Technology Plan:

Southgate Independent School District

Southgate, Kentucky

http://www.southgate.k12.ky.us/

Creation Date: May 7, 2018

Plan Start Date: July 1, 2018

Plan Expiration Date: June 30, 2019

Acknowledgments

District Technology Staff

Sharyl Iden, District Tech. Coordinator

Board of Education Members

Diane Hatfield, Chair

Jim Specht, Vice-Chair

Teressa Elliott

Jeff Paul

William Shockney

School Library Media Specialist

Kelly Green, Southgate Public School

Administrators

Greg Duty, Superintendent

Marlene Jones, Director of Special Education

Eddie Franke, Principal – Southgate Public School

Table of Contents

Executive Summary

Southgate Independent School District recognizes that technology has the potential to enhance the ability of students to develop essential skills and apply them in today's digital age. Students must be able to work collaboratively in applying problem-solving and critical thinking skills together with basic skill competencies through online communication, analyzing and processing of data, and designing and producing products.

In order for our school to create and maintain an effective, technology-based learning environment, Southgate Public School needs teachers who are proficient and knowledgeable about contemporary technology. Teachers are responsible for establishing classroom environments that facilitate students' use of technology to learn, communicate, and develop products. Teachers must have the knowledge and skills to access resources effectively and efficiently in order to guide our students into becoming global learners. The teachers' fluency with technology is translated into unique learning opportunities for students. In such an environment, students can be successful in mastering basic skills and developing critical thinking and problem-solving abilities.

The district continues to work to create and maintain a technology system that efficiently allows access for communication, collaboration, and creation by our staff, our students, and our community.

Planning Process and Methodology

The district technology coordinator has developed this plan based on information obtained from the faculty and staff, the Comprehensive District Improvement Plan, and input from our students and their families. This plan will be used to guide the implementation of technology use to enhance educational opportunities throughout the district.

Technology is an ever-changing field and therefore planning for its implementation is a continuous, dynamic process. The coordinator will revise and update this plan as needed to create an environment that embraces twenty-first century skills to prepare our students for the world beyond the classroom.

Current Technology and Resources

Communication

Having telephones in all areas of Southgate Public School has assisted in creating a safe environment for teaching and learning. A new phone system was installed in the 2001-02 school year. Each room in the building has a phone with access outside of the building in case of an emergency. All faculty members have individual voice mailboxes. The superintendent's office and the nurse's office have direct dial numbers which are integrated into the district's phone system. There is one fax machine in the school office. The federal eRate program provides reimbursement for qualifying charges for our telecommunication system, but this will be the final year for reimbursement for telecommunications.

The service center, located in a house next to the school building, has its own phone number and phone messaging system.

The district also uses a phone message system called Community Safe that allows recorded messages to be "sent" to each phone contact in the district. This is used for reminders of events, weather delays or cancellations, and general information. In the 2016-17 school year, text messaging began being used through Community Safe.

All faculty and staff have district email accounts that may be used for communication with parents and colleagues. Web mail access is available so employees may check their email from anywhere at any time via Internet access. Each faculty/staff member and volunteer must have a signed AUP on file.

Southgate Public School provides individual email accounts for each student in grades three through eight (with parental permission). Each account has a standard format name and a unique password. Students access their accounts using web mail. When requested, parents are given their child's email account name and password in order to monitor any use outside of school. Each student is required to have a signed AUP on file annually in order to keep the account activated.

Southgate began using a student information system called Infinite Campus in October of 2007. The Parent Portal for Infinite Campus was turned in November 2007. A parent is given an activation key for one-time use and then creates an individual account name and password. The parent can access information for all of their children at one place in the Portal. Parents may access food service account information, student schedules, grades, attendance, immunization records and reports such as Progress Reports and Report Cards. There is a link to the Infinite Campus Parent Portal site from the school's website (home page and Parent Resources).

Our website (http://www.southgate.k12.ky.us) is very user-friendly, making it easy for students, parents, and employees to access information pertinent to Southgate Public School and the surrounding community. Beginning in the 2011-12 school year, Southgate Independent changed from weekly paper folder home communication to primarily weekly email and website communication. A new feature on the website, the weekly Roars, was added for parents to check for information regarding events happening at the school district. Parents were given the option to continue receiving this information via paper, however only about 20 students receive communication via paper.

In October 2014, the district technology coordinator revamped and began an active district Facebook page. This page is used primarily to highlight classroom activities, success stories and events such as field trips. There are almost 500 people following the page and more than a thousand people are reached weekly through posts on the Facebook page.

Infrastructure

Our network was completely upgraded in the summer of 2007, replacing all hubs with new switches and relocating our server closet using fiber optic wiring. The Kentucky Educational Network (KEN) cabinet was added to our server closet in October of 2007, significantly increasing the bandwidth of our network for even better performance and reliability.

Another network upgrade was completed in June 2016. Utilizing Erate Category 2 funds and local funds, all new switches, a new controller for the wireless network and all new wireless access points were installed.

The school is wired using CAT 5 and fiber (patch panel to server closet), which is sufficient for our needs. The district uses the existing wiring for high-speed access to the Internet and also is used for voice lines.

There are at least six Ethernet ports in each classroom. Currently, one of those ports is used for voice and the other five are available for data. One of the data ports is used by the new access points that were installed in 2016.

In June 2016, a new controller and enterprise level access points were installed and therefore wireless access is available throughout the school building.

The district currently uses two district-owned servers. There are also multiple KDE servers on site. All servers are located in the district office.

We are currently using software called Macrium Reflect along with an external hard drive dedicated for backup and disaster recovery. An email is generated after each backup job notifying the DTC of its success or failure.

We are a member of the Kentucky Department of Education's (KDE) network and KDE is our Internet service provider. The Office of Educational Technology (OET) employs engineers who are constantly working on improvements for the efficiency and security of the network. In addition, KDE employs Regional Engineers to assist districts with technology issues. The current Region Four Engineer is Charlotte Chowning. She has made several site visits to Southgate and is familiar with our infrastructure.

Personnel

Southgate currently employs one District Technology Coordinator (DTC) in a part-time (25%) position. Southgate also has one part-time Library Media Specialist. The Library Media Specialist also assumes the duties of a Technology Resource Teacher (TRT).

As noted earlier, the KDE employs a Regional Engineer who is available to assist the DTC with questions regarding technology.

Technology repair, maintenance and support beyond the scope of knowledge of the DTC are outsourced. The current technology services vendor is NKOL.

Hardware

There are eleven staff workstations (including three laptops). They are located in the school office, the principal's office, the health/accounting office, the FRYSC office, the special education director's office, the superintendent's office and the cafeteria. A projector on a cart with a laptop is used primarily for BOE, SBDM and faculty meetings in the auditorium. A new laptop and projector were purchased in the 2014-15 school year to enhance the efficiency of BOE and SBDM council meetings.

There are twenty faculty workstations. They are located in every classroom of the school except the gymnasium.

There are twenty-eight workstations in the Media Center. Sixteen of them were purchased in FY2017.

Six iPads were purchased during the 2011-12 school year by the Special Education department. These iPads are used by Special Education teachers while working with their students.

Two new student workstations were purchased in January 2013 and placed in the Title I room. These are primarily used by RTI students to enhance their learning.

In November 2012, two carts with a total of 60 iPads (and two MacBook Air laptops) were purchased. These carts were relocated to the third and fourth grade classrooms in the 15-16 school year and then further relocated to grades K-2 in the 16-17 school year.

In December 2015, two carts and 60 Chromebooks were purchased. They were originally located in the middle grades classrooms, but were moved to the third and fourth classrooms in the fall of 2016. In the fall of 2016, two new carts and 60 additional Chromebooks were purchased. The carts are located in the middle grades addition – one on each level. They are shared by the two classrooms and used by middle grades students in fifth through eighth grades.

There are three networked printers: one black & white laser jet, one color inkjet and one color laser jet. These are located in the district health office, the superintendent's office and the Media Center. The color laser jet in the Media Center is the primary printer used by students. There are a number of stand-alone printers throughout the building used primarily by teachers. Additionally, there are two Kyocera printer/copiers networked and used as printers/copiers – especially for larger print jobs and for teachers needing multiple copies. One is located in the school office and one is in the teacher work room.

There is a DVD/VHS player that may be checked out as needed and multiple VHS players throughout the building. We also have multiple digital cameras and digital camcorders for use by students and teachers.

In the 2007-2008 school year, four classrooms and the Media Center were equipped with SmartBoards, mounted projectors and integrated sound systems. In the 2008-2009 school year, four additional classrooms were converted into "smart" classrooms. Due to increased enrollment, a modular building was added in the 2009-2010 school year and its two classrooms were converted to "smart" classrooms in early 2010. Additionally, two kindergarten classrooms and the Art/PL classroom were upgraded with SmartBoards, projectors and sound systems in early 2010. Finally, document cameras were purchased in the summer of 2010 for all regular classrooms that didn't already have one.

In January 2012, the new addition opened. This addition houses four classrooms. Each classroom has a teacher workstation, a projector, an interactive whiteboard, and four student workstations.

The preschool classroom was upgraded with a relocated projector and smart board in the summer of 2017.

Software

The Microsoft Office products (Word, Excel, PowerPoint and Publisher) are used for the majority of student and teacher productions. An upgrade to Office 2013 was performed for all staff in 2015-16. Office 365 is now used by students and staff.

All workstations in the building are on the Windows 7 operating system. An upgrade to Windows 10 is being considered in the near future.

Scholastic Reading Counts, an independent reading program based on the Lexile Framework, was purchased in the 2008-2009 school year and is still in use.

MAP (Measures of Academic Progress) was purchased in the 2008-2009 school year to be used as a district assessment tool for all students throughout the school year. Parents receive reports after each MAP testing session showing the student's results and growth.

Other software (Ex: Impero, SRA, etc…) is used in the media center and/or individual classrooms.

A subscription to Education City was purchased in spring 2010 and has been used since that time. Study Island (which had been previously used by the district) was renewed and began being used again in the 2011-12 school year.

A subscription to Brain Pop and Brain Pop, Jr. is in use and plans to be continued for the 2018-19 school year.

With the addition of the iPads, teachers have downloaded multiple, relevant education apps to be used for student learning.

The library media specialist and the district technology coordinator went to a training in the spring of 2018 to learn more of the features of Office 365 so that they may help teachers further incorporate the use of some of its apps such as Sway, Class Notebook, Forms and Teams.

Curriculum and Instructional Integration Goals

Goal 1

Technology integration into all areas of the curriculum will be considered as review of current practices and future planning are considered.

Action Plan: Projects/Activities

Project/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Return the library media specialist position to full-time, as this person serves as the main human resource for teacher assistance in the area of technology integration	Improve technology integration across the curriculum	Review current staffing allocations	7/1/18 – 6/30/19 Ongoing	Superintendent Principal Library Media Specialist	General Fund
Annually assess technology needs in all curricular areas to provide needed upgrades and/or replacement of equipment	Improve technology integration across the curriculum	Survey teachers to assess any perceived needs to improve technology integration	7/1/18 – 6/30/19 Ongoing	District Technology Coordinator	N/A
Continue the district's commitment to selection of research-based software that meets the needs of core content requirements	Improve technology integration across the curriculum	Survey teachers to assess any perceived needs to improve technology integration	7/1/18 – 6/30/19 Ongoing	District Technology Coordinator Principal Library Media Specialist	N/A
Continue to purchase support licenses/agreements so that currently used software is updated and used efficiently	Improve technology integration across the curriculum	Review support licenses and agreements to be sure that they are current	7/1/18 – 6/30/19 Ongoing	Superintendent Principal District Tech. Coord. Library Media Specialist	General Fund

Goal 2

Technology will be used to assist the district in formative assessment of students

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
The Measures of Academic Progress (MAP) will be given to K-8 students at least two times each school year	MAP results will allow teachers to identify a student's area of weakness and target those for improvement	MAP Reports Teacher lesson plans	7/1/18 – 6/30/19 Ongoing	Principal District Tech. Coord. Library Media Specialist Teachers	General Fund
Other Formative assessment software/systems will continue to be used	This use of this software/system will help teachers to identify area(s) where their students are struggling in order to differentiate their instruction	Reports printed from software Teacher lesson plans	7/1/18 – 6/30/19 Ongoing	Principal District Tech. Coord. Library Media Specialist Teachers	General Fund

Curriculum and Instructional Integration Goals – Evaluation

The district technology coordinator, principal and library media specialist will continually assess technology needs in curriculum areas. Budget figures and hardware/software purchased will be evidence for improvements and upgrades as needed.

Student Technology Literacy Goals

Goal 1

Students from Southgate Independent School District will become proficient users of technology. They will correctly select an appropriate technology tool and method to effectively and efficiently complete assigned tasks.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Review state and national technology standards and assess that these standards are being addressed appropriately across the curriculum	Students will become effective problem solvers and proficient users of technology	Teacher Lesson Plans	7/1/18 – 6/30/19 Ongoing	Principal District Tech. Coord. Library Media Specialist Teachers	N/A
Provide a technology skills continuum to be introduced, practiced, mastered or reinforced at specific grade levels	Students will become effective problem solvers and proficient users of technology	Student work	7/1/18 – 6/30/19 Ongoing	Principal District Tech. Coord. Library Media Specialist Teachers	N/A
Adopt the nine elements of Digital Citizenship as part of the district's technology culture	Student will be better digital citizens	Teacher Lesson Plans	7/1/18 – 6/30/19 Ongoing	Principal District Tech. Coord. Library Media Specialist Teachers	N/A

Student Technology Literacy Goals – Evaluation

Principals and teachers will embed technology literacy skills into curriculum guides. Teachers' lesson plans and student work will provide evidence of teachers following the Technology Skills Continuum and elements of Digital Citizenship.

Staff Training/Professional Development Goals

Goal 1

Implement a professional development program which includes specific training for technology.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Periodically survey teachers to determine professional development needs regarding technology	Teachers will have knowledge of current technologies available and use them appropriately	Surveys will be completed and tabulated in order to make recommendations to PD Coordinator	7/1/18 – 6/30/19 Ongoing	District Tech. Coord. Library Media Specialist Teachers	N/A
Continue offering and encourage attendance of district professional development workshops as needed	Teachers will have knowledge of current technologies available and use them appropriately	Review of district PD offerings	7/1/18 – 6/30/19 Ongoing	Professional Development Coordinator District Tech. Coord. Library Media Specialist Teachers	PD Funds Title IID Funds
Distribute information and encourage attendance of out-of-district professional development opportunities	Teachers will have knowledge of current technologies available and use them appropriately	Review of PD certificates of attendance	7/1/18 – 6/30/19 Ongoing	Professional Development Coordinator Teachers	PD Funds Title IID Funds
Encourage technology integration as a goal of the Professional Growth Plan for staff	Staff will have knowledge of current technologies available and use them appropriately	Review of Professional Growth Plans	7/1/18 – 6/30/19 Ongoing	Professional Development Coordinator Teachers	N/A

Staff Training/Professional Development Goals – Evaluation

Leadership and teachers will continue to attend workshops and conferences to receive professional development on use of technology. Leadership will continue to encourage teachers to include technology components on their Professional Growth Plans. Teacher evaluation plan will include evaluation of technology integration.

Technology Goals

Goal 1

Students will have adequate access to technology as an integral tool in the learning process.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Maintain enough workstations to assure a 1:1 student to computer ratio when an entire class is in the media center	Improve student access to technology resources	Hardware Inventory	7/1/18 – 6/30/19 Ongoing	District Tech. Coord. Superintendent	KETS General Fund
Continue to allow access to technology beyond the school day through the H2R and BUG programs	Improve student access to technology resources	Presence of afterschool programs	7/1/18 – 6/30/19 Ongoing	District Tech. Coord. Superintendent Principal ESS Coordinator	ESS
Purchase newer technologies (Ex: wireless devices) as funds allow	Improve student access to technology resources	Hardware Inventory	7/1/18 – 6/30/19 Ongoing	District Tech. Coord. Superintendent	KETS General Fund Erate

Goal 2

Technology will be used to enhance communication between school and the community.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Encourage continued use of district web site to provide information to the community	Community members will be better informed	Parent/Community Feedback	7/1/18 – 6/30/19 Ongoing	District Tech. Coord. Principal	N/A
Encourage continued use of social media to provide information to the community	Community members will be better informed	Parent/Community Feedback	7/1/18 – 6/30/19 Ongoing	District Tech. Coord. Superintendent	N/A
Encourage greater use of the parent portal available for the student information system	Community members will be better informed	Portal Usage Summary Report	7/1/18 – 6/30/19 Ongoing	District Tech. Coord. Principal	N/A
Continue the use of online service for Board of Education policies	Community members will be better informed	Service will be available	7/1/18 – 6/30/19 Ongoing	Superintendent	General Fund
Continue the use of online service for Board of Education procedures	Community members will be better informed	Service will be available	7/1/18 – 6/30/19 Ongoing	Superintendent	General Fund
Continue the use of online service for Board of Education meetings	Community members will be better informed	Service will be available	7/1/18 – 6/30/19 Ongoing	Superintendent	General Fund
Continue the use of online service for SBDM Council meetings	Community members will be better informed	Service will be available	7/1/18 – 6/30/19 Ongoing	Principal	General Fund
Continue the use of the phone system	Community members will be better informed	Service will be available	7/1/18 – 6/30/19 Ongoing	Superintendent District Tech. Coord.	General Fund E-Rate
Continue the use of the phone message system for voice/text messages	Community members will be better informed	Service will be available	7/1/18 – 6/30/19 Ongoing	Superintendent	General Fund

Goal 3

The Technology Director will ensure that the technology infrastructure supports current and emerging district technology needs.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Communicate with Superintendent, Principal, and Regional Engineer to ensure that adequate funds are budgeted to deploy KDE mandated requirements as well as changes needed to support instructional and administrative needs	District will be in compliance and will have technology necessary to operate effectively and efficiently	Adequate funds will be available for state and federal mandates	7/1/18 – 6/30/19 Ongoing	District Technology Coordinator	N/A
Implement a hardware replacement schedule to ensure instructional and administrative needs are met in a financially responsible manner	District will be in compliance and will have technology necessary to operate effectively and efficiently	Hardware will function with minimal downtime to allow effective, efficient operations	7/1/18 – 6/30/19 Ongoing	District Technology Coordinator	General Fund
Recognize when a situation requires the use of an outsourced technician and coordinate those services	District will be in compliance and will have technology necessary to operate effectively and efficiently	Technology will be available with minimal downtime	7/1/18 – 6/30/19 Ongoing	District Technology Coordinator	General Fund

Technology Goals – Evaluation

District Technology Coordinator will use yearly Technology Readiness Survey and teacher surveys to evaluate the need for additional device purchases.   Inventory and Technology Readiness Survey will be used to maintain an adequate student to computer ratio. Leadership will continue to monitor district website, portal usage reports, reports from the calling program and community feedback to continue to keep parents and community informed.   Technology department will use budget figures and hardware purchased as evidence of infrastructure improvements.

Budget Summary

Note: duplicate this page for each year as needed (if a multiyear plan)

Acquired Technologies and Professional Development	E-Rate	NCLB/other than Title IID	KETS	Other (Specify)
Professional Development				$550 Local funds
Local phone service	$279			$2,450 Local funds
Workstation Replacement			$4,000	$4,000 Local funds
Other Local Tech. Expenditures				$23,500 Local funds
TOTAL	$279		$4,000	$30,500

Budget Summary – Narrative

The District Technology Coordinator works with the Superintendent to make sure that the district is provided the needed technology for an effective, efficient school district without putting undue strain on the district's limited resources. The Erate program helps to ensure that telecommunications remain reliable for the district. The KETS Offers of Assistance also help the district to replace workstations as they become outdated or non-functioning.