have input into the Technology budgets and planning. See Action steps on page 54 for additional details.

## 2. Mission and Vision for the Windham Raymond School District

### *Mission*

**To create an educational** environment for Windham Raymond students that promotes positive and successful learning experiences and enables all members of the school community to develop their unique potential.

### *Vision*

**Learners in Windham Raymond Schools** meet or exceed high expectations. We provide and support diverse options for life-long learners. We use resources and time flexibly. We are proud of our schools – healthy, safe places where discipline and respect are valued.

We share, **in partnership with the Windham Raymond community**, the responsibility for setting a common vision and clear goals. We are able to provide stable and creative resources to support our learners by communicating effectively. We are accountable to each other and for preparing all learners for their future.

### **3. Goals that align with Maine Learning Results:**

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

**Goal 2: Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and develop 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming.**

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

**Goal 3: Increase opportunities for students to meet the Maine Learning Results Standards through the development of distance learning opportunities.**

- Objective 1: Update and align Technology Standards and the Local Assessment Plan. See Actions Steps on page .37 for additional details.
- Objective 2: Ensure that the Windham Raymond Technology Learning Standards curriculum is fully implemented. See Actions Steps on page .39 for additional details.

**Goal 5: Provide all stakeholders; staff, students, parents, and community members, with data to track and to make educational decisions for student progress towards meeting Learning Results standards.**

- Objective 1: Utilize the Parent Portal and Student Portal of Infinite Campus (SIS). This on-line system will allow parents and students to check on their child's or their own performance in curriculum areas along with other personal information stored in the school's student management system. Action step are found on page .49
- Objective 3: 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 .51 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 through May 29, 2009

The second part to this section focuses on technology usage by staff and students. Reference materials for this section are found in Appendix B of this plan on page 67

The third and final part of section 4 deals with what we envision as the future information technology needs for the district. Identification of necessary technologies must be tied to curriculum and assessment. These decisions should be made by a committee of stakeholders.

### Hardware Inventory Component

Technology Inventory Report As Of 05/29/2009

#### High School

|                                    |     |
|------------------------------------|-----|
| High School Student Use Computers: | 305 |
| High School Staff Use Computers:   | 70  |
| High School Adult Ed Computers:    | 18  |
| High School Total Computers:       | 393 |
| High School Student Use Printers:  | 13  |
| High School Staff Use Printers:    | 45  |
| High School Adult Ed Printers:     | 4   |
| High School Total Printers:        | 62  |

#### Middle School

|                                      |     |
|--------------------------------------|-----|
| Middle School Student Use Computers: | 58  |
| Middle School Staff Use Computers:   | 78  |
| Middle School Total Computers:       | 136 |
| Middle School Student Use Printers:  | 14  |
| Middle School Staff Use Printers:    | 15  |
| Middle School Total Printers:        | 29  |

#### Manchester School

|  |     |
|--|-----|
| Manchester School Student Use Computers: | 59  |
| Manchester School Staff Use Computers:   | 50  |
| Manchester School Total Computers:       | 109 |
| Manchester School Student Use Printers:  | 3   |
| Manchester School Staff Use Printers:    | 10  |
| Manchester School Total Printers:        | 13  |

#### Primary School

|                                       |     |
|---------------------------------------|-----|
| Primary School Student Use Computers: | 56  |
| Primary School Staff Use Computers:   | 83  |
| Primary School Total Computers:       | 139 |
| Primary School Student Use Printers:  | 3   |
| Primary School Staff Use Printers:    | 11  |
| Primary School Total Printers:        | 14  |

## Central Office

Central Office Total Computers: 24  
Central Office Total Printers: 10

## Bus Garage

Bus Garage Total Computers: 4  
Bus Garage Total Printers: 2

## Servers

High School Total Servers:  
Central Office Total Servers: 11  
John Andrews School Total Servers: 1  
Manchester School Total Servers: 1

## Raymond Computers

Mac Laptops 228  
Desk Model 113  
Servers 5

## Real School /John Andrews

John Andrews School Total  
Computers: 19  
Real School Total Computers: 1  
John Andrews School Total Printers: 4  
Real School Total Printers: 1

## PC-Windham

Computers 1037

Windham Printers 136

Raymond Printers 93

## **4. Identify Necessary Technology -Continued**

### Usage Information Component

Several tools were utilized to indicate the level of technology usage within the Windham Raymond School District.

The first tool is a survey of the staff completed in April 2009, in which 161 staff members responded to questions about how they and their students used technology and what types of technology they most preferred. Appendix B on page .64 contains the final results of the survey.

The second is the district's annual Summer Academy during which many technology sessions are offered. The organizers of this academy determine the interest levels of different technology related topics through an online survey. The most current survey results are listed in Appendix C on page.74.

Lastly, we use the results of our Trouble Ticket system within which staff can report hardware and software issues. Examination of this information gives us a good picture of what and how technology is being used. Appendix A on page .63 contains a summary of the trouble tickets.

## **4. Identify Necessary Technology -Continued**

### Future Needs Component

Future needs will be attained by leveraging new technologies for delivering education successfully and ensuring student achievement rather than committing to an arbitrary replacement cycle or committing to technologies of today when burgeoning technologies are always coming out. Additionally, we will be open to using student owned technology over district owned technology when it makes sense.

## **Computers:**

1. Lower the ratio of students to computers at all schools to meet national and state levels.
  - Goal 2, Objective 6. Action steps are found on page 32
2. Continue to implement software packages to reflect the needs of the students and staff
  - Goal 2, Objective 8. Action steps are found on page 34
  - Goal 2, Objective 9. Action steps are found on page 35
  - Goal 2, Objective 11. Action steps are found on page 37
  - Goal 4, Objective 1. Action steps are found on page 43
3. 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 3, Objective 5. Action steps are found on page 42
4. Encourage delivery of curriculum electronically.
  - Goal 1, Objective 2. Action steps are found on page 26

## **Network**

1. 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), (Web based E-mail), Google 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 5. Action steps are found on page 31
  - Goal 2, Objective 10. Action steps are found on page 36

## 5. Collaboration with Adult Literacy Service Providers

The ongoing collaboration between the Adult Literacy Service Provider and the Windham Raymond School District is a very strong connection. One of the planning team members responsible for writing the Technology plan is the Director of Adult Education for Windham. His 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 3 additional computer labs with 72 computers.

One important goal is to improve community connections. This can be best implemented by the Windham Raymond 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 4: Provide high quality professional development opportunities to staff members to increase their capacity to integrate technology resources into the curriculum.**

Objective 5: To expand the Windham Adult Education computer instruction offerings to the community. See Action steps on page 47 for additional details.

**Goal 5: Provide all stakeholders, staff, students, parents, and community members, with data to track student progress towards meeting Learning Results standards and to make educational decisions.**

Objective 4: To have Community members regularly provide input into technology education. See Action steps on page 52 for additional details.

Objective 5: To give parents and community members access to appropriate school information through technology. See Action steps on page Figure 5:5 153 for additional details.

Objective 6: To ensure adequate funding for full implementation of the technology plan. See Action steps on page 54 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: Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming.**

- Objective 6: Create a replacement cycle time schedule for all hardware. See Action steps on page 32 for additional details.
- Objective 7: Increase student access to hardware by reducing the computer to student ratio. See Actions steps on page 33 for additional details.
- Objective 8: Acquire online resources and software to enhance student academic achievement. See Actions steps on page 34 for additional details.
- Objective 9: Stay current with software upgrades and licensing. See Action steps on page 35 for additional details.
- Objective 10: Acquire sufficient hardware in those areas that support academic achievement (Special Education, Library, food services, transportation, scheduling, reporting to parents, health/safety). See Action steps on page 36 for additional details.

**Goal 3: Support all Standards with technology.**

Objective 2: Ensure that the Windham Technology Learning Standards Curriculum is fully implemented. See Action steps on page 39 for additional details.

**Goal 4: Support the decision making process with technology.**

- Objective 1: Maintain the data management system to report academic progress and communicate standards. See Action steps on page 43 for additional details.
- Objective 2: Establish a systematic process for archiving student data over time. See Actions steps on page 44 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: Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and develop 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming**

- Objective 1: To secure adequate staffing to support all aspects of technology. See Actions steps on page 27 for additional details.
- Objective 4: 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 30 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 40 for additional details.
- Objective 4: To assess staff members' level of competency with technology. See Action steps on page 41 for additional details.

**Goal 4: Provide high quality professional development opportunities to staff members to increase their capacity to integrate technology resources into the curriculum**

- 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 46 for additional details.

- Objective 5: Create planning time for the staff to work together on developing a technologically enhanced curriculum. See Action steps on page 47 for additional details.

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

The Windham Raymond School district's standards have been established for students and staff, and a mechanism for training and support of technology users exists. The following goals will insure that the district takes full advantage of its technology to improve education.

**Goal 2: Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming.**

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

**Goal 3: Support all Standards with technology.**

- Objective 2: Ensure that the Windham Raymond Technology Learning Standards curriculum is fully implemented. See Action steps on page 39 for additional details.
- Objective 3: Update and implement Professional Competency Technology Standards for staff. See Action steps on page 40 for additional details

**Goal 4: Provide high quality professional development opportunities to staff members to increase their capacity to integrate technology resources into the curriculum.**

- Objective 4: Provide opportunities for staff development by supporting after school training sessions, a summer technology camp, conference and workshop attendance, remote learning, and/or self-paced web instruction. See Action Steps on page 46 for additional details.
- Objective 5: Create planning time for the staff to work together on developing a technologically enhanced curriculum. See Action step 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 1:1

| <b>Goal 1: Objective 1 Action steps</b>   |   |                                   |               |                            |  |
|---|---|-----------------------------------|---------------|----------------------------|--|
| <b>Goal 1:</b> Support all curricula with technology.   |   |                                   |               |                            |  |
| <b>Objective 1:</b> Maintain professional support for software programs used in school offices and library/media centers.                       |   |                                   |               |                            |  |
| <b>Action Steps</b>   | <b>Responsible Party</b>                      | <b>Resources Required</b>         | <b>Budget</b> | <b>Timeline</b>            | <b>Notes</b>   |
| Inventory all software used by office staff for all levels "K to Adult"   | Technology Building Coordinator Committee     | Online survey                     |               | Completed by December 2009 |  |
| Study the effectiveness of existing office software to determine upgrade/replacement possibilities and use this data to prepare future budgets. | Technology Building Coordinator Committee     |                                   |               | Annually                   |  |
| Upgrade library cataloging software (Winnebago)   |   |                                   | \$20,000      | Before June 2012           |  |
| 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 |               | Annually                   | Provide support through in-service sessions online tutorials and workshops set up specifically for support staff |

Figure 1:2

| <b>Goal 1: Objective 2 Action Steps</b>  |   |  |   |                                |              |
|--|---|--|---|--------------------------------|--------------|
| <b>Goal 1:</b> : Support all curricula with technology.  |   |  |   |                                |              |
| <b>Objective 2:</b> Instruct staff to use a curriculum delivery system to produce and deploy their curriculum.   |   |  |   |                                |              |
| <b>Action Steps</b>  | <b>Responsible Party</b>  | <b>Resources Required</b>                      | <b>Budget</b>                             | <b>Timeline</b>                | <b>Notes</b> |
| Continually upgrade to the current Curriculum delivery system (CDS – Sebago Alliance Moodle or equivalent) to keep it current                                  | Tech Integration Specialist<br>MLTI Specialist<br>Network Admin | Server and technical support to install Moodle | \$3,500 annually – collocation fees, etc. | September 2009                 |              |
| Review existing guidelines for creating accounts, courses, backup procedure, usage of chat, conferences, Wiki, and plug-in to CDS (Curriculum Delivery System) |   |  |   | Annually every Spring and fall |              |
| Continue to offer staff development for all staff members to ensure they are trained in how to use the CDS software  |   |  |   | Continually as the need arises |              |
| Develop a support system that will assist staff member with any issue they might have using a CDS.   | Tech Integrators for all Sebago Alliance schools                |  |   | Annually                       |              |

Figure 2:1

| <b>Goal 2: Objective 1 Action steps</b>  |  |                           |                  |                  |              |
|--|--|---------------------------|------------------|------------------|--------------|
| <b>Goal 2 :</b> Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21 <sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming |  |                           |                  |                  |              |
| <b>Objective 1:</b> To secure adequate staffing to support all aspects of technology   |  |                           |                  |                  |              |
| <b>Action Steps</b>  | <b>Responsible Party</b>                                       | <b>Resources Required</b> | <b>Budget</b>    | <b>Timeline</b>  | <b>Notes</b> |
| Steps 1: Gather information to ensure that technology integration is commensurate with other area districts. Survey staff, students, and communities. Look at National Trends.   | Building Technology Coordinators, Administrative Team (A-Team) |                           |                  | Ongoing annually |              |
| Steps 2: If appropriate 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                  |                           |                  | When required    |              |
| Steps 3: Present all the findings for the School Board to decide on a course action.   | Building Technology Coordinators and School Board              |                           | To be determined | When required    |              |

Figure 2:2

| <b>Goal 2: Objective 2 Action steps</b>  |  |                           |               |                 |              |
|--|--|---------------------------|---------------|-----------------|--------------|
| <b>Goal 2 :</b> Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21 <sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming |  |                           |               |                 |              |
| <b>Objective 2:</b> Evaluate the functionality of the Windham Raymond School District network, hardware and software.  |  |                           |               |                 |              |
| <b>Action Steps</b>  | <b>Responsible Party</b>   | <b>Resources Required</b> | <b>Budget</b> | <b>Timeline</b> | <b>Notes</b> |
| Continue to improve and fortify the wireless network we have district wide to address the needs of evolving technologies.  | Network Administrator, IT Director, Technology Site Supervisor for Raymond |                           | As required   | Annually        |              |
|  |  |                           |               |                 |              |

Figure 2:3

| <b>Goal 2: Objective 3 Action steps</b>  |  |   |               |                 |  |
|--|--|---|---------------|-----------------|--|
| <b>Goal 2</b> : : Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21 <sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming |  |   |               |                 |  |
| <b>Objective 3</b> : The district will continue to demonstrate their support of technology and the value it has in education.  |  |   |               |                 |  |
| <b>Action Steps</b>  | <b>Responsible Party</b>   | <b>Resources Required</b>                   | <b>Budget</b> | <b>Timeline</b> | <b>Notes</b>   |
| Establish recommended goals which could be used by staff.  | DTC sub-committee and Building Coordinators.   |   |               | Fall 2010       | .  |
| 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 2011     | 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 2012     | Improved technology usage in education should be supported at all levels.          |

Figure 2:4

| <b>Goal 2: Objective 4 Action steps</b>  |  |   |  |                       |  |
|--|--|---|--|-----------------------|--|
| <b>Goal 2 :</b> Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21 <sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming |  |   |  |                       |  |
| <b>Objective 4:</b> Increase and maintain services that provide support anytime and anywhere through staffing and online services – tutorials, online help, trouble-tickets, Support Page, etc   |  |   |  |                       |  |
| <b>Action Steps</b>  | <b>Responsible Party</b>                                       | <b>Resources Required</b>   | <b>Budget</b>  | <b>Timeline</b>       | <b>Notes</b>   |
| Maintain and possibly increase the level of staffing if the number of hardware units increase.   | Information Technology Dept,<br>District Technology Committee  |   |  | Annually              |  |
| Continue to maintain: the Trouble ticket system to report and track all software and hardware issues and the In-service Database that tracks course offerings and contact hours.   | Information Technology Department,<br>Technology Specialist(s) | Software to run and create reports (Code Charge, Crystal Reports) | Software Updates<br>\$350  | Annually for reports, | <b>To come out of Tech Dept Software Budget.</b>               |
| Increase the number of online tutorials to cover common questions over the major software packages   | Building Coordinators and Integration Specialists and staff    | Software to create tutorials (Camtasia, Wink, and Dreamweaver)    | Update cost:<br>Camtasia w/ audio voice over = \$150 X 4 = \$700<br>Adobe Professional Extended = \$90 X 5 = \$450 | Spring of 2010        | <b>To come out of Curriculum funding for staff development</b> |
| Redesign the Technology Support page to emphasize the online tutorials and self help files.  | Technology Integration Specialists and Building Coordinators.  | Same software required as above                                   | Same software required as above  | Annually              | <b>No additional charge.</b>                                   |

Figure 2:5

| Goal 2: Objective 5 Action steps  |   |   |  |          |       |
|---|---|---|--|----------|-------|
| Goal 2 : Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21 <sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming |   |   |  |          |       |
| Objective 5: To increase computer accessory hardware to provide additional access to staff, students, and community.  |   |   |  |          |       |
| Action Steps  | Responsible Party   | Resources Required  | Budget   | Timeline | Notes |
| Purchase accessibility hardware and software that is age and developmentally appropriate for its users. <i>Smaller keyboards &amp; mice for smaller hands. Color coded keys on the keyboard- vowels/consonants/numbers/function keys.</i>                             | 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 |       |
| Acquire Interactive White Boards at least one per school  | Building coordinators and Information Technology Department |   | Apply for corporate grants, PTA assistance, Stimulus funding | Annually |       |

Figure 2:6

| <b>Goal 2: Objective 6 Action steps</b>   |   |                           |                  |                                   |              |
|---|---|---------------------------|------------------|-----------------------------------|--------------|
| <b>Goal 2 : Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming</b> |   |                           |                  |                                   |              |
| <b>Objective 6:</b> To maintain a replacement cycle time schedule for all hardware (3 years for servers and laptops, 5 years for desk model computers and switches)   |   |                           |                  |                                   |              |
| <b>Action Steps</b>   | <b>Responsible Party</b>                                    | <b>Resources Required</b> | <b>Budget</b>    | <b>Timeline</b>                   | <b>Notes</b> |
| YEAR 1 of 3 yr Plan:<br>Use the current inventory of computers to identify which machines are 5 years or older.   | Technology Specialist and Information Technology Department | School board Approval     | 20% replacements | Deliver To Board<br>Fall 2010 for |              |
| YEAR 2 of 3 yr Plan:<br>Use the current inventory of computers to identify which machines are 5 years or older.   | Technology Specialist and Information Technology Department |                           | 20% replacements | Annually                          |              |
| YEAR 3 of 3 yr Plan:<br>Use the current inventory of computers to identify which machines are 5 years or older.   |   |                           | 20% replacements | Annually                          |              |

Figure 2:7

| <b>Goal 2: Objective 7 Action steps</b>   |  |   |  |                 |              |
|---|--|---|--|-----------------|--------------|
| <b>Goal 2 : Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming</b> |  |   |  |                 |              |
| <b>Objective 7:</b> Increase student access to hardware by reducing the computer to student ratio   |  |   |  |                 |              |
| <b>Action Steps</b>   | <b>Responsible Party</b>                           | <b>Resources Required</b>   | <b>Budget</b>  | <b>Timeline</b> | <b>Notes</b> |
| Work towards lowering the student to computer ratio to the recommended State & National Averages: Currently: at the High School to 1:1 by the end of 2012   | IT department and High School administration       | Purchase laptops for each HS student  | Add 1000 units<br><br>1000 * 400\$ laptops = \$400,000 | Fall of 2012    |              |
| Work to maintain the student to computer ratio: Middle School maintain 1:1 by the end of 2012   | IT department and Middle School administration     | Purchase Old MLTI laptops for 6 <sup>th</sup> graders                           | \$100,000 to purchase 450 iBooks                       | Fall of 2012    |              |
| Work towards lowering the student to computer ratio: Manchester School 1:2 by the end of 2012   | IT department and Manchester School administration | Use the left-over MLTI computer purchase for Middle School                      | Part of item listed on line two above                  | Fall of 2012    |              |
| Work towards lowering the student to computer ratio: Primary school 1:5 by the end of 2012  | IT department and Primary School administration    | Use the left-over MLTI computer purchase for Middle School and purchase 4 carts | Part of item listed on line two above                  | Fall of 2012    |              |

Figure 2:8

| <b>Goal 2: Objective 8 Action steps</b>   |  |   |   |                       |  |
|---|--|---|---|-----------------------|--|
| <b>Goal 2 : Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming</b> |  |   |   |                       |  |
| <b>Objective 8:</b> Acquire software to enhance student academic achievement  |  |   |   |                       |  |
| <b>Action Steps</b>   | <b>Responsible Party</b>                                 | <b>Resources Required</b>   | <b>Budget</b>                                     | <b>Timeline</b>       | <b>Notes</b>   |
| <b>DETERMINE WHAT SOFTWARE WE HAVE:</b><br>Inventory all software and online resources being used by staff.<br>Research available solutions to inventory both hardware and software.<br>Once the product is identified, implement it.                                       | Information Technology Department, Building Coordinators | Survey of staff to find what Software is being used.  |   | Annually every Spring | This is done annually and included in the technology budget. |
|   | Recommend software for updating and/or replacement       | Building Coordinators, and District Technology Committee  |   | Annually every Spring |  |
| <b>RESEARCH NEW SOFTWARE:</b><br>Engage in the necessary research (best practice) to assure that students and staff have the necessary complement of technology software and/or online resources to support its overall mission.  | IT department, Building Technology coordinator           | Survey staff to determine what software is needed.<br>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,                                   |   |   | Annually              |  |

Figure 2:9

| <b>Goal 2: Objective 9 Action steps</b>  |  |                           |   |   |              |
|--|--|---------------------------|---|---|--------------|
| <b>Goal 2 : Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming.</b> |  |                           |   |   |              |
| <b>Objective 9:</b> Remain current with software upgrades and licensing.   |  |                           |   |   |              |
| <b>Action Steps</b>  | <b>Responsible Party</b>                                 | <b>Resources Required</b> | <b>Budget</b>   | <b>Timeline</b>   | <b>Notes</b> |
| Step 1: Determine current licensing status.  | Building Coordinators and IT Dept.                       |                           | Funded from IT Budget, Grants, Fed & State Funding                  | Happens annually after software inventory is completed. |              |
| Step 2: 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. |              |
| Step 3: Install software so we are in compliance with licensing requirements.  | Network Administrator and Mac/PC Specialists.            |                           |   | Happens annually after software inventory is completed. |              |
|  |  |                           |   |   |              |
|  |  |                           |   |   |              |

Figure 2:10

| <b>Goal 2: Objective 10 Action steps</b>   |   |                           |   |                 |  |
|--|---|---------------------------|---|-----------------|--|
| <b>Goal 2 : Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming.</b> |   |                           |   |                 |  |
| <b>Objective 10:</b> Acquire sufficient hardware in those areas that support academic achievement (ie: Special Education, library, food services, transportation, health/safety).  |   |                           |   |                 |  |
| <b>Action Steps</b>  | <b>Responsible Party</b>  | <b>Resources Required</b> | <b>Budget</b>   | <b>Timeline</b> | <b>Notes</b>   |
| Determine hardware needs for the support areas such as: Special Education, library, 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 6 | Annually        | This is done annually and included in the technology budget. |
|  |   |                           |   |                 |  |
|  |   |                           |   |                 |  |

Figure 2:11 1

| <b>Goal 2 Objective 11</b>  |   |                           |               |                 |              |
|---|---|---------------------------|---------------|-----------------|--------------|
| <b>Goal 2: Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming.</b> |   |                           |               |                 |              |
| <b>Objective 11:</b> Develop Internet web site criteria to help configure web filtering for staff and student.  |   |                           |               |                 |              |
| <b>Action Steps</b>   | <b>Responsible Party</b>  | <b>Resources Required</b> | <b>Budget</b> | <b>Timeline</b> | <b>Notes</b> |
| Upgrade the existing URL filter to find a better fit for staff and student needs.   | Network Administrator, IT Director, Technology Integration Specialists. | Funding in the budget.    | \$25,000      | Fall 2009       |              |
| Meet with the interested Stakeholders to get their input. Senior Administration will hold the final determination of allowable sites.   | Director of Curriculum, Instruction and Assessment.                     |                           |               |                 |              |
| Work on continued refinement of policies to address newer technologies and web sites.   |   |                           |               |                 |              |

Figure 3:1 1

| <b>Goal 3: Objective 1 Action steps</b>  |   |  |                 |                 |              |
|--|---|--|-----------------|-----------------|--------------|
| <b>Goal 3 Increase opportunities for students to meet the Maine Learning Results Standards through the development of distance learning opportunities.</b> |   |  |                 |                 |              |
| <b>Objective 1:</b> Update and align Technology Competencies and Assessment Plan to reflect 21 <sup>st</sup> century technology skills.                    |   |  |                 |                 |              |
| <b>Action Steps</b>  | <b>Responsible Party</b>  | <b>Resources Required</b>                    | <b>Budget</b>   | <b>Timeline</b> | <b>Notes</b> |
| Evaluate current K-12 Technology Competencies for students and Assessment Plan and create adequate curriculum to teach those standards.                    | <b>Subcommittee</b> of the District Technology Committee                                  | Substitutes and meeting areas for work group |                 | Spring of 2010  |              |
| Revise current K-12 Technology Competencies 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 |                 | Fall 2010       |              |
| Collect data to assess which Technology Competencies are currently being taught at each grade level and view where there are gaps.                         | <b>Subcommittee</b> of the District Technology Committee and <b>Building Coordinators</b> | Substitutes and meeting areas for work group |                 | Spring 2011     |              |
| 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 2011       |              |

Figure 3:2 1

| <b>Goal 3: Objective 2 Action steps</b>   |   |  |               |   |              |
|---|---|--|---------------|---|--------------|
| <b>Goal 3: Increase opportunities for students to meet the Maine Learning Results Standards through the development of distance learning opportunities.</b> |   |  |               |   |              |
| <b>Objective 2:</b> Ensure that the Windham Technology Learning Competencies curriculum is fully implemented.   |   |  |               |   |              |
| <b>Action Steps</b>   | <b>Responsible Party</b>  | <b>Resources Required</b>  | <b>Budget</b> | <b>Timeline</b>                             | <b>Notes</b> |
| Explain to the staff what the student technology competencies are through staff meetings, house meetings, and department meetings.                          | Building Coordinators and the Technology Integration Specialists      | Time to meet with staff  |               | After the new standards have been developed |              |
| Continue to support and make resources available to the staff to assist in their deployment and monitoring of success of student technology competencies.   | Technology Integration Specialists (T.I.S.) and Building Coordinators | Time for T.I.S. to model, provide inservice sessions & work directly with the staff. |               | Annually                                    |              |

Figure 3:3

| Goal 3: Objective 3 Action steps   |  |   |  |              |   |
|--|--|---|--|--------------|---|
| Goal 3: Increase opportunities for students to meet the Maine Learning Results Standards through the development of distance learning opportunities. |  |   |  |              |   |
| Objective 3: Update the Professional Competency Technology Standards for Staff   |  |   |  |              |   |
| Action Steps   | Responsible Party  | Resources Required  | Budget   | Timeline     | Notes   |
| Steps 1: Develop a district level technology proficiency skill standard for staff.   | <ul style="list-style-type: none"> <li>- Technology Integration Specialists</li> <li>- I.T. department</li> <li>- BC's representative</li> <li>- Governance Committee representative = responsible for all assessments</li> <li>- WREA rep.</li> </ul> | <ul style="list-style-type: none"> <li>- Research materials</li> <li>- All materials already developed</li> <li>- National/State proficiency standards</li> </ul> | Summer work (1 days at \$100 @ day per member = \$600) | Spring 2011  | Interested Parties are consulted at all steps (WREA= Windham Raymond Educational Assn=local teachers union, WREA Support staff) |
| Steps 2: Present Technology Proficiency skill standards to District Building Technology Coordinators for action.                                     | <ul style="list-style-type: none"> <li>- Technology Integration Specialists</li> <li>- I.T. department</li> <li>- BC's representative</li> </ul>   |   |  | Fall of 2011 |   |
| Steps 3: Present Proficiency skill standards to School Board for Action.   | Director of Curriculum, Instruction & Assessment   |   |  |              |   |

Figure 3:4

| <b>Goal 3: Objective 4 Action steps</b>   |   |  |   |                 |  |
|---|---|--|---|-----------------|--|
| <b>Goal 3: Increase opportunities for students to meet the Maine Learning Results Standards through the development of distance learning opportunities.</b> |   |  |   |                 |  |
| <b>Objective 4: Assess staff members to determine their level of proficiency skills in technology</b>   |   |  |   |                 |  |
| <b>Action Steps</b>   | <b>Responsible Party</b>  | <b>Resources Required</b>  | <b>Budget</b>   | <b>Timeline</b> | <b>Notes</b>   |
| Create/Buy assessments and evaluate staff proficiency skills in technology.   | <ul style="list-style-type: none"> <li>- Technology Integration Specialists</li> <li>- I.T. department</li> <li>- BC's representative</li> <li>- Governance Committee representative</li> </ul> | <ul style="list-style-type: none"> <li>- National/State technology proficiency standards</li> <li>- Surrounding area school districts</li> <li>- Visitations and observations</li> <li>- Online Resources</li> </ul> | Summer work (1 days at \$100 @ day per member = \$600 | Spring 2012     | Parties and interest are consulted (WREA, WREA Support staff |
| Present summary findings to the Integration Specialists to help determine future in-service programs.   | Sub committee representatives   |  |   | Fall 2012       |  |
|   |   |  |   |                 |  |

Figure 3:5 1

| <b>Goal 3: Objective 5 Action steps</b>  |  |                           |   |                 |  |
|--|--|---------------------------|---|-----------------|--|
| <b>Goal 3: Increase opportunities for students to meet the Maine Learning Results Standards through the development of distance learning opportunities.</b>  |  |                           |   |                 |  |
| <b>Objective 5:</b> Continue or grow an on-line web based instruction program.   |  |                           |   |                 |  |
| <b>Action Steps</b>  | <b>Responsible Party</b>   | <b>Resources Required</b> | <b>Budget</b>   | <b>Timeline</b> | <b>Notes</b>   |
| 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 2009    | 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 Web based instruction with other towns for cost saving and possible revenue generation. | IT Department, Building Technology Coordinator, building Administrators. |                           |   | Spring 2010     |  |

Figure 4:1

| <b>Goal 4: Objective 1 Action steps</b>  |   |  |   |                 |  |
|--|---|--|---|-----------------|--|
| <b>Goal 4: Provide high quality professional development opportunities to staff members to increase their capacity to integrate technology resources into the curriculum</b>   |   |  |   |                 |  |
| <b>Objective 1:</b> Maintain data management systems to report academic progress and communicate standards.  |   |  |   |                 |  |
| <b>Action Steps</b>  | <b>Responsible Party</b>  | <b>Resources Required</b>  | <b>Budget</b>   | <b>Timeline</b> | <b>Notes</b>   |
| Continue to update the school information software (SIS) to ensure that it is meeting the needs of the district.   | Building Technology Coordinator Committee and the Information Technology Department | Replace Schoolmaster Software with Infinite Campus   | State Supported                                       | 2009            | 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), Plato, Read About, Standards Based Grading and other computerized adaptive assessment programs that provides educators with information they can use to improve teaching and learning. | Curriculum Coordinator, Building Technology Coordinator, 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 | State Supported<br><br>Proctors = aides and Ed Techs. | Annually        |  |

Figure 4:2

| <b>Goal 4: Objective 2 Action steps</b>  |                               |   |               |                            |              |
|--|-------------------------------|---|---------------|----------------------------|--------------|
| <b>Goal 4: Provide high quality professional development opportunities to staff members to increase their capacity to integrate technology resources into the curriculum</b>   |                               |   |               |                            |              |
| <b>Objective 2:</b> Establish systematic process of archiving student data over time.  |                               |   |               |                            |              |
| <b>Action Steps</b>  | <b>Responsible Party</b>      | <b>Resources Required</b>                                 | <b>Budget</b> | <b>Timeline</b>            | <b>Notes</b> |
| Implement a successful strategy for student electronic portfolios. <ol style="list-style-type: none"> <li>1. Organize long term storage of student work which they can take with them when they go.</li> <li>2. Don't delete existing work at end of School Year except for HS Seniors.</li> </ol> | IT Dept                       | SAN – Storage Area Network.                               |               | Fall 2010<br><br>Fall 2010 |              |
| Research open source and reasonably priced solutions & password protected access to electronic portfolio management.   |                               | Hardware & Software to organize electronic portfolios.    |               | Spring 2011                |              |
| 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<br>A-Team<br>DTC<br>Governance Comm. |               | Fall 2012                  |              |

Figure 4:4

| <b>Goal 4: Objective 3 Action steps</b>  |  |                                    |                  |                            |  |
|--|--|------------------------------------|------------------|----------------------------|--|
| <b>Goal 4: Provide high quality professional development opportunities to staff members to increase their capacity to integrate technology resources into the curriculum</b> |  |                                    |                  |                            |  |
| <b>Objective 3:</b> Create planning time for the staff to work together on developing a technology enhanced curriculum.  |  |                                    |                  |                            |  |
| <b>Action Steps</b>  | <b>Responsible Party</b>   | <b>Resources Required</b>          | <b>Budget</b>    | <b>Timeline</b>            | <b>Notes</b>   |
| 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 2010                | <b>This is already being done in grades K-5 during their early release Wednesdays.</b> |
| Plan effective in-service sessions to take advantage of technology day(s).   | Building Technology Coordinator, Integration Specialists, District Technology Committee, | To be determined by planning group | To be determined | Spring 2011<br>Spring 2012 |  |
|  |  |                                    |                  |                            |  |

Figure 4:4

| <b>Goal 4: Objective 4 Action Steps</b>  |   |   |   |                          |   |
|--|---|---|---|--------------------------|---|
| <b>Goal 4: Provide high quality professional development opportunities to staff members to increase their capacity to integrate technology resources into the curriculum</b>               |   |   |   |                          |   |
| <b>Objective 4</b> Provide opportunities for staff development by supporting after school training sessions, summer technology camp, conference and workshop attendance, and release time. |   |   |   |                          |   |
| <b>Action Steps</b>  | <b>Responsible Party</b>  | <b>Resources Required</b>   | <b>Budget</b>   | <b>Timeline</b>          | <b>Notes</b>  |
| Assist in the planning for the Sebago Alliance Technology Camp.  | - Building Technology Coordinators Committee  | - List of possible presenters<br>- Sebago Alliance Members  | <b>Administrative costs to be billed to Sebago Alliance districts.</b>  | February– April annually | <b>To come out of Curriculum funding for staff development.</b> |
| Take part in the Sebago Alliance Summer Technology Camp for staff members.   | - Building Technology Coordinators Committee<br>- Presenters and trainers hired to instruct the staff | - District Computer Labs on campus<br>- Refreshments<br>- Photocopies of hand-out<br>- Presenters<br>- Software | Estimate total expenses of Technology camp=<br>\$ 3,7500 / year (derived from the cost of previous camps)<br><b>This cost is based on prior year expenses for paying instructors to teach at Tech Camp.</b> | Annually                 |   |

Figure 4:5 1

| <b>Goal 4: Objective 5 Action steps</b>   |   |  |   |   |              |
|---|---|--|---|---|--------------|
| <b>Goal 4: Provide high quality professional development opportunities to staff members to increase their capacity to integrate technology resources into the curriculum.</b> |   |  |   |   |              |
| <b>Objective 5:</b> Offer expanded computer instruction to the community through Windham Adult Education.   |   |  |   |   |              |
| <b>Action Steps</b>   | <b>Responsible Party</b>                                      | <b>Resources Required</b>  | <b>Budget</b>   | <b>Timeline</b>   | <b>Notes</b> |
| 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 |              |
| Continue to 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.   | Annually  |              |

Figure 4:6

| <b>Goal 4: Objective 6 Action steps</b>  |  |  |  |                                |   |
|--|--|--|--|--------------------------------|---|
| <b>Goal 4: Provide high quality professional development opportunities to staff members to increase their capacity to integrate technology resources into the curriculum.</b>                        |  |  |  |                                |   |
| <b>Objective 6:</b> Create online portals of resources that include professional journals, articles, sample works, and lessons that staff member have created that use technology in specific areas. |  |  |  |                                |   |
| <b>Action Steps</b>  | <b>Responsible Party</b>   | <b>Resources Required</b>                      | <b>Budget</b>                                | <b>Timeline</b>                | <b>Notes</b>                                  |
| Create an online portal that allows all staff to post informational resources.   | - IT   | - Time<br>- Software                           | -  | Fall 2011                      |   |
| Populate the portal with resources.  | - Technology Integration Specialist<br>- BC's Dept. Heads, Team Leaders, Staff | - Professional journals<br>- Staff submissions | - Summer work \$640                          | Starting in the summer of 2012 | <b>Funded out of Tech Dept Hardware Acct.</b> |
| Do annual reviews of the information to insure accuracy and relevancy.   | Technology Integration Specialists   |  | - Cost already listed in Goal 2, Objective 4 | Annually after 2012            |   |

Figure 5:1

| <b>Goal 5: Objective 1 Action steps</b>   |   |   |   |   |  |
|---|---|---|---|---|--|
| <b>Goal 5: Provide all stakeholders, staff, students, parents, and community members, with data to track student progress towards meeting Learning Results standards and to make educational decisions.</b>   |   |   |   |   |  |
| <b>Objective 1:</b> Utilize the Parent Portal and Student Portal of Infinite Campus (SIS). This on-line system will allow parents and students to check on their child's or their own performance in curriculum areas along with other personal information stored in the school's student management system. |   |   |   |   |  |
| <b>Action Steps</b>   | <b>Responsible Party</b>                      | <b>Resources Required</b>   | <b>Budget</b>   | <b>Timeline</b>   | <b>Notes</b>   |
| Install and test the Portal system of Infinite Campus.  | Central Office Admin<br>HS Admin<br>Tech Dept | Central Office Admin<br>HS Admin<br>Tech Dept   | \$0.00 cost as it is already part of the Student Information System | 2009-10   | System only needs data fed into it to be successful. |
| High school staff will continue to post grades to the parent portal (progress reports and end-of-quarter)   | High school staff and technology department   | Technology department's continued support and training with the School Master system. |   | 2010-11 pilot year<br><br>2011-12 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 5:2

| <b>Goal 5: Objective 2 Action steps</b>  |                                     |  |  |                 |              |
|--|-------------------------------------|--|--|-----------------|--------------|
| <b>Goal 5: Provide all stakeholders, staff, students, parents, and community members, with data to track student progress towards meeting Learning Results standards and to make educational decisions.</b>  |                                     |  |  |                 |              |
| <b>Objective 2:</b> Facilitate communication with parents by utilization of an electronic List-serve, local access television and all other forms of electronic communication. This will allow parents to receive electronic notices to their e-mail or cell phone of special notices, upcoming events or essential information. |                                     |  |  |                 |              |
| <b>Action Steps</b>  | <b>Responsible Party</b>            | <b>Resources Required</b>              | <b>Budget</b>                                      | <b>Timeline</b> | <b>Notes</b> |
| Continue to monitor all school ListServes and add Raymond Schools and Real school to the program.  | Hosting Company<br>IT Dept          | Hosting Company<br>IT Dept             | \$100 for each Listserve X 2 Schools = total \$200 | Ongoing         |              |
| Utilize local access channel television to promote the schools and inform the public.  | Video Studio<br>teacher and program | Stipends to pay for video programming. | \$1,000/annum                                      | Ongoing         |              |

Figure 5:3

| <b>Goal 5: Objective 3 Action steps</b>  |  |  |                   |   |                                    |
|--|--|--|-------------------|---|------------------------------------|
| <b>Goal 5: Provide all stakeholders, staff, students, parents, and community members, with data to track student progress towards meeting Learning Results standards and to make educational decisions.</b>      |  |  |                   |   |                                    |
| <b>Objective 3:</b> 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. |  |  |                   |   |                                    |
| <b>Action Steps</b>  | <b>Responsible Party</b>   | <b>Resources Required</b>  | <b>Budget</b>     | <b>Timeline</b>                                 | <b>Notes</b>                       |
| Research how existing software packages can be used to fill this need. They should be easy to update, allow for unlimited layers, and provide a quality look and feel for the users.                             | IT Department, All Curriculum Committees, Building Technology Committees         | Software/hard ware to host: Savvy, Moodle, Wikis (WikiSpaces, Ed ublog?), Ning |                   | Spring 2010                                     | To come out of Curriculum funding. |
| Create a committee with representation from all the schools and grade levels to help accumulate curriculum examples/activities.  | Curriculum Committees<br>Dir. of Curriculum, Instruction & assessment<br>IT Dept |  |                   | committee to be formed for one year 2009-10     |                                    |
| Use the information provided by the committee listed in the above actions step start to building the database.   | Integration Specialists<br>Curriculum Development Committee                      |  | To be determined. | Starting in September 2010                      | To come out of Curriculum funding. |
| Release this web section to the teaching staff for review.   | Integration Specialists<br>Curriculum Development Committee                      |  |                   | Completed for full deployment by September 2011 |                                    |
| Release public components to the Windham Community.  | Integration Specialists<br>Curriculum Development Committee                      |  |                   | September 2012                                  |                                    |

Figure 5:4 1

| <b>Goal 5: Objective 4 Action steps</b>   |  |   |               |                 |              |
|---|--|---|---------------|-----------------|--------------|
| <b>Goal 5: Provide all stakeholders, staff, students, parents, and community members, with data to track student progress towards meeting Learning Results standards and to make educational decisions.</b> |  |   |               |                 |              |
| <b>Objective 4:</b> Have Community members regularly provide input into technology education.   |  |   |               |                 |              |
| <b>Action Steps</b>   | <b>Responsible Party</b>                     | <b>Resources Required</b>   | <b>Budget</b> | <b>Timeline</b> | <b>Notes</b> |
| Have the Technology Committee solicit input from the public on technology issues and consider their input.  | I.T. Department & Superintendent of Schools. | Technology department's continued support<br><br>Time for school staff to attend meetings<br><br>Space to hold meetings |               | Ongoing         |              |
|   |  |   |               |                 |              |

Figure 5:5 1

| <b>Goal 5: Objective 5 Action steps</b>   |   |  |   |                         |              |
|---|---|--|---|-------------------------|--------------|
| <b>Goal 5: Provide all stakeholders, staff, students, parents, and community members, with data to track student progress towards meeting Learning Results standards and to make educational decisions.</b> |   |  |   |                         |              |
| <b>Objective 5.</b> Give parents and community members access to appropriate school information through technology.   |   |  |   |                         |              |
| <b>Action Steps</b>   | <b>Responsible Party</b>  | <b>Resources Required</b>                        | <b>Budget</b>   | <b>Timeline</b>         | <b>Notes</b> |
| 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 [no cost that we're aware of]  | Ongoing                 |              |
| 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. |              |
| 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 5:6:

| <b>Goal 5: Objective 6</b>  |  |                           |               |                 |              |
|---|--|---------------------------|---------------|-----------------|--------------|
| <b>Goal 5: Provide all stakeholders, staff, students, parents, and community members, with data to track student progress towards meeting Learning Results standards and to make educational decisions.</b> |  |                           |               |                 |              |
| <b>Objective 7:</b> Provide a means for staff to have input into the Technology budgets and planning.   |  |                           |               |                 |              |
| <b>Action Steps</b>   | <b>Responsible Party</b>                                     | <b>Resources Required</b> | <b>Budget</b> | <b>Timeline</b> | <b>Notes</b> |
| Ensure that each administrative unit has a Technology Committee that is chaired by a Building BC.   | Principal<br>Curriculum Coordinator<br>Building Coordinators |                           |               | Fall of 2009    |              |
| The building Tech Committee meet quarterly and have representatives on the District Tech Committee.   | Principal<br>Curriculum Coordinator<br>Building Coordinators |                           |               | Quarterly       |              |
|   |  |                           |               |                 |              |

Figure 6:1 1

| <b>Goal 6: Objective 1 Action steps</b>  |  |   |               |                     |              |
|--|--|---|---------------|---------------------|--------------|
| <b>Goal 6: Establish a system to assess, revise, and report on the district's technology plan annually.</b>                    |  |   |               |                     |              |
| <b>Objective #1:</b> Establish and implement a plan for assessing progress on the technology plan each year.                   |  |   |               |                     |              |
| <b>Action Steps</b>  | <b>Responsible Party</b>   | <b>Resources Required</b>   | <b>Budget</b> | <b>Timeline</b>     | <b>Notes</b> |
| Maintain the Technology Committee consisting of building administrators, teachers, building coordinators and technology staff. | Technology Building Coordinators committee reports to upper administration | Meeting time monthly  |               | Monthly             |              |
| Each administrative unit should maintain a technology Sub-Committee to assist with budget and Technology plan implementation.  | Technology Building Coordinators committee                                 | Meeting Quarterly   |               | Quarterly           |              |
| Report to Superintendent or their designee and School Board on current status of each goal area and implications.              | Technology Building Coordinators committee                                 | Meeting time (1)  |               | December - Annually |              |
| Create and publish detailed action plan for the following year.  | Technology Building Coordinators committee                                 | Windham Link Newsletter to the community and the Good News report to the board. |               | By March - Annually |              |

## 9. Supporting Resources

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

**Goal 2: Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming.**

- Objective 2: Evaluate the currency and functionality of the Windham Raymond School Department network, hardware and software. See Actions steps on page .28 for additional details.
- Objective 4: 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 .30 for additional details.
- Objective 7: Increase student access to hardware by reducing the computer to student ratio. See Actions steps on page .33 for additional details.
- Objective 10: Acquire sufficient hardware in those areas that support academic achievement – Special Education, Library, food services, transportation, scheduling, reporting to parents, health/safety. See Action steps on page .36 for additional details.

**Goal 4: Provide high quality professional development opportunities to staff members to increase their capacity to integrate technology resources into the curriculum.**

- Objective 6: Create online portals 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 48 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: Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming.**

- Objective 5: Increase computer accessory hardware to provide additional access to staff, students, and community. See Action steps on page 31 for additional details.
  
- Objective 7: Increase student access to hardware by reducing the computer to student ratio. See Actions steps on page 33 for additional details.
  
- Objective 11: Develop Internet web site criteria to help configure web filtering for staff and student. See Action steps on page 37 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. The following goals and objectives explain how this will be accomplished

**Goal 2: Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming.**

- Objective 3: Continue to demonstrate District support of technology and the value it has in education. See Action Steps on page 29 for additional details.

**Goal 3: Support all Standards with technology.**

- Objective 3: Update the Professional Competency Technology Standards for Staff. See Action steps on page 40 for additional details.
- Objective 4: Assess staff members' level of competency with technology. See Action steps on page 41 for additional details.

**Goal 4: Provide high quality professional development opportunities for staff members to increase their capacity to integrate technology resources into the curriculum.**

- Objective 4: 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 46 for additional details.

- Objective 6: 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 48 for additional details.

## **12. Professional Development**

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

### **GOAL 1: All Windham Raymond School District curricula will be supported by technology.**

- Objective 1: 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: Increase the percentage of students who demonstrate proficiency of the Maine Learning Results and 21<sup>st</sup> century skills through the integration of technology into the classroom for instruction, targeted interventions, and remedial programming.**

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

### **Goal 4: Provide high quality professional development opportunities to staff members to increase their capacity to integrate technology resources into the curriculum.**

- Objective 3: Create planning time for the staff to work together on developing a technologically enhanced curriculum. See Action step on page 45 for additional details.

- Objective 4: 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 46 for additional details.

**Goal 5: Provide all stakeholders, staff, students, parents, and community members, with data to track student progress towards meeting Learning Results standards and to make educational decisions.**

- Objective 3: 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 51 for additional details.

## **13. Innovative Delivery Strategies**

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

**GOAL 1: All Windham Raymond School District curricula will be supported by technology.**

- Objective 2: Instruct the staff in how to use a curriculum delivery system in producing and deploying their curriculum. See Action steps on page 26 for additional details.

**Goal 3: Increase opportunities for students to meet the Maine Learning Results Standards through the development of distance learning opportunities.**

- Objective 5: Continue or grow an on-line web based instruction program. See Actions steps on page 42 for additional details.

**Goal 5: Provide all stakeholders, staff, students, parents, and community members, with data to track student progress towards meeting Learning Results standards and to make educational decisions.**

- Objective 3: 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 51 for additional details.
- Objective 4: Have Community members regularly provide input into technology education. See Actions steps on page 52 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 Raymond School district are explained best in the goal listed below.

**Goal 6: Establish a system to assess, revise, and report on the district's technology plan annually.**

Objective 1: Establish and implement a plan for assessing progress on the technology plan each year. See Action steps on page 55 for additional details.

# **Appendixes and Resources**

Pages 64 to 85

## Appendix A: Trouble Ticket Summary



### Technician Report

From June 30 2006 until May 28, 2009

Total Trouble Tickets: 2394

|                       |   |
|-----------------------|---|
| <u>Aaron Hamlen</u>   | <u>Total Trouble Tickets Assigned: 134</u>  |
| <u>Bob Asselin</u>    | <u>Total Trouble Tickets Assigned: 32</u>   |
| <u>Bob Hickey</u>     | <u>Total Trouble Tickets Assigned: 5</u>    |
| <u>Donna Morton</u>   | <u>Total Trouble Tickets Assigned: 75</u>   |
| <u>Louise Morse</u>   | <u>Total Trouble Tickets Assigned: 123</u>  |
| <u>Mike Pelletier</u> | <u>Total Trouble Tickets Assigned: 1393</u> |
| <u>Peter Mullen</u>   | <u>Total Trouble Tickets Assigned: 187</u>  |
| <u>Richard Harris</u> | <u>Total Trouble Tickets Assigned: 232</u>  |
| <u>Sherry Dolloff</u> | <u>Total Trouble Tickets Assigned: 213</u>  |

## Appendix B: Technology Staff Survey results March 09'

### Zoomerang Survey Results

#### Windham Raymond Teacher Technology Survey 2009

May 29, 2009 11:57 AM PST

| <b>1. Choose your school's name.</b> |            |             |
|--------------------------------------|------------|-------------|
| Raymond Jordon-Small Middle School   | 13         | 8%          |
| Raymond Elementary School            | 12         | 7%          |
| Raymond District                     | 1          | 1%          |
| Windham High School                  | 51         | 32%         |
| Windham Middle School                | 28         | 17%         |
| Windham Manchester School            | 10         | 6%          |
| Windham Primary School               | 36         | 22%         |
| Windham District                     | 10         | 6%          |
| <b>Total</b>                         | <b>161</b> | <b>100%</b> |

#### How has technology impacted your students' achievement?

| <b>2. Please check all of the following statements with which you agree --</b> |     |     |
|--|-----|-----|
| Technology increases my students' motivation                                   | 129 | 84% |
| My students use technology to acquire basic skills                             | 100 | 65% |
| My students use technology to become more critical thinkers                    | 70  | 46% |
| My students use technology to help them construct new knowledge                | 96  | 63% |
| My students use technology to solve relevant, real-life, problems              | 65  | 42% |
| My students use technology to discover concepts and prove relationships        | 55  | 36% |
| My students use technology to communicate knowledge and information            | 116 | 76% |
| My students are provided with adaptive learning opportunities                  | 69  | 45% |

**3. Please check all of the technologies which you employ with your students --**

|  |     |     |
|--|-----|-----|
| Word Processors  | 111 | 72% |
| Integrated Learning System (e.g...Writing to Read, Plato,  | 19  | 12% |
| Spreadsheets   | 32  | 21% |
| Databases  | 21  | 14% |
| Electronic Card Catalog in the library   | 31  | 20% |
| Games (tutorial and basic skills development)  | 106 | 69% |
| Special Applications for Reading, Math, etc. (e.g., Accelerated Reader, Renaissance Math, Read About etc.) | 39  | 25% |
| Blogs or Wikis   | 8   | 5%  |
| Moodle   | 21  | 14% |
| Internet   | 128 | 83% |
| Presentation Software (e.g., PowerPoint, Keynote)  | 88  | 57% |
| Turnitin.com to help students learn proper methods of researching  | 7   | 5%  |
| CD-Rom Encyclopedias   | 18  | 12% |
| Graphing Calculators   | 12  | 8%  |
| Probes for data acquisition (temperature, mass, etc.)  | 6   | 4%  |
| Video captured off the web (CNN, YouTube, TeacherTube etc...)  | 41  | 27% |
| United Streaming Video (Discovery Video)   | 47  | 31% |
| Recording or Podcast   | 21  | 14% |
| Computer labs  | 73  | 47% |
| Windows laptop carts   | 31  | 20% |
| Mac laptop carts   | 61  | 40% |
| Other, please specify  | 25  | 16% |

**4. My students use technology primarily in settings. Chose one.**

|                   |     |      |
|-------------------|-----|------|
| Singular          | 28  | 18%  |
| Small Group       | 17  | 11%  |
| Full Class        | 44  | 28%  |
| All the above     | 64  | 41%  |
| None of the above | 2   | 1%   |
| <b>Total</b>      | 155 | 100% |

**5. Please select all that apply. My students conduct online research using**

|                           |     |     |
|---------------------------|-----|-----|
| NetTrekker                | 22  | 15% |
| United Streaming Video    | 16  | 11% |
| Google                    | 106 | 75% |
| Preselected web sites     | 90  | 63% |
| Resources on my web sites | 39  | 27% |

|  |    |     |
|--|----|-----|
| My PortaPortal web site                            | 45 | 32% |
| Marvel   | 18 | 13% |
| TeacherTube  | 8  | 6%  |
| What ever search engine they feel comfortable with | 36 | 25% |
| Other, please specify                              | 13 | 9%  |

**In your classroom, how often do MOST of your students accomplish the following types of activities?**

**6. My students use word processing programs (Word, Appleworks or NeoOffice) spreadsheets (Excel, ), and/or databases (Access)**

|              |            |             |
|--------------|------------|-------------|
| Daily        | 20         | 13%         |
| Weekly       | 55         | 36%         |
| Monthly      | 30         | 20%         |
| Rarely       | 22         | 14%         |
| Never        | 25         | 16%         |
| <b>Total</b> | <b>152</b> | <b>100%</b> |

**7. My students create multi-media productions using applications such as PowerPoint, Kidspiration, Inspiration, TimeLiner, GraphMaster, GraphClub, or iMovie**

|              |            |             |
|--------------|------------|-------------|
| Daily        | 1          | 1%          |
| Weekly       | 22         | 15%         |
| Monthly      | 34         | 23%         |
| Rarely       | 52         | 35%         |
| Never        | 39         | 26%         |
| <b>Total</b> | <b>148</b> | <b>100%</b> |

**8. My students use technology for self-directed learning, problem-solving, or extended learning activities**

|              |            |             |
|--------------|------------|-------------|
| Daily        | 26         | 17%         |
| Weekly       | 53         | 35%         |
| Monthly      | 32         | 21%         |
| Rarely       | 22         | 15%         |
| Never        | 17         | 11%         |
| <b>Total</b> | <b>150</b> | <b>100%</b> |

**9. My students use equipment such as digital cameras, probes (to collect data), and/or scanners to enhance learning**

|       |   |    |
|-------|---|----|
| Daily | 3 | 2% |
|-------|---|----|

|              |            |             |
|--------------|------------|-------------|
| Weekly       | 10         | 7%          |
| Monthly      | 17         | 11%         |
| Rarely       | 55         | 37%         |
| Never        | 63         | 43%         |
| <b>Total</b> | <b>148</b> | <b>100%</b> |

**10. My students use programs or online services for simulations or virtual tours**

|              |            |             |
|--------------|------------|-------------|
| Daily        | 2          | 1%          |
| Weekly       | 12         | 8%          |
| Monthly      | 31         | 21%         |
| Rarely       | 48         | 32%         |
| Never        | 56         | 38%         |
| <b>Total</b> | <b>149</b> | <b>100%</b> |

**11. My students use technology for computer-assisted learning (Plato, Renaissance Math, Read About, etc...)**

|              |            |             |
|--------------|------------|-------------|
| Daily        | 18         | 12%         |
| Weekly       | 25         | 17%         |
| Monthly      | 12         | 8%          |
| Rarely       | 28         | 19%         |
| Never        | 67         | 45%         |
| <b>Total</b> | <b>150</b> | <b>100%</b> |

**12. My students use Moodle for assignments and forums**

|              |            |             |
|--------------|------------|-------------|
| Daily        | 5          | 3%          |
| Weekly       | 6          | 4%          |
| Monthly      | 8          | 5%          |
| Rarely       | 14         | 9%          |
| Never        | 115        | 78%         |
| <b>Total</b> | <b>148</b> | <b>100%</b> |

**13. My students use MARVEL, the State of Maine virtual library for assignments and research**

|              |            |             |
|--------------|------------|-------------|
| Daily        | 1          | 1%          |
| Weekly       | 7          | 5%          |
| Monthly      | 9          | 6%          |
| Rarely       | 38         | 25%         |
| Never        | 95         | 63%         |
| <b>Total</b> | <b>150</b> | <b>100%</b> |

**14. My students use electronic tests, quizzes, etc. that provide instant grading / feedback**

|              |            |             |
|--------------|------------|-------------|
| Daily        | 2          | 1%          |
| Weekly       | 23         | 15%         |
| Monthly      | 29         | 19%         |
| Rarely       | 34         | 22%         |
| Never        | 65         | 42%         |
| <b>Total</b> | <b>153</b> | <b>100%</b> |

**The following questions deal with your own use of technology.**

**15. Please check all of the statements with which you agree --**

|  |     |     |
|--|-----|-----|
| I use technology applications such as word processors and spreadsheets to produce materials for use with my students | 142 | 90% |
| I use on-line resources to find materials relevant to my curriculum  | 152 | 97% |
| I use presentation software and hardware within my classroom   | 101 | 64% |
| I use e-mail to contact peers and experts both inside and outside of the district                                    | 148 | 94% |
| I use e-mail to communicate with parents and students  | 145 | 92% |
| I use Blogs, Wikis and other similar web activities for research or resources.                                       | 35  | 22% |
| I use technology to maintain student records (e.g., electronic gradebook, etc.)                                      | 109 | 69% |
| I use technology to monitor student performance (e.g., electronic portfolios)  | 50  | 32% |
| I believe that I can recognize the ethical use of technology   | 138 | 88% |
| I feel comfortable using either a Mac or PC  | 113 | 72% |
| I model the ethical use of technology with my students   | 129 | 82% |

**16. Please check all of the statements with which you agree—**

|   |     |     |
|---|-----|-----|
| I use digital cameras in my curriculum          | 82  | 54% |
| I use LCD projectors in my curriculum           | 114 | 75% |
| I use document cameras in my curriculum         | 14  | 9%  |
| I use smartboards in my curriculum              | 15  | 10% |
| I use graphing software in my curriculum        | 20  | 13% |
| I use student laptops in my curriculum          | 97  | 64% |
| I use the school computer labs in my curriculum | 93  | 62% |

**17. I use a variety of teaching strategies which incorporate technology use (choose one):**

|                     |            |             |
|---------------------|------------|-------------|
| Several times a day | 23         | 15%         |
| Daily               | 40         | 26%         |
| Weekly              | 64         | 42%         |
| Seldom              | 24         | 16%         |
| Never               | 3          | 2%          |
| <b>Total</b>        | <b>154</b> | <b>100%</b> |

**18. Which of these professional tasks do you do weekly using technology? (Check all that apply).**

|   |     |     |
|---|-----|-----|
| Keep records such as grades and attendance          | 124 | 79% |
| Word processing of tests, handouts, other materials | 145 | 92% |
| Prepare lesson plans                                | 100 | 64% |
| Present lessons                                     | 75  | 48% |
| Facilitate project-based learning activities        | 63  | 40% |
| Learn about state and/or district standards         | 50  | 32% |
| Communicate with students and parents               | 139 | 89% |
| Communicate with your colleagues                    | 151 | 96% |
| Communicate with administrators                     | 146 | 93% |
| Participate in on-line professional development     | 41  | 26% |
| Research information for your students              | 123 | 78% |
| Conduct student assessments                         | 46  | 29% |
| Seek peer-to-peer advice and counseling             | 56  | 36% |

**19. The learning activities I develop (choose one) require students to use technology.**

|              |            |             |
|--------------|------------|-------------|
| Always       | 10         | 7%          |
| Frequently   | 52         | 34%         |
| Sometimes    | 51         | 33%         |
| Seldom       | 31         | 20%         |
| Never        | 9          | 6%          |
| <b>Total</b> | <b>153</b> | <b>100%</b> |

**20. Please estimate the percentage of your written communication to all individuals (in the course of your professional work) that takes place electronically.**

|            |    |    |
|------------|----|----|
| 0% - 15%   | 6  | 4% |
| 16% - 35%  | 6  | 4% |
| 36% - 50 % | 9  | 6% |
| 51%- 65%   | 10 | 6% |

|              |            |             |
|--------------|------------|-------------|
| 66% -80%     | 28         | 18%         |
| 80% - 90%    | 44         | 28%         |
| 91% -100%    | 54         | 34%         |
| <b>Total</b> | <b>157</b> | <b>100%</b> |

**Finally, we are interested in your opinion on the following:**

|  |            |             |
|--|------------|-------------|
| <b>21. The technology plan for my school is "frequently monitored"</b> |            |             |
| Yes  | 85         | 59%         |
| No   | 60         | 41%         |
| <b>Total</b>   | <b>145</b> | <b>100%</b> |

|  |           |           |           |           |           |           |           |           |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>22. Rank the following technology priorities for the district as you see them. (1 being the highest and 8 the lowest.)</b>      |           |           |           |           |           |           |           |           |
| Top number is the count of respondents selecting the option.<br>Bottom % is percent of the total respondents selecting the option. | <b>1</b>  | <b>2</b>  | <b>3</b>  | <b>4</b>  | <b>5</b>  | <b>6</b>  | <b>7</b>  | <b>8</b>  |
| Providing enough hardware for student use  | 35<br>36% | 18<br>18% | 10<br>10% | 4<br>4%   | 9<br>9%   | 8<br>8%   | 9<br>9%   | 5<br>5%   |
| More access to LCD projector and Interactive white boards  | 13<br>12% | 30<br>28% | 10<br>9%  | 19<br>18% | 11<br>10% | 6<br>6%   | 14<br>13% | 4<br>4%   |
| Improving the speed of the network   | 13<br>13% | 14<br>14% | 19<br>18% | 11<br>11% | 9<br>9%   | 7<br>7%   | 17<br>17% | 13<br>13% |
| Increase technology training opportunities   | 15<br>15% | 11<br>11% | 15<br>15% | 17<br>17% | 13<br>13% | 15<br>15% | 8<br>8%   | 4<br>4%   |
| Provide more web base resources and tutorials for staff and students   | 7<br>6%   | 14<br>13% | 18<br>17% | 18<br>17% | 26<br>24% | 13<br>12% | 9<br>8%   | 3<br>3%   |
| More technology support  | 12<br>10% | 15<br>13% | 26<br>22% | 21<br>18% | 12<br>10% | 22<br>19% | 6<br>5%   | 3<br>3%   |
| Increase collaboration between students by using technology  | 9<br>6%   | 16<br>11% | 18<br>13% | 21<br>15% | 22<br>16% | 20<br>14% | 27<br>19% | 8<br>6%   |
| Others:  | 7<br>18%  | 3<br>8%   | 1<br>3%   | 4<br>10%  | 0<br>0%   | 1<br>3%   | 1<br>3%   | 22<br>56% |

|  |    |     |
|--|----|-----|
| <b>23. What, if any, obstacles do you face in using technology and the Internet at school for professional tasks? (check only 4)</b> |    |     |
| Not enough computers   | 66 | 43% |

|   |    |     |
|---|----|-----|
| Computers that don't work or are outdated                 | 80 | 53% |
| Slow access time to get on the Internet                   | 81 | 53% |
| Computers are not in a convenient location                | 40 | 26% |
| Outdated Software   | 24 | 16% |
| Lack of software or Websites that support State Standards | 18 | 12% |
| Lack of time in school day                                | 54 | 36% |
| Lack of timely technology support when things don't work  | 33 | 22% |
| School filters and firewalls                              | 85 | 56% |
| Lack of support from our administrators                   | 5  | 3%  |
| Limited knowledge on how to use the technology            | 37 | 24% |
| Limited understanding of how to integrate technology      | 36 | 24% |
| Other, please specify                                     | 25 | 16% |

**24. If you were responsible for buying technology for your building, what would you buy? (1 is the most important down to 7 the least important)**

|  | 1         | 2         | 3         | 4         | 5         | 6         | 7         |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Top number is the count of respondents selecting the option.<br>Bottom % is percent of the total respondents selecting the option. |           |           |           |           |           |           |           |
| Fast, wireless Internet access throughout the school.  | 31<br>30% | 17<br>17% | 14<br>14% | 11<br>11% | 10<br>10% | 6<br>6%   | 14<br>14% |
| A newer computer in every classroom specifically for student use.  | 28<br>28% | 12<br>12% | 14<br>14% | 14<br>14% | 10<br>10% | 13<br>13% | 9<br>9%   |
| Digital cameras and video equipment.   | 5<br>5%   | 17<br>16% | 16<br>15% | 23<br>21% | 23<br>21% | 16<br>15% | 7<br>7%   |
| Smartboards or similar hardware  | 21<br>18% | 18<br>15% | 26<br>22% | 15<br>13% | 15<br>13% | 13<br>11% | 11<br>9%  |
| A rolling cart of wireless laptops to sign out for classroom use.  | 19<br>17% | 17<br>15% | 22<br>19% | 13<br>11% | 9<br>8%   | 17<br>15% | 17<br>15% |
| Updated computers in the classroom.  | 19<br>17% | 22<br>19% | 16<br>14% | 16<br>14% | 17<br>15% | 16<br>14% | 8<br>7%   |
| Enough computers for a computer lab  | 13<br>12% | 16<br>15% | 10<br>9%  | 14<br>13% | 14<br>13% | 16<br>15% | 26<br>24% |

**25. What arrangement is most conducive to your use of computers? (Choose one)**

|  |            |             |
|--|------------|-------------|
| A single teacher computer in my classroom. Roll in 15 student laptops on a cart. | 13         | 9%          |
| A single teacher computer in my classroom. Roll in 25 student laptops on a cart. | 51         | 35%         |
| A single teacher computer in my classroom with 3-4 student desktop computers.    | 22         | 15%         |
| Visit the computer lab with my class.  | 24         | 16%         |
| Other, please specify  | 36         | 25%         |
| <b>Total</b>   | <b>146</b> | <b>100%</b> |

**26. Has the professional development you have received adequately prepared you for using technology for instruction?**

|  |     |      |
|--|-----|------|
| Very Much  | 33  | 21%  |
| Somewhat   | 102 | 66%  |
| Not at all   | 11  | 7%   |
| Does not apply - this is my first year in the district | 9   | 6%   |
| <b>Total</b>   | 155 | 100% |

**27. Do you prefer technology staff development (to learn new skills and integration techniques)...**

|   |     |      |
|---|-----|------|
| During the year after school                | 20  | 13%  |
| During common planning times                | 23  | 15%  |
| During the summer                           | 22  | 14%  |
| During release time                         | 56  | 37%  |
| During one on one scheduled time            | 21  | 14%  |
| Self-training via CD's, manuals, or on-line | 11  | 7%   |
| <b>Total</b>                                | 153 | 100% |

**28. Thinking about your own technology skills, do you consider yourself...**

|  |     |      |
|--|-----|------|
| A Beginner Tech User – my skills are not as developed as they should be at this point in my career | 10  | 6%   |
| An Average Tech User – my skills are adequate to meet my basic technological needs                 | 83  | 53%  |
| an Above average Tech User-- my skills are more than adequate to meet my technological needs       | 55  | 35%  |
| An Advanced Tech User – my skills border on the expert level                                       | 9   | 6%   |
| <b>Total</b>   | 157 | 100% |

**29. Do you find that your hardware problems (excluding software issues) are addressed in:**

|                   |     |      |
|-------------------|-----|------|
| 1 hour            | 21  | 14%  |
| 2 - 3 hours       | 38  | 25%  |
| 1 day             | 65  | 43%  |
| 2 - 5 days        | 24  | 16%  |
| 1 - 2 weeks       | 1   | 1%   |
| 3 - 4 weeks       | 0   | 0%   |
| More than 4 weeks | 1   | 1%   |
| Never             | 0   | 0%   |
| <b>Total</b>      | 150 | 100% |

**30. Do you find that your requests for help with software are addressed:**

|                    |    |     |
|--------------------|----|-----|
| Within 1 hour      | 16 | 11% |
| Within 2 - 3 hours | 35 | 24% |
| Within 1 day       | 63 | 43% |

|                   |     |      |
|-------------------|-----|------|
| Within 2 - 5 days | 11  | 8%   |
| Within 1 week     | 12  | 8%   |
| 2 - 4 weeks       | 2   | 1%   |
| More than 4 weeks | 1   | 1%   |
| Never             | 5   | 3%   |
| <b>Total</b>      | 145 | 100% |

**31. How does effective use of technology rank as a priority for your school administrators this past year?**

|   |     |      |
|---|-----|------|
| Low   | 35  | 23%  |
| High  | 79  | 53%  |
| Not a Priority this past year                       | 24  | 16%  |
| Do not know - this is my first year in the district | 12  | 8%   |
| <b>Total</b>  | 150 | 100% |

**32. What type of computer do you prefer or feel the most comfortable with?**

|              |     |      |
|--------------|-----|------|
| Windows      | 68  | 44%  |
| Mac          | 32  | 21%  |
| Both types   | 54  | 35%  |
| Neither      | 0   | 0%   |
| <b>Total</b> | 154 | 100% |

**33. Teachers have good ideas on how technology could be better used at their school. Please share with us one or two of your good ideas.**

61 Responses

**34. Please share any other comments you would like about technology and it's use in our RSU.**

39 Responses

## Appendix C: Tech Camp Survey Results April 2009

### Zoomerang Survey Results

Sebago Summer Technology Camp Interest Survey

May 29, 2009 11:43 AM PST

#### 1. Which grade level to you work with?

|                             | Total*       | What School department do you work for? |            |            |              |             |              |
|-----------------------------|--------------|---|------------|------------|--------------|-------------|--------------|
|                             |              | Gorham                                  | Raymond    | SAD # 6    | Scarborough  | Westbrook   | Windham      |
|                             |              | 128                                     | 25         | 0          | 0            | 27          | 24           |
| <b>Grades K-1</b>           | 18<br>14.10% | 1<br>4.00%                              | 0<br>0.00% | 0<br>0.00% | 11<br>40.70% | 2<br>8.30%  | 4<br>7.70%   |
| <b>Grades 2-3</b>           | 18<br>14.10% | 6<br>24.00%                             | 0<br>0.00% | 0<br>0.00% | 2<br>7.40%   | 3<br>12.50% | 7<br>13.50%  |
| <b>Grades 4-5</b>           | 20<br>15.60% | 4<br>16.00%                             | 0<br>0.00% | 0<br>0.00% | 4<br>14.80%  | 6<br>25.00% | 6<br>11.50%  |
| <b>Grades 6-8</b>           | 28<br>21.90% | 7<br>28.00%                             | 0<br>0.00% | 0<br>0.00% | 4<br>14.80%  | 8<br>33.30% | 9<br>17.30%  |
| <b>Grades 9-12</b>          | 35<br>27.30% | 5<br>20.00%                             | 0<br>0.00% | 0<br>0.00% | 4<br>14.80%  | 4<br>16.70% | 22<br>42.30% |
| <b>Grades K-12</b>          | 9<br>7.00%   | 2<br>8.00%                              | 0<br>0.00% | 0<br>0.00% | 2<br>7.40%   | 1<br>4.20%  | 4<br>7.70%   |
| <b>2. Your Content Area</b> |              |   |            |            |              |             |              |

|                                     | Total*       | What School department do you work for? |            |            |             |             |              |
|-------------------------------------|--------------|---|------------|------------|-------------|-------------|--------------|
|                                     |              | Gorham                                  | Raymond    | SAD # 6    | Scarborough | Westbrook   | Windham      |
|                                     | 128          | 25                                      | 0          | 0          | 27          | 24          | 52           |
| <b>Self Contained</b>               | 26<br>20.30% | 4<br>16.00%                             | 0<br>0.00% | 0<br>0.00% | 9<br>33.30% | 5<br>20.80% | 8<br>15.40%  |
| <b>Math/Science</b>                 | 13<br>10.20% | 3<br>12.00%                             | 0<br>0.00% | 0<br>0.00% | 5<br>18.50% | 2<br>8.30%  | 3<br>5.80%   |
| <b>Language Arts/Social Studies</b> | 7<br>5.50%   | 1<br>4.00%                              | 0<br>0.00% | 0<br>0.00% | 3<br>11.10% | 2<br>8.30%  | 1<br>1.90%   |
| <b>Math</b>                         | 5<br>3.90%   | 1<br>4.00%                              | 0<br>0.00% | 0<br>0.00% | 0<br>0.00%  | 2<br>8.30%  | 2<br>3.80%   |
| <b>Science</b>                      | 8<br>6.30%   | 1<br>4.00%                              | 0<br>0.00% | 0<br>0.00% | 1<br>3.70%  | 2<br>8.30%  | 4<br>7.70%   |
| <b>Language Arts/English</b>        | 12<br>9.40%  | 3<br>12.00%                             | 0<br>0.00% | 0<br>0.00% | 0<br>0.00%  | 3<br>12.50% | 6<br>11.50%  |
| <b>Social Studies/ Humanities</b>   | 6<br>4.70%   | 0<br>0.00%                              | 0<br>0.00% | 0<br>0.00% | 1<br>3.70%  | 1<br>4.20%  | 4<br>7.70%   |
| <b>Special Education</b>            | 20<br>15.60% | 5<br>20.00%                             | 0<br>0.00% | 0<br>0.00% | 4<br>14.80% | 3<br>12.50% | 8<br>15.40%  |
| <b>Visual Arts</b>                  | 4<br>3.10%   | 0<br>0.00%                              | 0<br>0.00% | 0<br>0.00% | 1<br>3.70%  | 1<br>4.20%  | 2<br>3.80%   |
| <b>Performing Arts</b>              | 2<br>1.60%   | 0<br>0.00%                              | 0<br>0.00% | 0<br>0.00% | 1<br>3.70%  | 0<br>0.00%  | 1<br>1.90%   |
| <b>Support Staff</b>                | 25<br>19.50% | 7<br>28.00%                             | 0<br>0.00% | 0<br>0.00% | 2<br>7.40%  | 3<br>12.50% | 13<br>25.00% |

3. From the following choices, please click on staff development activities that you would like to see offered in a summer tech camp. Clicking on a topic does not obligate you to participate in that activity.

|   | Total*       | What School department do you work for? |            |            |              |              |              |
|---|--------------|---|------------|------------|--------------|--------------|--------------|
|   |              | Gorham                                  | Raymond    | SAD # 6    | Scarborough  | Westbrook    | Windham      |
|   |              |   |            |            |              |              |              |
|   | 128          | 25                                      | 0          | 0          | 27           | 24           | 52           |
| <b>1.Interpreting assessment data</b>                 | 11<br>8.60%  | 1<br>4.00%                              | 0<br>0.00% | 0<br>0.00% | 2<br>7.40%   | 2<br>8.30%   | 6<br>11.50%  |
| <b>2.Developing alternative assessments</b>           | 22<br>17.20% | 6<br>24.00%                             | 0<br>0.00% | 0<br>0.00% | 4<br>14.80%  | 5<br>20.80%  | 7<br>13.50%  |
| <b>3.Data driven instruction</b>                      | 19<br>14.80% | 4<br>16.00%                             | 0<br>0.00% | 0<br>0.00% | 6<br>22.20%  | 3<br>12.50%  | 6<br>11.50%  |
| <b>4.Differentiating instruction in the classroom</b> | 41<br>32.00% | 6<br>24.00%                             | 0<br>0.00% | 0<br>0.00% | 11<br>40.70% | 11<br>45.80% | 13<br>25.00% |
| <b>5.Creating an effective learning environment</b>   | 26<br>20.30% | 3<br>12.00%                             | 0<br>0.00% | 0<br>0.00% | 7<br>25.90%  | 6<br>25.00%  | 10<br>19.20% |
| <b>6.Research based instructional methods</b>         | 29<br>22.70% | 7<br>28.00%                             | 0<br>0.00% | 0<br>0.00% | 10<br>37.00% | 4<br>16.70%  | 8<br>15.40%  |
| <b>7.Literacy strategies across the curriculum</b>    | 32<br>25.00% | 4<br>16.00%                             | 0<br>0.00% | 0<br>0.00% | 6<br>22.20%  | 11<br>45.80% | 11<br>21.20% |
| <b>8.Adapting for varying learning styles</b>         | 28<br>21.90% | 4<br>16.00%                             | 0<br>0.00% | 0<br>0.00% | 3<br>11.10%  | 8<br>33.30%  | 13<br>25.00% |
| <b>9.Instructional methods for Math</b>               | 21<br>16.40% | 4<br>16.00%                             | 0<br>0.00% | 0<br>0.00% | 6<br>22.20%  | 5<br>20.80%  | 6<br>11.50%  |
| <b>10.Student production tools</b>                    | 33<br>25.80% | 7<br>28.00%                             | 0<br>0.00% | 0<br>0.00% | 7<br>25.90%  | 9<br>37.50%  | 10<br>19.20% |
| <b>11.Collaboration tools</b>                         | 26<br>20.30% | 5<br>20.00%                             | 0<br>0.00% | 0<br>0.00% | 9<br>33.30%  | 5<br>20.80%  | 7<br>13.50%  |
| <b>12.Finding Effective Internet resources</b>        | 52<br>40.60% | 12<br>48.00%                            | 0<br>0.00% | 0<br>0.00% | 10<br>37.00% | 12<br>50.00% | 18<br>34.60% |
| <b>13.Learning about Infinite Campus</b>              | 48<br>37.50% | 13<br>52.00%                            | 0<br>0.00% | 0<br>0.00% | 5<br>18.50%  | 9<br>37.50%  | 21<br>40.40% |
| <b>14.Improving personal computer skills</b>          | 45           | 10                                      | 0          | 0          | 9            | 10           | 16           |

|  |              |              |            |            |              |              |              |
|--|--------------|--------------|------------|------------|--------------|--------------|--------------|
|  | 35.20%       | 40.00%       | 0.00%      | 0.00%      | 33.30%       | 41.70%       | 30.80%       |
| <b>15.Creating a web presence for your curriculum</b>      | 44<br>34.40% | 12<br>48.00% | 0<br>0.00% | 0<br>0.00% | 9<br>33.30%  | 9<br>37.50%  | 14<br>26.90% |
| <b>16.Learning about new tools or technology equipment</b> | 67<br>52.30% | 14<br>56.00% | 0<br>0.00% | 0<br>0.00% | 12<br>44.40% | 14<br>58.30% | 27<br>51.90% |
| <b>Other, Please Specify</b>                               | 13<br>10.20% | 3<br>12.00%  | 0<br>0.00% | 0<br>0.00% | 1<br>3.70%   | 4<br>16.70%  | 5<br>9.60%   |

4. 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.

|  | Total*       | What School department do you work for? |            |            |             |              |              |
|--|--------------|---|------------|------------|-------------|--------------|--------------|
|  |              | Gorham                                  | Raymond    | SAD # 6    | Scarborough | Westbrook    | Windham      |
|  |              | 128                                     | 25         | 0          | 0           | 27           | 24           |
| <b>1-Creating electronic portfolios using Noteshare</b>              | 29<br>22.70% | 7<br>28.00%                             | 0<br>0.00% | 0<br>0.00% | 6<br>22.20% | 4<br>16.70%  | 12<br>23.10% |
| <b>2-Using Technology in the writing process</b>                     | 27<br>21.10% | 4<br>16.00%                             | 0<br>0.00% | 0<br>0.00% | 3<br>11.10% | 11<br>45.80% | 9<br>17.30%  |
| <b>3-Technology resources connected to the K-5 Math Standards</b>    | 27<br>21.10% | 5<br>20.00%                             | 0<br>0.00% | 0<br>0.00% | 7<br>25.90% | 7<br>29.20%  | 8<br>15.40%  |
| <b>4-Technology resources connected to the 6-8 Math Standards</b>    | 8<br>6.30%   | 2<br>8.00%                              | 0<br>0.00% | 0<br>0.00% | 1<br>3.70%  | 3<br>12.50%  | 2<br>3.80%   |
| <b>5-Technology resources connected to the K-5 English Standards</b> | 25<br>19.50% | 5<br>20.00%                             | 0<br>0.00% | 0<br>0.00% | 7<br>25.90% | 5<br>20.80%  | 8<br>15.40%  |
| <b>6-Technology resources connected to the 6-8 English Standards</b> | 11<br>8.60%  | 1<br>4.00%                              | 0<br>0.00% | 0<br>0.00% | 1<br>3.70%  | 5<br>20.80%  | 4<br>7.70%   |
| <b>7-Moodle on the Internet for beginner</b>                         | 43<br>33.60% | 12<br>48.00%                            | 0<br>0.00% | 0<br>0.00% | 9<br>33.30% | 6<br>25.00%  | 16<br>30.80% |
| <b>8-Moodle on the Internet for Intemediate</b>                      | 19           | 3                                       | 0          | 0          | 6           | 3            | 7            |

|   |              |              |            |            |              |              |              |
|---|--------------|--------------|------------|------------|--------------|--------------|--------------|
| <b>users</b>  | 14.80%       | 12.00%       | 0.00%      | 0.00%      | 22.20%       | 12.50%       | 13.50%       |
| <b>9-Moodle for expert users</b>  | 5<br>3.90%   | 0<br>0.00%   | 0<br>0.00% | 0<br>0.00% | 0<br>0.00%   | 2<br>8.30%   | 3<br>5.80%   |
| <b>10-Using Technology to help differentiate instruction.</b>   | 48<br>37.50% | 11<br>44.00% | 0<br>0.00% | 0<br>0.00% | 12<br>44.40% | 11<br>45.80% | 14<br>26.90% |
| <b>11-Educational puzzles, games, and activities on the web</b>   | 51<br>39.80% | 14<br>56.00% | 0<br>0.00% | 0<br>0.00% | 12<br>44.40% | 10<br>41.70% | 15<br>28.80% |
| <b>12-Using Blogs and Wikis to enhance your curriculum</b>  | 32<br>25.00% | 14<br>56.00% | 0<br>0.00% | 0<br>0.00% | 0<br>0.00%   | 9<br>37.50%  | 9<br>17.30%  |
| <b>13-How to find and download legal videos from United Streaming Video that align with State standards</b> | 42<br>32.80% | 8<br>32.00%  | 0<br>0.00% | 0<br>0.00% | 8<br>29.60%  | 8<br>33.30%  | 18<br>34.60% |
| <b>14-How to use word processor to create Charts, tables and brochure layouts</b>                           | 28<br>21.90% | 9<br>36.00%  | 0<br>0.00% | 0<br>0.00% | 7<br>25.90%  | 7<br>29.20%  | 5<br>9.60%   |
| <b>15-How to use spreadsheets to create graphs to help analyze assessment data</b>                          | 24<br>18.80% | 6<br>24.00%  | 0<br>0.00% | 0<br>0.00% | 7<br>25.90%  | 4<br>16.70%  | 7<br>13.50%  |
| <b>16-E-mail FirstClass Basics – for new staff and for those who are not sure how things works</b>          | 7<br>5.50%   | 0<br>0.00%   | 0<br>0.00% | 0<br>0.00% | 3<br>11.10%  | 0<br>0.00%   | 4<br>7.70%   |
| <b>17-E-mail Outlook Basics – for new staff and for those who are not sure how things works</b>             | 4<br>3.10%   | 1<br>4.00%   | 0<br>0.00% | 0<br>0.00% | 0<br>0.00%   | 0<br>0.00%   | 3<br>5.80%   |
| <b>18-How to use PowerPoint to present curriculum</b>   | 23<br>18.00% | 8<br>32.00%  | 0<br>0.00% | 0<br>0.00% | 6<br>22.20%  | 3<br>12.50%  | 6<br>11.50%  |
| <b>19-How to create and manage a web page using Simple word processing skills</b>                           | 26<br>20.30% | 6<br>24.00%  | 0<br>0.00% | 0<br>0.00% | 6<br>22.20%  | 6<br>25.00%  | 8<br>15.40%  |
| <b>20-Technology tips and tricks to help organize yourself and make better use of your time</b>             | 39<br>30.50% | 11<br>44.00% | 0<br>0.00% | 0<br>0.00% | 8<br>29.60%  | 8<br>33.30%  | 12<br>23.10% |
| <b>21-How to use Infinite Campus Gradebook</b>  | 40<br>31.30% | 10<br>40.00% | 0<br>0.00% | 0<br>0.00% | 1<br>3.70%   | 9<br>37.50%  | 20<br>38.50% |
| <b>22-Tips and trick to using laptops in your classroom</b>   | 35<br>27.30% | 9<br>36.00%  | 0<br>0.00% | 0<br>0.00% | 2<br>7.40%   | 11<br>45.80% | 13<br>25.00% |
| <b>23-How to use Noteshare (Mac platform only)</b>  | 18<br>14.10% | 7<br>28.00%  | 0<br>0.00% | 0<br>0.00% | 2<br>7.40%   | 3<br>12.50%  | 6<br>11.50%  |
| <b>24-How to use Evernote (Mac/PC )</b>   | 3<br>2.30%   | 1<br>4.00%   | 0<br>0.00% | 0<br>0.00% | 0<br>0.00%   | 0<br>0.00%   | 2<br>3.80%   |
| <b>25-Come see and investigate with some of the new technology toys</b>                                     | 29<br>22.70% | 8<br>32.00%  | 0<br>0.00% | 0<br>0.00% | 4<br>14.80%  | 6<br>25.00%  | 11<br>21.20% |

|   |              |              |            |            |              |              |              |
|---|--------------|--------------|------------|------------|--------------|--------------|--------------|
| <b>26-Learn to copy and find music legally</b>                                      | 26<br>20.30% | 5<br>20.00%  | 0<br>0.00% | 0<br>0.00% | 4<br>14.80%  | 7<br>29.20%  | 10<br>19.20% |
| <b>27-Learn how to digitally manipulate images</b>                                  | 36<br>28.10% | 10<br>40.00% | 0<br>0.00% | 0<br>0.00% | 6<br>22.20%  | 9<br>37.50%  | 11<br>21.20% |
| <b>28-Using Google's Mapping module to enhance Social Studies</b>                   | 16<br>12.50% | 1<br>4.00%   | 0<br>0.00% | 0<br>0.00% | 3<br>11.10%  | 6<br>25.00%  | 6<br>11.50%  |
| <b>29-Come learn some of the hidden treasures found in Google</b>                   | 37<br>28.90% | 10<br>40.00% | 0<br>0.00% | 0<br>0.00% | 8<br>29.60%  | 9<br>37.50%  | 10<br>19.20% |
| <b>30Collaborating and sharing files using Google Doc</b>                           | 16<br>12.50% | 3<br>12.00%  | 0<br>0.00% | 0<br>0.00% | 4<br>14.80%  | 5<br>20.80%  | 4<br>7.70%   |
| <b>31-Having your student learn good on-line searching skills</b>                   | 32<br>25.00% | 4<br>16.00%  | 0<br>0.00% | 0<br>0.00% | 6<br>22.20%  | 9<br>37.50%  | 13<br>25.00% |
| <b>32-How to use iMovies in your classroom</b>                                      | 31<br>24.20% | 11<br>44.00% | 0<br>0.00% | 0<br>0.00% | 3<br>11.10%  | 7<br>29.20%  | 10<br>19.20% |
| <b>33-How to deliver On-line quizzes in your curriculum</b>                         | 31<br>24.20% | 7<br>28.00%  | 0<br>0.00% | 0<br>0.00% | 3<br>11.10%  | 11<br>45.80% | 10<br>19.20% |
| <b>34-Podcast for your curriculum</b>   | 22<br>17.20% | 4<br>16.00%  | 0<br>0.00% | 0<br>0.00% | 2<br>7.40%   | 8<br>33.30%  | 8<br>15.40%  |
| <b>35-E-mail tricks to help improve parent/teacher communication</b>                | 25<br>19.50% | 9<br>36.00%  | 0<br>0.00% | 0<br>0.00% | 5<br>18.50%  | 6<br>25.00%  | 5<br>9.60%   |
| <b>36-How to burn CDs to archive information</b>                                    | 26<br>20.30% | 12<br>48.00% | 0<br>0.00% | 0<br>0.00% | 5<br>18.50%  | 3<br>12.50%  | 6<br>11.50%  |
| <b>37-How to create digital images using digital cameras and scanners</b>           | 30<br>23.40% | 11<br>44.00% | 0<br>0.00% | 0<br>0.00% | 6<br>22.20%  | 6<br>25.00%  | 7<br>13.50%  |
| <b>38-How to make audio recordings of students and their work using Garage Band</b> | 22<br>17.20% | 5<br>20.00%  | 0<br>0.00% | 0<br>0.00% | 3<br>11.10%  | 6<br>25.00%  | 8<br>15.40%  |
| <b>39-Using itunes for find music and podcast</b>                                   | 16<br>12.50% | 2<br>8.00%   | 0<br>0.00% | 0<br>0.00% | 1<br>3.70%   | 2<br>8.30%   | 11<br>21.20% |
| <b>40-Using iTunes to explore iTunes U</b>  | 11<br>8.60%  | 0<br>0.00%   | 0<br>0.00% | 0<br>0.00% | 1<br>3.70%   | 4<br>16.70%  | 6<br>11.50%  |
| <b>41-Using Youtube effectively in your class</b>                                   | 23<br>18.00% | 7<br>28.00%  | 0<br>0.00% | 0<br>0.00% | 0<br>0.00%   | 7<br>29.20%  | 9<br>17.30%  |
| <b>42-Online course Understand Moodle (10 contact hours)</b>                        | 31<br>24.20% | 8<br>32.00%  | 0<br>0.00% | 0<br>0.00% | 10<br>37.00% | 6<br>25.00%  | 7<br>13.50%  |
| <b>43-Online course Google tools (10 contact</b>                                    | 23           | 8            | 0          | 0          | 1            | 5            | 9            |

|   |              |              |            |            |            |             |             |
|---|--------------|--------------|------------|------------|------------|-------------|-------------|
| <b>hours)</b>   | 18.00%       | 32.00%       | 0.00%      | 0.00%      | 3.70%      | 20.80%      | 17.30%      |
| <b>44-Online course Enhancing Classroom and Community Communication with Blogs (10 contact hours)</b> | 20<br>15.60% | 10<br>40.00% | 0<br>0.00% | 0<br>0.00% | 0<br>0.00% | 4<br>16.70% | 6<br>11.50% |
| <b>45-Online course Wikis (10 contact hours)</b>  | 20<br>15.60% | 10<br>40.00% | 0<br>0.00% | 0<br>0.00% | 1<br>3.70% | 5<br>20.80% | 4<br>7.70%  |

\* Total = The number of respondents for the entire survey who answered the Row question and, if a filter is applied, meet the filter criteria.

## Appendix D: In-service Technology Training for 2006-09

From August 2006 to June 2009, a total of 185 technology In-service Sessions were conducted for a total of 358 contact hours.

### Break down by Year

June 30, 2006 till June 30, 2007

288 Staff members attended 77 sessions

June 30, 2007 until June 30, 2008

146 Staff members attended 72 sessions

June 30, 2008 until May 30, 2009

222 Staff members attended 36 sessions

(does not include the 45 sessions being held during the June 2009 tech camp)