

**RSU44**  
**(Maine School Administrative District # 44)**  
**Technology Plan 2013 – 2015**

Revision started September 2012

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● **Schools in MSAD#44**

- Andover Elementary School
- Crescent Park Elementary School
- Woodstock Elementary School
- Telstar Middle School
- Telstar Regional High School

**Contact Information**

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# RSU44

## (Maine School Administrative District # 44)

### Technology Plan 2013 - 2015

Revision started September 2012

#### 1. Community and Parental Involvement

- Two major teams with a broad-based grouping and the entire instructional staff have direct input into the planning process.

##### • Technology Planning Team Members

Karen DeCarolis-Classroom Teacher  
Brenda Wight – Classroom Teacher  
Tera Ingraham - Classroom Teacher  
Karen Thurston - Classroom Teacher  
Lainey Cross –Local School Board Member  
Judy Coolidge - Community Member  
Aaron Speakman – HS Student Representative

Peter Kuzyk -Technology Director  
Kelley Fraser -Media Specialist  
Tanya Nicols - Classroom Teacher  
Thomas Coolidge - Classroom Teacher  
Mary Learned - Classroom Teacher  
Douglas Bennett - Classroom Teacher

##### • Design Team - Learning Results Implementation/NCLB Team

David W. Murphy, PhD. -Superintendent of Schools  
Daniel Hart – High School Principal  
Levi Brown – Teaching Principal  
Mark Kenney -Teacher  
Karen Wilson - Teacher

Lee Graham -Director of Curriculum  
Clark Rafford – Middle School Principal  
Jolene Littlehale – Teaching Principal  
Douglas Bennett – Teacher  
Tammy Davis – Title I Teacher

The Design Team's role includes program evaluation and planning for the implementation of Maine's Learning Results in MSAD #44.

##### • Schools in MSAD#44

- Andover Elementary School
- Crescent Park Elementary School
- Woodstock Elementary School
- Telstar Middle School
- Telstar Regional High School

## **1. Community and Parental Involvement**

The technology will be used effectively to promote community and parental involvement and increase communication with parents by:

- Continuously updating of the MSAD #44 web site, (<http://www.sad44.org>) with information about the schools, personnel and educational activities, resource links for electronic communication and curriculum topics.
- Continuing use of Infinite Campus Student Information System for daily information and parental access to student grades and classroom information.
- Displaying student work.
- Creating presentations using technology for public viewing.
- Continuing Community Read Program and Blog in Middle School.
- Continuing use of Honeywell Instant Alert program for contacting parents and/or staff.

### **MSAD #44 will inform parents about the technology and its proper use by:**

- Distributing its Acceptable Use Policy (AUP) to each student to be read at home with parents and signed before access to the Internet and an e-mail account is allowed.
- Publishing AUP on the District Web Site.
- Publishing student handbooks on each school's web site.
- Providing information on internet safety (i.e. Social Media , anonymous email, safe web browsing, etc.) to parents through brochures and web postings and public meetings.
- Promoting the Common Sense Media Internet Safety Website (<http://www.commonsensemedia.org/>) and including information in monthly bulletins and on the Public Access Channel.
- Publishing programs of studies, where available, on each school's web site.
- Publishing the NCLB school and District report cards on the Website
- Using Infinite Campus student information system for parent communication.
- Providing technology awareness for parents and students through MSAD #44's Laptop meetings in the Middle and High Schools and by conducting informational meetings for the community.
- Activating and sharing information through the Instant Alert System.

## **2. Vision**

The vision of Maine School Administrative District #44 is that of "The Connected Community"; a systematic linking of schools, municipal government, and individuals for internal and external communication and sharing of information. Within greater vision, it is the mission of MSAD44 to create, and continue to develop, a technological framework to support the educational process for all teachers and learners, in accordance with No Child Left Behind (NCLB), the Maine Learning Results (MLR), and the administrative systems to run the District efficiently. The District will be transitioning to

the Common Core State Standards and Next Gen Science Standards which will replace the Maine Learning Results. MSAD44 seeks to support the growth of competent, independent, lifelong learners who are ready to make use of ever-changing technology in the information age. We believe that technology can support and extend learning by accommodating various learning styles, interests, and achievement levels.

The District is working towards a Standards-based, Customized Learning Community...MCL (Mass Customized Learning) and technology is a major part of this endeavor.

### **3. Goals and Realistic Strategy**

1. All educators in MSAD44 will have the training and support they need to help all students access curricula through alternative and innovative technological integration.

#### **[ISTE 2007 Technology Standards for Teachers 1,2,3,4,5 \(NETS for Teachers\)](#)**

2. All educators, administrative support staff, and students in MSAD44 will have access to appropriate technology to meet present and future needs. Every classroom will be networked within the district and connected to the Internet, integrating technology with curriculum and teaching strategies. We will strive to maintain and extend our 1:1 computer to student ratio which is presently grade K and 4 through 12.

#### **[ISTE 2007 Technology Standards for Teachers 1,2,3,4,5](#)**

3. Effective and engaging software and on-line learning resources will be an integral part of each MSAD44 curriculum. Continued use of Google Apps for Education.

#### **[ISTE 2007 Technology Standards for Teachers 1,2,3,4,5](#)**

4. Stakeholders in our community will provide ongoing support of our technology plan. Better communication with students and parents using Infinite Campus student information system and other online communication tools such as an interactive website.

#### **[ISTE 2007 Technology Standards for Teachers 1,2,3,4,5](#)**

### **4. Identify Necessary Technology**

- Administer annual technology surveys district wide to assess hardware and software needs
- Maintain District Technology inventory
- Create a valid and enforced equipment replacement plan
- Update servers
- Maintain data backup systems
- Expand Smart Board program throughout District
- Continue to expand 1 to 1 computers...Starting FY2014 we will be 1:1 in Grades K, and 4-12
- Purchase additional digital Cameras with memory sticks and batteries
- Purchase additional digital camcorders and appropriate digital media

- Update laser printers as needed
- Increase and update mobile labs at all schools while striving for 1 to 1 computers
- Upgrade and purchase educational software to support curricula
- Establish district-wide WAN (Wide Area Network) or VPN (Virtual Private Network)
- Maintain Centrex phone system and strive to establish IP phone system district wide
- Maintain email system...Starting FY2013 the District implemented Google Apps for Education
- Add mini-lab for media production and editing studio
- The ATM system will no longer be in use...District continuing with new MSLN system and continuing to maintain broadband access to the internet.
- The District has two Cisco Telepresence video conference systems in each school
- We need to support special education with assistive technology, software, and professional development where necessary.
- We need to support technology staff to ensure timely and continued support of technology.
- We need to utilize our new website to support more interaction by teachers, students, and parents for better communication , including things like assignments, course content, and student progress.

## 5. Collaboration with Adult Literacy Service Providers

### Adult Literacy and Academics

Currently MSAD #44 Continuing Education supports developing Adult Literacy skills using technology in the following ways:

For very low literacy (ABE level 1-4) students iPads are used successfully to increase reading and numeracy skills. Specifically learning apps that are aimed at developing skills in both reading and numeracy through of use tactile learning (touching the screen) provides increased learner engagement and increase in skill levels as measured through CASAS testing.

All the academic programs offered such as College Transitions include a technology component that is appropriate to the course level and content. Consistent through all classes is the reinforcement of basic computer literacy; keyboard skills, email, use of the internet, basic document skills and the ability to print.

### Continuing Education

**Ed-2-Go:** a web-based company that offers a wide variety of tuition based courses ranging from personal enrichment, computer language certification to academic. On average 70 individuals a year use Ed-2-Go. There is an MOA with the Career Center in Rumford to be a provider of sanctioned Ed-2-Go classes that meet Unemployment Guidelines for career pathways education.

**MARTI** (Maine Adult Rural Technology Initiative): MSAD#44 has become a MARTI site and offers classes to adults in use of technology re: digital security, social media, use of e-readers/iPads, searching the internet, etc. Classes are designed and scheduled to meet expressed community need.

**University College System:** On-line courses; because we are a University College ITV site the university access computers here offer high-speed broad band access. Frequently University students

use the site's computers because they don't have internet access at internet speed sufficient to meet the demands of WebCT's multi-media requirements.

**Cisco Telepresence-** The Cisco Telepresence Video Conference System is used to meet the needs of a variety of learners. University of Maine system and Community College classes are offered via the Cisco Telepresence System. The Western Mountains Senior College also uses the system to allow access to conferences and meetings-at-a-distance. MSAD #44 Continuing Education, also provides “tech” support for meetings as needed for other users.

## **6. Strategies for Improving Academic Achievement and Teacher Effectiveness**

MSAD44’s funds, specifically Educational Technology funds, will be used to improve academic achievement, including the technology literacy of all students by providing:

- Access to the latest hardware and software in order to support student work
- Support staff to maintain the hardware and software
- A range of technologies that support a variety of learning styles and multiple intelligences
- Assistive technologies as needed
- Infinite Campus (Student Information System) that encourages teacher-student-parent communication to support academic achievement
- Student access to a wide range of information resources such as Grolier Online databases, online encyclopedias, MARVEL, etc.
- A Library/Media program that supports the development of student information literacy skills that use technology
- Continuing with in-house peer training for Smart Boards and other technologies.
- Teachers’ use of NWEA (Northwest Evaluation Association standardized test) tools for goal setting, formative assessment, differentiation (both special education and gifted), connecting student learning to the Maine Learning Results and the local curriculum and administrator use of *Dynamic Reports*.  
District is also implementing the Primary MAP Testing for K-1 students to extend the present grade 2-12 testing.

Our funds will improve the capacity of all teachers to integrate technology effectively into curricula and instruction by:

- Providing access to current hardware and software and training in their use
- Providing the support staff to maintain the hardware and software
- Purchasing hardware and software to support the goals and objectives of the plan

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

MSAD44’s technology (including software and electronically delivered learning materials) will be integrated into curricula, instruction, and assessment by:

- Supporting teachers and staff to coordinate and develop lessons using technology that is aligned with the Maine Learning Results.

- Teachers’ use of NWEA tools for goal setting, formative assessment, differentiation (both special education and gifted, connecting student learning to the Maine Learning Results) and the local curriculum and administrator use of *Dynamic Reports*.
- Including links on the schools’ web pages to sites supplementing the curriculum
- Allowing access to on-line lesson plans and tools, including rubrics that are customized for assessment
- Encouraging teachers to develop web pages with links to interactive web resources
- Using staff surveys to assess current and future needs
- Reinstating Technology Integrator to support curricula through technology
- Work toward implementing the NETS (National Education Technology Standards) for teachers/staff and students.
- Using online teacher assessment tools for assessing teachers’ basic knowledge

Technology integration is a systemic and ongoing process.

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

We must have a budget and evaluation process to monitor the progress of the plan and to make mid-course corrections as needed. We must develop innovative resources for technology in these times of lower budgets and cuts. We need to take advantage of free or used hardware to help replace old equipment. We need to take advantage of free, open-source software to help reduce budget costs while continuing to maintain our high expectations. We will need to get timely feedback from staff and students as to their needs or concerns with the technology. We will do this by implementing online surveys for staff and students so the District Technology Committee can evaluate needs. Our District Help Desk is also available for immediate feedback.

Technology Type, Cost, and Funding Source					
GOALS	ACTION STEPS	HARDWARE SOFTWARE	COSTS	FUNDING SOURCE	EVALUATION
<b>Goal 1: All educators in MSAD44 will have the training and support they need to help all students access curricula through alternative and innovative technological integration.</b>	Take staff surveys to determine the direction of training for technology	Surveys done in Google Drive	\$0.00	N/A	Summary and analysis of data collected by Technology Committee and Technology Coordinator

	Use peer mentoring training sessions offered by key staff members throughout the district		\$0.00	N/A	Number and content of sessions offered
<b>Goal 2: All educators (including administrative support staff) and students in MSAD 44 will have modern computers in their classrooms/offices. Every classroom will be networked within the district and connected to the Internet.</b>	Number of modern computers per school	Take technical inventory of hardware in each school. Upgrade those computers deemed cost effective. (hard drive and memory)	N/A	E-rate funds, Local Budget	All computers that can be are upgraded to maintain Internet capability and software compatibility
	Create a multi-year plan to increase the number of 1:1 computers/devices throughout the district schools	Purchase old MLTI Macbooks for High School and Elementary Schools. Purchase iPads for Kindergarten with plans to expand to grade 1	\$60,000	E-rate funds	Computers, iPads in classrooms
	Upgrade the technology in the Art area at Telstar Middle/High Schools	As needed	As needed	Local Budget, Tech Funds	Technology in place
	Administrator, guidance, and support staff hardware and software will be upgraded as necessary	Follow a multi year upgrade plan for the administrative and guidance offices district wide.	As needed	Local Budget	Have up-to-date hardware, software

		Evaluate and replace/upgrade the equipment as needed for the district's Student Information System (Infinite Campus) to help meet the new mandates of data management and collection.	As needed	Local Budget	All faculty will be able to post grades, attendance, and other information themselves via technology. All data is collectable and useable by district administration and transferable to the State Department of Education system, (MEDMS)
		Upgrade MSAD #44's administrative software used in the daily routine, (Microsoft Office, accounting, graphics, Google Apps, etc.).	As needed	Local Budget	Inventories will show latest versions
	Number/Percentage of computers (connections & capacity) within schools with the capacity to utilize full function of applications for the internet	Continual monitoring will be made to the district technology infrastructure in an effort to upgrade for better performance of telecommunications	As needed	Local Budget, E-rate	The entire district's Internet continually monitored and upgraded as needed, including wireless.

	Number/Percentage of schools in which every classroom has been connected to the internet.	Maintain the 100% of classroom Internet connected	\$0.00	N/A	Rooms connected. Crescent Park and Telstar are part of 3-Ring-Binder project which will bring Gigabit high speed internet to those schools.
<b>Goal 3: Effective and engaging software and on-line learning resources will be an integral part of each MSAD #44 curriculum.</b>	Number/Percentage of schools/school programs, which are at the Integration Stage.	Members of each curricular team, working with a technology team member, will write the ways in which technology will support implementation of the curriculum into each curricular framework.	\$0.00	N/A	Technology integration will be written into each curricula framework
	References to technology in local outcomes, curriculum frameworks.	The technology team will examine ISTE technology standards, how they correlate to our curricula, which are to be mastered by all teachers, students and administrators in MSAD #44.	\$0.00	N/A	Standards approved
	Percentage of schools with access to current instructional, word processing, spreadsheet, database, graphics, research and Internet tools. Student and Teacher software is up to date; free open source software.	Computer software will be continually updated. All new software for district computers must go through the Technology Committee process before it will be purchased.	As needed	Local Budget	Inventory of hardware and software

		Continually upgrade the electronic research resources for all schools	\$10,000	Local Budget	Resources in place
		The district will continue to support the expansion of telecommunications in the district. (i.e. Voice Over Internet Protocol (VOIP), video(Cisco Telepresence), data through Internet, E-mail(Google Apps for Education), Student Information System, (Infinite Campus))	As needed	Local Budget, E-rate, Grants	Technology in place
	Students will be provided with the opportunity to learn about cutting edge technology.	New courses will be designed and offered at Telstar High School in the area of computer technology. Technology Class in High School	N/A	Course sign-up and offerings	Data and course evaluation
		The district Web pages will play an integral part in providing an opportunity for both students and teachers to publish their work.	\$4,500/yr	E-rate	Up-to-date web pages
<b>Goal 4: Stakeholders in our community will provide ongoing support of our technology plan.</b>	The community continues to support educational technology by supporting the budget				

## 9. Supporting Resources

MSAD #44 supporting resources (services, software, print resources, and other electronically delivered learning materials) that will be acquired to ensure successful and effective uses of technology are:

- A technology staff including technology coordinator and technology staff at each school
- A District Technology Team
- Media Specialists
- MLTI Lead Teacher
- Internet access (New MSLN connection at each District School)
- Software that supports curriculum goals
- Books and professional journals
- Professional memberships to include ISTE (International Society for Technology in Education) and ACTEM (Association of Computer Technology Educators of Maine)
- Conferences, workshops, and training opportunities
- District-wide, K-12 email for all staff and students
- In-House Peer mentoring for Smart Board teachers
- After school grant-funded program (MKA – Mahoosuc Kids Association)
- Data management through Infinite Campus
- Library online resources such as MARVEL and Alexandria catalog system
- Transfinder routing software and online program for scheduling bus trips
- Instant Alert Phone system for notifying staff and/or parents
- Infinite Campus online student information access for parents
- Target Solutions online staff information/tutorial system
- Tutorial sheets
- Special Education online database is now part of Infinite Campus
- Web pages

## 10. Steps to Increase Accessibility

All students and teachers will have increased access to technology by:

- Maintaining and upgrading the wireless infrastructure to allow for expanded use of technology
- As of FY2014 the District will have 1:1 computers/devices in all Kindergarten classrooms and grades 4-12
- Maintaining each classroom with at least one computer
- Maintaining Internet and e-mail access to all computers
- Providing printing capabilities from all computers
- Maintaining hardware and software that is reliable
- Providing opportunity to use laptops at home
- Continuing MLTI program 7-12
- Reinstating technology integrator position
- Providing workshops on “Universal Design” by AllTech
- Providing assistive technology when needed for disabilities or special education

Educational Technology funds will be used to help students by:

- Providing Smart Boards in classrooms
- Providing professional development for teachers

We will ensure that teachers are prepared to integrate technology effectively into curricula and instruction by:

- Providing professional development through a variety of delivery methods including a peer mentoring program, staff meetings, and workshop days
- Seeking the support of the MSAD #44 Curriculum Coordinator, and Technology Coordinator in suggesting specific ways to integrate technology in the curriculum
- Ensuring technology committee members are also on Curriculum committees to identify and encourage technology integration
- Finding and using existing Internet curriculum resources locally

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

Various curricula and teaching strategies that integrate technology effectively into the general curriculum and instruction will be identified based on a review of relevant research, and promoted to lead to improvements in student academic achievement by:

- Continuing the alignment of the Maine Learning Results with curriculum and teaching strategies that integrate technology
- Continuing the integration of Technology components into our curricula areas
- Continuing the membership of technology team members on other curricula teams
- Sharing research findings through the technology team with instructional staff
- Continue to facilitate student mastery of the NETs Standards. (National Education Technology Standards)

Technology components will continue to be added to the Comprehensive Assessment System by being embedded in each subject area as it is added to the Comprehensive Assessment System.

## **12. Professional Development**

We will continue to provide professional development through District workshops and by peer mentoring. We will also support and encourage Middle and High School teachers to participate in the MLTI laptop professional development workshops. We will promote online training webinars and other online media to make it easier for staff to have time to participate in their technology professional development.

Ongoing, sustained professional development for teachers, principals, administrators, and school library media personnel will be provided to further the effective use of technology in the classroom and library media center:

- The curriculum coordinator and the technology coordinator will budget funds to support staff training relative to technology integration.
- Annual staff surveys will identify staff technology needs in the district. Peer mentors will be used to bring all staff to a basic technology standard requirement determined by the National Education Technology Standards for teachers. Some other special topics which may be available in workshops are Microsoft Office, Video Technology, Macbook/iPad programs, Web Page Design, and Integration of the Internet. Courses will be tailored to a variety of skill levels.
- Technology will be integrated where appropriate into teacher workshop days.
- A technology training session will be offered to newly hired instructional personnel during orientation to cover basic expectations including Infinite Campus information and Google Apps email. A basic knowledge survey must be taken and basic requirements of staff must be met through the peer mentor program.  
All professional development is designed in cooperation with other curriculum committees and keeping the district needs in focus.
- Encourage staff to attend technology conferences and workshops such as NECC and ACTEM.
- All professional library media personnel are actively engaged on the Technology Team.
- Annual surveys will be administered throughout the district to all teaching staff and administrators to assess their technology skill level and needs. These annual surveys are used to determine the topics for training during the school year.  
Professional development will be ongoing for Mass Customized Learning for all staff.
- We will also support and encourage Middle and High School teachers to participate in the MLTI laptop professional development workshops. We will promote online training webinars and other online media to make it easier for staff to have time to participate in their technology professional development.

### **13. Innovative Delivery Strategies**

The development and use of innovative strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance-learning technologies, will be encouraged by:

- Visiting a specific web site(s) chosen for a specific topic and completing activities that show evidence of learning
- Courses being delivered over the internet
- Meetings and forums being delivered over the Cisco Telepresence Video Conferencing System at each school
- Curricula development with heavy reliance in technology based core subjects
- Encouraging the use of blog sites and classroom websites

## 14. Accountability Measures

MSAD #44's process and accountability measures which will be used to evaluate the extent to which the plan activities are effective in integrating technology into curriculum and instruction, increasing the ability of teachers to teach, and enabling students to reach Maine's Learning Results include the following:

- Each student will have mastered MSAD #44's computer literacy standards and will demonstrate proficiency in technology use by taking advantage of 1-1 computing implementation where available.
- NWEA test results and tools for goal setting, formative assessment, differentiation (both special education and gifted), connecting student learning to the MLR's and the local curriculum and administrator use of *Dynamic Reports*.
- NECAP (soon to be Smarter Balance) and NWEA test results.
- Special Education Online Database through Infinite Campus
- Through surveys, staff will give feedback on the success of the District's Technology Plan. The survey is also a part of a broader needs survey for future technology planning.
- A record keeping system will be implemented to measure how technology is being used with the curriculum.
- A written plan of computer maintenance prescribing preventative care will be developed and followed. Documentation will be centralized, noting all computer-related repairs. Use of Technology Help Desk to keep track of problems and repairs.
- The stat counter on the MSAD #44's web page will show if the web site is being used.
- The budget will support technology.

## **Internet Safety for MSAD44 Schools**

- 1 Internet filtering is done through equipment and/or software supported through NetworkMaine. Content filtering is set to prevent inappropriate material from being accessed by students through the web, email, and other forms of direct electronic communication while at school by the use of OpenDNS filtering at the elementary level and the use of the JoeBox at the middle/high school level.
- 2 All students and staff are required to read and sign our District Acceptable Use Policy. No student personal information will be disclosed online or on the web and only those students who have parental permission can have their school work or pictures posted on the website.
- 3 Internet Safety Education will be provided to all students and will be age appropriate for each grade level and will be designed to reduce inappropriate, unlawful activities by minors. The District is using Common Sense Media curriculum materials as its basis for Internet Safety training. An Elementary level Internet Safety Curriculum has been developed in the form of a Webquest which will be posted on the District's Website. Teachers will use the webquest as a universal base for internet safety and will have follow up in the classroom. At the Middle/High School level the Common Sense Media curriculum will be followed and presented by members of the Student Technology Team with follow up in the classroom. Documentation of training sessions will be kept to show that all grade levels have had the safety training.
- 4 The District will continue to provide Internet Safety information at our public meetings, parent groups, and laptop meetings to keep parents and community members informed of the District's efforts to keep students safe on the internet, teach appropriate interaction with other individuals on social networking websites and chat rooms, and discuss cyberbullying awareness and response.

The link below will open up the National Education Technology Standards for Teachers



nets-t-standards.pdf