NJ Department of Education
East Amwell Township School District
Three-Year Educational Technology Plan Checklist
2013-2016

DIRECTIONS: Place a check ☑ in the unshaded **COMPLETED** column when the **TASK** has been completed.

TASK	Completed	
	Req'd by E-Rate	**Not req'd E-Rate**
DATE: Provide your educational technology plan's creation date (the date when the technology plan first contained all of the required elements in sufficient detail to support the products and services requested on the Form 470). (http://www.usac.org/sl/applicants/step01/default.aspx) **Tech Plan Creation Date**: **April 1, 2013**		

	Indicate in the unshaded spaces the page number where the corresponding information is found	
	Req'd by E-Rate	**Not req'd by E-Rate**

TECHNOLOGY INVENTORY:
  1. Describe the technology inventory <u>needed to improve</u> student academic achievement in the 2013-2014 school year that informs the basis for the Form 470. Include in the description the internal connections and basic maintenance *for 12 months of the e-rate funded year*, such as the following areas:
    a) Technology equipment including assistive technologies
    b) Networking capacity
    c) Filtering method
    d) Software used for curricular support and filtering
    e) Technology maintenance and support
    f) Telecommunications equipment and services
    g) Other services
NOTE: If this plan is intended to be used for three years of E-Rate funding, provide anticipated inventory information for all three years. See Inventory Sample Table. Definitions of items eligible for e-rate discounts: http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services/default.aspx
	Page 4	

NEEDS ASSESSMENT: 2. Describe the needs assessment process that was used to identify the necessary telecommunication services, hardware, software, and other services to improve education.	Page 5-7	

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		Req'd by E-Rate	**Not req'd by E-Rate**
THREE-YEAR GOALS: **3.** List clear goals for 2013-2016 that address district needs. There must be strong connections between the proposed physical infrastructure (bandwidth, cabling, electrical systems, networks) and goals. Include goals for using telecommunications and technology that support 21st century learning communities. E-Rate requirements: www.ecfr.gov		Page 7-9	

THREE-YEAR IMPLEMENTATION AND STRATEGIES TABLE:
 	
4. Describe the realistic implementation strategies to improve education.   Include in the description the timeline, person responsible and documentation (or evidence) that will prove the activity occurred. Address only 'a' and 'b' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment.
      a. telecommunications,
      b. information technology,
		Page 10	

c. educational technology (including assistive technologies), and		Page 10	
d. student technology readiness in preparation for online testing in 2014-2015.			Page 10
			Page 10
PROFESSIONAL DEVELOPMENT STRATEGIES: 5. Professional development strategies should ensure that staff (teachers, school library media personnel and administrators) knows how to effectively use the technologies described in this plan to improve education, and will continue to support identified needs through 2016. *Address only 'a' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment.* Describe the planned professional development strategies by addressing each of the following questions: a) How will ongoing, sustained professional development be provided to all educators, (including administrators) that increases effective use of technology in all learning environments, models 21st century skills, and demonstrate learning experiences through global outreach and collaboration in the classroom or library media center?		Page 11	
b) What professional development opportunities, resources and support (online or in person) exist for technical staff?			Page 11
c) How will professional development be provided to educators on the application of assistive technologies to support educating all students?			Page 12
EVALUATION PLAN: 6. Describe the evaluation process that enables the progress and effectiveness of goals to be monitored.		Page 13	
7. Describe the process to make mid-course corrections in response to new developments and opportunities as they arise.		Page 13	
FUNDING PLAN (July 2013 – June 2014): 8. Provide the anticipated costs for **2013-2014** by source of funds (federal, state, local and other) and include expenses such as hardware/software, digital curricula including NIMAS compliance, upgrades and other services including print media that will be needed to achieve the goals of this plan. Allow specific provisions for interoperability among components of such technologies to successfully achieve the goals of this plan.			Page 14

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STAKEHOLDER TABLE		
Title	**Name**	**Signature**
Superintendent	**Mr. Edward Stoloski**	
Principal	**Mr. John Capuano**	
Technology Coordinator	**Mr. Christopher Colt**	
Curriculum Director/Curriculum Committee Member	**Mrs. Jacqueline Royer**	
Teacher	**Mr. Jason Shuler**	
Special Education Teacher	**Mr. Mike MacDuff**	
Library Media Specialist	**Miss Hillary Della Penna**	
Guidance	**Mrs. Lauren Myers**	
Board Member	**Mrs. Carole Ammann**	
Parent	**Mrs. Loretta Truppelli**	
Student	**North Runk**	
Community Member	**Mrs. Cheryl Heilman**	

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INVENTORY TABLE

1. Three-Year Educational Technology Plan Inventory Table			
Area of Need	**Describe for erate funded year 1 2013-2014**	**Describe for erate funded year 2 2014-2015**	**Describe for erate funded year 3 2015-2016**
Technology Equipment including assistive technologies	Increase number of devices per classroom to better the 1 for every three ratio currently sustained	Evaluate devices and upgrade or discard per PARCC criteria.	Evaluate devices and upgrade or discard per PARCC criteria.
Networking Capacity	100 gig bit switches running on cat 5 E and fiber	Evaluate and upgrade network hardware and backbone as needed.	Evaluate and upgrade network hardware and backbone as needed.
Filtering Method	Postini; Gmail and Sharp School Technologies	Gmail and Sharp School Technologies	Gmail and Sharp School Technologies
Software used for curricular support and filtering	Renaissance Learning; Raz Kids and Google For Education	Renaissance Learning; Raz Kids and Google For Education	Renaissance Learning; Raz Kids and Google For Education
Technical Support and maintenance	Hunterdon County ESC and Simple Computer Solutions	Hunterdon County ESC and Simple Computer Solutions	Hunterdon County ESC and Simple Computer Solutions
Telecommunications equipment and services	Comcast and Sharp School Technologies: website management	Comcast and Sharp School Technologies: website management	Comcast and Sharp School Technologies: website management

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NEEDS ASSESSMENT

2. Needs Assessment Process

a. Assessing Need

East Amwell Township School currently gathers the technology needs of its stakeholders in a variety of ways:

i. Educational Technology Committee

As described in the opening pages of this document, the Educational Technology Committee is a representative body comprised of all members of the school community. During its meetings each month, teachers, supervisors, administrators, parents, and technologists discuss the identified needs of their constituencies. This conversation informs and forms the basis of all major technology initiatives in the District and the accompanying professional development.

ii. In-service days

East Amwell Township School has dedicated several in-service days over the past three years to the discussion of technology. One example of this is an in-service day on which supervisors led faculty in discussion of which technologies were needed in the classroom to meet the requirements of the core curriculum content standards in each discipline. These in-service days are an invaluable way to lead focused discussion around the needs of teachers, staff and students.

iii. Faculty meetings

The Technology Department staff utilizes faculty meetings to present on the ongoing work of the Educational Technology Committee and to educate the faculty on the latest tools available for improving curriculum and instruction. These presentations facilitate a two-way dialogue between the Technology Department and the faculty by elucidating the possibilities inherent in new technologies and the ways schools are using these tools to reinvent teaching and learning.

iv. Focus Groups

As part of the faculty's ongoing professional development in technology, each department conducts monthly meetings to support summer professional development programs and discuss the use of emerging technologies in the classroom. Faculty is encouraged to use these forums to talk about the needs of their departments, and unit leaders are encouraged to deliver this feedback to the Educational Technology Committee.

v. Surveys

Several times a year East Amwell Township School surveys its teachers and staff to ask for their input on technology programs. These surveys help to direct resources to the classroom as outlined in the Technology Plan.

vi. Professional development course evaluations

At the end of each in-house professional development opportunity, faculty completes a course evaluation which is used to inform future opportunities for faculty professional development, as well as choice of instructors and the structure of the program.

vii. Professional Improvement Plans

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Each year as faculty complete their Professional Improvement Plans (PIPs), they may identify areas of technology that they hope to exhibit growth in during the following year. Supervisors are encouraged to share feedback from their department as a whole with the Educational Technology Committee and the Information Systems Department

viii. Technology parent /guardian night

In the spring of each school year, East Amwell Township School presents a "Technology Parent/Guardian Night," which gives the opportunity for parents to hear a presentation on technology topics and ask questions about the use of technology in their children's lives. Topics for these nights include social networking sites such as InstaGram and Face Book, the use of tablet PCs , Smart Boards and Internet safety.

ix. External educational research

The members of the Educational Technology Committee understand that constituents will not always be able to identify all of their needs. This may stem from a lack of understanding of the technological possibilities available to them. To address this issue, the committee performed research on the trends in the use of educational technology. This research is performed through site visits to leading edge schools, attendance at educational conferences, professional reading and networking with educational technology professionals at other schools.

x. Technology self-assessment

As part of the new Three Year District Technology Plan, the Educational Technology Committee is constructing a self-assessment for faculty to complete each fall semester. This annual snapshot of teacher proficiency will identify for teachers areas in which they can target growth in their PIPs and will serve as the basis for targeted professional development offerings.

xi. Student technology group (new for 2013-2016 plan)

The technology Committee is in the process of developing a group for students to better inform the decision making process surrounding technology. As a subset of the Educational Technology Committee, the Student Technology Group will help to share insights and shape the student perspective on technology in the classroom.

xiv. Information Systems department classroom visits (new for 2010-2013 plan)

Beginning in the fall of 2013, members of the Technology Committee will visit classes while in session with the goal of better understand the technological needs of teachers and students. These informal visits will form the basis for conversations about potential uses of technology in everyday lessons and how to streamline and change systems to better meet teacher needs.

Needs

After completing the needs assessment practices outlined above, the Educational Technology Committee has identified five themes for the 2010-2013 Technology Plan.

i. Emerging technologies – teacher tablet PCs; Smart Boards and web 2.0 tools, such as Google Applications for communication and collaboration

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ii. Cooperative professional development – frequent assessment of teacher and student skills and delivery of technology-related professional development to meet identified needs, featuring programs on the use of web 2.0 technologies

iii. Curriculum based software –continued development of a learning management system for transparency, communication and anytime/anywhere learning

iv. Educational based hardware – student / staff access to technology at home and school

v. Timely support – 24/7/365 support and maintenance with a forward thinking demonstration.

3. Prioritize the identified needs

    i.   Professional Development
    ii.   Support and functionality of technology
    iii.   Cutting Edge Technologies
    iv.   Hardware and software meeting core standard needs.

THREE YEAR GOALS

3. Goals and Objectives

Goal 1: Students, teachers and administrators will have equitable access to education technology in order to transform classrooms into personalized digital learning environments.

Objectives for Goal 1:
1.1 All students and educators will have regular and equitable access to technology
equipment (both desktop and portable) when needed in all learning environments.
This includes access to technologies with universal design features or other design
modifications that assure access for students with educational disabilities.

1.2 The district will provide a ratio of three students or less to one multimedia computer
in all instructional classrooms, with each of these classroom computers connected to the
Internet.

1.3 The school and classrooms will be connected to broadband, high-speed voice, video
and data networks in all learning environments.

1.4 The district will have Local Area Networks for all technologies to interface with: both
tethered and wireless.

1.5 The district and schools will have a quality, informative, user-friendly website.

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1.6 All educators will have easy access to technical support via a technician and/or electronic assistance that is necessary to maintain operating technology equipment (e.g. help desks, hot lines, electronic monitoring, and troubleshooters).

1.7 The district will establish relationships with appropriate partners, including, but not limited to, other public agencies and entities, education institutions, community-based organizations and private corporations to increase opportunities for sustained technology access and broad, collaborative learning environments.

1.8 The district will identify and support the needs of students who do not have access to technology in their homes to enable them to continue their learning through technology when school is not in session.

1.9 The district continue to support an Acceptable Use Policy and other means to ensure that all students, teachers and administrators are able to use technology systems, online resources and software in a safe, ethical and secure manner.

1.10- the district will supply an accessible and centralized digital storage and communication database for personalized student and teacher something

Goal 2: Students will become technologically literate in order to become college and career ready and succeed in a global society.

Objectives For Goal 2:
2.1 Critical Thinking & Problem Solving: Research, Analysis, Synthesis, Project Management

2.2 Creativity & Innovation: New Knowledge Creation, Design Solutions, Artful Storytelling

2.3 Collaboration, Teamwork & Leadership: Cooperation, Compromise, Consensus, Community-Building

2.4 Cross-cultural Understanding: Across Diverse Ethnic, Knowledge, & Organizational Cultures

2.5 Communication & Media Fluency: Crafting / Analyzing Messages /Media Effectively

2.6 Computing & ICT Fluency: Effective Use of Electronic Info. & Knowledge Tools

2.7 Career & Learning Self- Reliance: Managing Change, Lifelong Learning, & Career Redefinition

2.8- provide a carrier database so students know possible career paths and how technology training can aid in job specific skills.

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Goal 3: Educators will continually improve their skills and knowledge to effectively use education technology to achieve the New Jersey Core Curriculum Content Standards NS and effectively implement digital formative and summative assessments.

Objectives For Goal 3:
3.1 All educators will participate in high-quality professional development activities and attain, at a minimum, intermediate proficiency levels in utilizing educational technology to enhance student achievement.
3.2 All supervision and evaluation practices will address the effective use of educational technology for student achievement on the Core Curriculum Content Standards.
3.3 All educators will use technology tools and applications that provide opportunities for authentic, student-centered, project-based learning.
3.4 All educators will have access to e-mail and other interactive tools to communicate with parents, students and other educators.
3.5 All educators will act responsibly and ethically when obtaining and using onsite and online information resources.
3.6 The district will have technology coordinators for educators that offer timely, onsite guidance and modeling to enhance teacher and administrator proficiency in using and managing technology-based resources.
3.7- designate a Technology person (liaison) per unit to communicate with tech department and to encourage development of technology in the classroom between staff members.

Goal 4: Districts will continuously improve and maintain the technology infrastructure necessary for the school community to access electronic information, and support on-line learning communities in addition to PARCC on-line testing.

Objectives For Goal 4:
4.1 The district will obtain and maintain broadband, high-speed networks and reliable Internet access that enables students and educators to support their curricula activities.
4.2 BOE will provide the equipment necessary to provide distance learning opportunities when and where it is needed in the school.
4.3 BOE will maintain quality hardware/software with adequate capacity and capability to support successful learning in classrooms, media centers and throughout the learning environment. [As Funding Allows]

Goal 5: Districts will provide adequate resources to support technology rich learning environments and for implementation of PARCC guidelines.

Objectives For Goal 5:
5.1 The district will provide a Technology Coordinator to oversee the daily use of technology.
5.2 The district will contract various venders to assist the Technology Coordinator in the maintaining of the network, hardware and software, as well as to perform upgrades and monitoring as needed.

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THREE YEAR IMPLEMENTATION AND STRATEGES TABLE

4. Three-Year Technology Implementation Activity Table				
District Goal and Objective	**Strategy/Activity**	**Timeline**	**Person Responsible**	**Documentation**
1: 1.1-4	Assess classroom needs for technology for both educators and students	Years:1-2-3	Tech Committee, C. Colt and J. Shuler	Technology Survey
1:5	Develop and improve current website: Sharp School	Years:1-2-3	Tech Committee, C. Colt and J. Shuler	Quote / PO
1:6	Continue to evaluate technical support for entire school and build a user friendly pathway for increased customer service	Years:1-2-3	Tech Committee, C. Colt and J. Shuler	Service Evaluation
1:7-10	Increase efforts to develop beyond the school walls relationships between community, and school	Years:1-2-3	Tech Committee, C. Colt and J. Shuler	Community Technology Survey: June
2:1-8	Curriculum Committee will work closely with Technology Committee to assess and develop classroom technology	Years: 1-2-3	Curriculum and Technology Committee	Revision of Technology Curriculum
3:1-7	Assess and develop continuous staff training in order to infuse all levels of technology into classroom lesson plans	Years: 1-2-3	Professional Development Committee and Technology Committee	Yearly PD Document
4:1-3	Assess and develop as funds allow the network backbone, switches and servers all to provide the most efficient and robust network possible	Years: 1-2-3	Technology Community Technology Service Companies	Revisions to Technology Plan
5:1-2	Continued support of a district technology coordinator with responsibility to sustain all technology in district with support and yearly budgets	Years: 1-2-3	Technology Community Technology Coordinator	Revisions to Technology Plan

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PROFESSIONAL DEVELOPMENT STRATEGIES

5. Describe the planned professional development strategies by addressing each of the following questions:

How will ongoing, sustained professional development be provided to all educators, (including administrators) that increases effective use of technology in all learning environments, models 21st century skills, and demonstrate learning experiences through global outreach and collaboration in the classroom or library media center?

What professional development opportunities, resources and support (online or in person) exist for technical staff?

How will professional development be provided to educators on the application of assistive technologies to support educating all students?

Describe the planned professional development activities for teachers, administrators, and school library media personnel that include:

A. Educators have access to educational technology in their classrooms and library as well as in the computer lab. Each classroom has access to iPad and laptop carts as well their own iPad, laptop and Epson Smart Projection System.

B. Administrators are attending professional development opportunities to help guide the effective use of technology in the classrooms and media center. Including a new IEP system and SIS. IEP Direct and Genesis will be providing training for Educators.

C. Educators will be given the opportunity to attend workshops that are geared to their learning needs. These workshops will take place after school and during the school day throughout the school year to help enhance desired areas of learning. Workshops will focus on Cloud technology using Google Docs, sites and email.

D. Educators will have the opportunity to use in-house tutorials, one on one instruction sessions given by the Technology Department faculty. Yearly updates and refresher sessions will be offered to educators as needed.

E. Professional development is provided to all staff members on how to use assistive technologies by on staff special needs teacher who is the primary instructor for students using assistive technologies.

F. After careful evaluation of the Needs Assessment Survey sent to all staff members, the following plan has been developed: The Professional Development Team will create a Checklist of Technology Based Criteria that will pin point the specific area in technology that needs to be enhanced. The teachers will be given the opportunity to attend after school and during school trainings that will help develop their areas of weakness.

G. Small Group sessions will be developed and offered to staff members as a vehicle to improve technology skills and abilities. These sessions will focus on how to incorporate technology into the classroom as well as utilizing the technology instructor to help integrate cross curriculum projects. New staff members will have technology training infused into their school-wide orientation sessions. This comprehensive plan has been developed by the Professional Development Team that blends technology with the current professional development goals.

H. Funding for professional development (workshops: in-services on site / off site) is provided by the Board of Education in the annual school year budget.

I. Professional Development activities that will be supported through the 2013 school year include the continuation of the above-mentioned goals along with encouraging Educators to incorporate more technology usage through out the year. Through Unit Leader Coordination, staff members will be encouraged to include technology goals in their yearly Improvement Plans. At the monthly Unit Leader Meetings updated material will be provided by the Professional Development Team to assist in the monitoring and evaluation of improved technology skills and abilities.

Professional Development Table
(2013-2014 only)

Educators' Proficiency/ Identified Need	Ongoing, Sustained, High-quality Professional Development 2013-2014	Support
Infusing Technology In The Classroom	- Smart Board Workshops - iPad Workshops - Gmail and Google Docs Workshops - Student Information System Training	- In-house staff development - State Offered workshops - Suppliers Support

EVALUATION PLAN

6. – 7. On going Evaluation of the Technology Plan will be performed on three levels.

Technology as a critical educational tool is infused throughout the respective curriculum. Student evaluations, therefore, are performed routinely by the classroom and technology teachers.

Technology, as a Professional Goal, is fundamental for the further development of skills and abilities for staff members in the classroom. Through administrative observations and self critiquing surveys the levels of technology use in the classroom will be evaluated.

The District Technology Committee will oversee and evaluate the progress of the overall 2013-2016 Plan. Technology Committee meetings and the on-going evaluation of the plan and steps implemented to improve the progress of the plan, will be documented for monitoring purposes.

Educational Technology Plan Evaluation Narrative	
Describe the process to regularly evaluate how...	
a. *Telecommunication services, hardware, software and other services are improving education.*	As Educational Technology infuses with core standards in each classroom a partnership with Sharp School, the Google platform provider of internet access, filtering, Gmail, website construction and cloud technology proved essential for providing internet access to students and educators. Through constant evaluation and monitoring by the Technology Committee educational technology is improving in each classroom.
b. *Effective integration of technology is enabling students to meet challenging state academic standards.*	Technology as a critical educational tool is infused throughout the respective curriculum. Student evaluations, therefore, are performed routinely by the classroom and technology teachers. Technology, as a Professional Goal, is fundamental for the further development of skills and abilities for staff members in the classroom. Through administrative observations and self critiquing surveys the levels of technology use in the classroom will be evaluated. The District Technology Committee will oversee and evaluate the progress of the overall 2013-2016 Plan. Technology Committee meetings and the on-going evaluation of the plan and steps implemented to improve the progress of the plan, will be documented for monitoring purposes.
c. *The LEA is meeting the identified goals in the educational technology plan.*	Review of progress towards stated goals at the Technology Committee bi-monthly meetings. Annual review of the District Technology Plan with Action Plans developed to address revised goals and objectives. Regular discussion at Unit Leader meetings and reports to the Technology Committee by respective Unit Leaders

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FUNDING PLAN

8. Provide the anticipated costs for 2013-2014 by source of funds (federal, state, local and other) and include expenses such as hardware/software, digital curricula including <u>NIMAS</u> compliance, upgrades and other services including print media that will be needed to achieve the goals of this plan. Allow specific provisions for interoperability among components of such technologies to successfully achieve the goals of this plan.

ITEM	DESCRIPTION OF ITEM TO BE PURCHASED	FEDERAL FUNDING	STATE FUNDING	LOCAL FUNDING	MISC. (e.g. Donations, Grants)
Technology Equipment	iPads For Students: 40 Laptops : 40 and Carts: 2	X	X	$20,000.00 $18,000.00	X
Network	100 Gig Switch:1	X	X	$3400.00	X
Capacity	100 mg Bandwidth: Internet Access	X	X	$3400.00	X
Filtering	Sharp School: Filtering and Website	X	X	$1200.00	X
Software	Windows and Office Licensing	X	X	$10,000.00	X
Maintenance	ESC / Simple Technologies	X	X	$25,000.00	X
Upgrades	Wireless Access Points: 7	X	X	$7000.00	X
NIMAS	Software For Those who need assistance in accessing website and other printed materials	X	X	As needed	X

Three-Year Educational Technology Plan Anticipated Funding Table (First Year)