

Technology Plan

San Bruno Park Elementary

July 1, 2014 - June 30, 2017

05/22/2014 (revised 06/05/2014)

This plan is for E-Rate.

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I. Plan Duration

July 1, 2014 - June 30, 2017

II. Goals and Strategies

List goals and realistic strategy for using telecommunications and information technology to improve education services.

The intent of this new Master Technology Plan is to position our district to take advantage of the recent purchase of technologies and the advancement of our upgraded wireless system to support and enhance the implementation of the Common Core State Standards (CCSS) and the Next Generation Science Standards (NGSS). It is the district's belief that we are at a junction of opportunity where, if teachers are provided with effective training and support as a district, we will positively affect the growth and education of our students. The district believes it will become a leader in the integration of curriculum and technology through the implementation of the following three goals and their related activities and strategies over the next three years:

Goal 1: Join the Silicon Valley Math Initiative (SVMI) to address the need for a pedagogical shift in the teaching of Mathematics and the Common Core State Standards.

Goal 2: Students will demonstrate an increasing ability to acquire 21st Century skills and mastery of content through a variety of student created projects.

Goal 3: Provide professional development to support the goals and activities in the overall plan including the increasing use of Google Apps for Education (GAFE).

Goal 1: The SBPSD will join the Silicon Valley Math Initiative (SVMI) by the start of the 2014-2015 school year and continue with pedagogical training for the implementation of Common Core Mathematics.

Objective 1.1: The San Bruno Park School District staff will engage in in-depth training in the pedagogical shift required for implementation of the CCSS-M standards as well as tasks designed to prepare students for the rigor of the new State testing through on-going, rigorous professional development through the Silicon Valley Math Initiative (SVMI). Training will also include the administration of MARS tasks to assess student skills in preparation for CAASPP testing.

Benchmarks:

- Year 1: The SBPSD will join the Silicon Valley Math Initiative (SVMI) by the start of the 2014-2015 school year.
- Year 2: SBPSD will maintain membership in SVMI. Ensure that all new hires in and, at minimum, 75% of all elementary teaching staff and middle school Math teaching staff engage in SVMI training.

- Year 3: SBPSD will maintain membership in SVMII. Ensure that all new hires and 100% of all elementary teaching staff and middle school Math teaching staff engage in SVMII training.

Implementation Plan				
Activity	Timeline	Person(s) Responsible	Monitoring & Evaluation	Evaluation Instrument
The SBPSD will join the Silicon Valley Math Initiative and maintain membership. Staff will engage in the pedagogical shift designed to improve mathematics performance, engage in on-going training around the use of MARS tasks with students, the scoring of the MARS assessments and how student achievement may be improved, and engage in rigorous Lesson Study workshops to address on-going instructional improvement.	2014-2017	District, Director of Curriculum and Instruction	Annual membership dues, workshop attendance for site based Math Leads as well as the Director of Curriculum and Instruction.	Annual billing, certificated evaluations for Math faculty, student achievement on local benchmark assessments and MARS tasks.
The SBPSD will provide on-going and meaningful training and professional development to all math teachers to assist in the use of technology within the classroom to support the implementation of the CCSS-M standards as it pertains to SVMII pedagogy.	2014-2017	Director of Curriculum and Instruction, Math Coach(es)	Training and professional development will include but not be limited to choosing appropriate applications for platforms used in the classroom for student use and engagement.	Meeting agendas, sign-in sheets

<p>The SBPSD, through the district Curriculum Council, will provide opportunity for each school site representative to report out on the site implementation plan as created by the individual schools. Overall plan implementation and progress for the district will be reported by the district math coach(es).</p>	<p>2014-2017</p>	<p>Curriculum Council, Director of Curriculum and Instruction, Math Coach(es), teachers</p>	<p>At a site level, each elementary staff will develop a strategic action plan for the implementation of specific applications unique to their school populations. Applications may be consistent across all grade spans as well as specific to a grade level or individual student need. The purpose of the report out is to create opportunity for district level collaboration around use of applications and instructional practices around the implementation of CCSS-M.</p>	<p>Meeting agendas, meeting notes, shared plans, list of best practices/ applications, sign in sheets.</p>
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Goal 2: Over the course of the next three years, students in the San Bruno Park School District will demonstrate their ability to present acquired knowledge through the use of a variety of digital tools and formats by analyzing, synthesizing, and creating work both as individuals and in collaboration with their peers.

Objective 2.1: The SBPSD will implement an in-depth, relevant professional development program for teachers focused on the skills required for students to successfully communicate their thoughts and ideas both written and verbally.

Benchmarks:

- Year 1: Begin training plan for teachers for the implementation of writing and presentation of knowledge across all curricular areas.
- Year 2: Ensure that, at minimum, all new hires and 75% of all current teaching staff be trained in the skills necessary for students to successfully communicate their thoughts and ideas in both written and verbal formats.
- Year 3: Ensure that all new hires as well as 100% of all current teaching staff be trained in the skills necessary for students to successfully communicate their thoughts and ideas in both written and verbal formats.

Implementation Plan				
Activity	Timeline	Person(s) Responsible	Monitoring & Evaluation	Evaluation Instrument

Using the district devices, students will use applications which allow them to demonstrate their learning in a variety of ways including but not limited to the following: Podcasting, video creation, presentations, blogs, website creation, Web 2.0 tools	2014-2017	Director of Curriculum and Instruction, teachers	Student created work products demonstrating their competency in writing as well as their communication skills through a variety of methodologies to communicate their mastery of content.	Student created work products at annual Presentations of Learning (PoL) events such as Open House.
At a site level, each elementary staff will develop a strategic action plan for the implementation of specific applications unique to their school populations. The SBPSD, through the district Curriculum Council, will require each school site representative to report out on the site implementation plan as created by the individual schools beginning in Kindergarten through the 8th grade. Overall plan implementation and progress for the district will be reported by the district English-Language Arts coach(es).	2014-2017	Curriculum Council, Director of Curriculum and Instruction, English-Language Arts coach(es), site administration, teachers	The purpose of the report out is to create opportunity for district level collaboration around the use of applications and instructional practices to support the implementation of CCSS-ELA. Bi-annual reports will be submitted and presented to the Director of Curriculum and Instruction.	Site based plans, meeting agendas, sign in sheets, School Board presentation by district English-Language Arts coach(es).

Goal 3: The San Bruno Park School District will continue to train teachers and staff on the use of Google Apps for Education for the classroom and for professional use through the implementation of a district level educational instruction specialist in coordination with a Director of Curriculum and Instruction.

Objective 3.1: Beginning in the 2014-2015 school year, the SBPSD will implement Google Apps for Education (GAFE).

Benchmarks:

- Year 1: Implement GAFE across SBPSD under the guidance and instruction of the Educational Instructional Specialist.

- Year 2: Maintain implementation and usage of GAFE. Ensure that all new hires and, at minimum, 75% of all district staff be trained in the effective use of GAFE to demonstrate improvement in student learning.
- Year 3: Maintain implementation and usage of GAFE with the intent of being 100% paperless. Ensure that all new hires and 100% of all district staff be trained in the effective use of GAFE to demonstrate improvement in student learning.

Implementation Plan				
Activity	Timeline	Person(s) Responsible	Monitoring & Evaluation	Evaluation Instrument
Training and professional development across all job classifications will include but not be limited to the use and function of GAFE in the classroom as a tool for students around collaboration and presentation of knowledge as well as a tool for school communication and collaboration.	2014-2017	District, Director of Curriculum and Instruction, Network Manager, teachers	Integrated use of Gmail as an email tool, district-wide use of Google Drive for calendar as well as shared documents for collaboration.	Meeting agendas, sign in sheets, reduction in papers during meetings.
In order to successfully integrate the instruction of CCSS with the new technologies, it is critical there is an educational instructional specialist to plan and implement professional development for the school district.	2014-2017	District administration, district Human Resources department	Identification of funding to hire an education specialist.	Hiring of new staff
By the end of this three year Master Technology Plan, the SBPSD should be a paperless school district through the use of GAFE.	2017	District and site administration	Reduction/ elimination of paper during meetings at sites as well at the district-level meetings including Administrative Management Team, Curriculum Council, Technology Committee, site staff meetings, district and site level professional development meetings.	Reduction in paper costs as provided by the business office.

List of goals and an implementation plan that describe how the district will address the appropriate and ethical use of information technology in the classroom so that students can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use

All students in the San Bruno Park School District will demonstrate sound digital citizenship including the following:

- Exhibit individual responsibility for personal learning using aspects of district provided technology
- Know and understand the lawful and fair usage of copyrighted material including appropriate citing of sources, appropriate file sharing, and appropriate access to approved web sources
- Practice the legal, safe, and responsible use of technology tools and information literacy

All students are required to sign the District Internet Usage Agreement before having access to any device that connects to the Internet. Also, the District Technology Committee will create a specific curriculum, grade level appropriate, to ensure that students practice the intentions of this goal. The Committee will also provide appropriate resources for staff and parents to use with students and children regarding aspects of Internet safety.

Goal 1: All students in the San Bruno Park School District will be able to distinguish between lawful and unlawful use of copyrighted materials and fair use of materials. Students will be able to determine what is lawful and unlawful downloading practices, peer to peer file sharing, and avoiding plagiarism of copyrighted materials.

Implementation Plan				
Activity	Timeline	Person(s) Responsible	Monitoring & Evaluation	Evaluation Instrument

Design a series of trainings for staff on the ethical use of information technology (copyrighted materials, fair use, file sharing, plagiarism).	2014-2015	District Technology Committee, Director of Curriculum and Instruction	Review of training prior to implementation by District Technology Committee, site administrators, and district.	Sign in sheets, training agendas
Provide training on ethical use for all staff, teachers, and administrators through the Danford Center.	2014-2017	District Technology Committee, Director of Curriculum and Instruction	Sign in sheets, training agendas.	Training pre and post tests.
Students will use resources including but not limited to Common Sense Media and TICAL to learn through teacher selected activities.	2014-2017	Teachers, students	Review of appropriate and inappropriate use of materials through class activities, site visitations from administration and Director of Curriculum and Instruction.	Pre- and post- tests.

List of goals and an implementation plan that describe how the district will address Internet safety, including how to protect online privacy and avoid online predators. (AB 307)

The San Bruno Park School District Board of Trustees has created a policy on Internet Usage which all staff and students must sign. The policy outlines the ethical use of technology and what is regarded as appropriate use of technology throughout the school day. The policy of ethical use of technology is translated to the classrooms by the teaching staff and monitored by both the staff and administrators at the individual school sites. The Network Manager manages district wide oversight and the filters employed at the district level to restrict access to inappropriate web sites.

Goal 1: All students in the San Bruno Park School District will be educated as to what it means to be a safe and responsible user of technology and digital tools in the 21st Century. Students will be knowledgeable and understand the importance of Internet safety and the dangers of cyber bullying, protection from online predators, and the methods in which to maintain Internet privacy.

Implementation Plan				
Activity	Timeline	Person(s) Responsible	Monitoring & Evaluation	Evaluation Instrument

Teachers and Administrators will participate in training on Internet safety with a focus on cyber bullying, online predators, and Internet privacy.	2014-2017	District Technology Committee, Director of Curriculum and Instruction, teachers, site administrators.	Teachers and administrators will monitor, in conjunction with the district's Network Manager, the appropriate use of technology by both staff and students.	Sign in sheets and training agendas.
Students will use resources including but not limited to Common Sense Media and TICAL to learn through teacher selected activities.	2014-2017	Teachers, students, Technology Committee	Review of appropriate and inappropriate use of materials through class activities, site visitations from administration and Technology Committee.	Pre- and post- tests.

III. Professional Development

Provide a professional development strategy to ensure that staff understands how to use these new technologies to improve education services.

Professional Development constructed in a systematic, effective manner addresses the following:

Curriculum Goals

1.

CCSS-Math

-

CCSS-ELA

-

Understanding of newly acquired technologies

-

Opportunities provided to help staff understand and use the GAFE, new devices

-

Ethical Use

2.

All students will acquire a thorough knowledge of what is and what is not legal in the use of all adopted technologies relative to their specific grade level

-

All staff will acquire a thorough knowledge of what is and what is not legal in the use of all adopted technologies

-

Internet Safety

3.

Staff and students will learn about all aspects of Internet Safety including but not limited to cyber-bullying, online predators, and privacy.

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PD will be facilitated through the office of the Director of Curriculum Instruction and coordinated through an Education Technology Specialist in a variety of modalities. It is the district's philosophy that the most effective form of PD is actuated in a collaborative, hands-on environment. The Director of Curriculum and Instruction, in coordination with the ETS and working through the credit evaluation committee, will construct a professional development plan

that provides training in newly acquired hardware, ELR's identified through district survey and site reports, and district implemented programs. Participants in the professional development program will receive either compensation on the salary schedule if they choose to take the units and hours or they will be compensated at the mutually negotiated rate per the teacher contract.

The Technology Committee will revisit the Tech Savvy Teacher Program from the previous Master Technology Plan and update it to meet the changing needs of the staff. The Technology Committee will reevaluate what the profile of a Tech Savvy Teacher is with regard to the changes in instructional technology and ELR's. Resources for offering professional development will be coordinated through the Director of Curriculum and Instruction and will use but not be limited to the following providers:

Krause Center for Innovation

-

The Danford Center for Innovation

-

The San Mateo County Office of Education STEM Center Personnel

-

Identified and approved district peer trainers within the school district

-

Other outside courses and trainings as approved by the Credit Evaluation Committee

-

Goal 1: All staff, both classified and certificated, will have the opportunity to engage in rigorous and meaningful professional development around the implementation of Silicon Valley Math Initiative training as it pertains to the Common Core State Standards for Mathematics, the shift from California State Standards to the Common Core State Standards for English Language Arts including but not limited to writing across curricular areas, and the implementation of newly acquired technologies and ELRs for student achievement.

Objective 1.1: By the end of 2017 the San Bruno Parks School District staff will have engaged in coordinated professional development around the implementation of the new Common Core State Standards for Mathematics and English Language Arts.

Benchmarks:

- Year 1: By the end of 2015 all new hires and 75% of current teaching staff will have engaged in relevant and meaningful professional development on the implementation of CCSS- Mathematics and CCSS - English Language Arts through district-wide training.
- Year 2: By the end of 2016 all new hires and 85% of current teaching staff will have engaged in relevant and meaningful professional development on the implementation of CCSS-Mathematics and CCSS-English Language Arts through district-wide training.

- Year 3: By the end of 2017 all new hires and 95% of current teaching staff will have engaged in relevant and meaningful professional development on the implementation of CCSS-Mathematics and CCSS-English Language Arts through district-wide training.

Implementation Plan				
Activity	Timeline	Person(s) Responsible	Monitoring & Evaluation	Evaluation Instrument
Establish a comprehensive and relevant professional development series to inform and train all staff on the pedagogical shift required for the implementation of Common Core State Standards. Staff members will obtain and implement new skills and strategies to enhance student learning.	By the end of 2017	Director of Curriculum and Instruction, site administration	Professional development training series and implementation will be monitored by the Director of Curriculum and Instruction. Evaluation of program series will be made through site feedback and observation of instructional shifts. Feedback and changes will be reviewed by Director of Curriculum and Instruction and brought to the Curriculum Council.	Agendas and minutes from professional development trainings, records of professional development activities

Objective 1.2: By the end of 2017 the San Bruno Parks School District staff will have engaged in coordinated professional development around the effective use of newly acquired technologies and ELRs for student engagement and achievement including but not limited to GAFE.

Benchmarks:

- Year 1: By the end of 2015 all new hires and 75% of existing staff will have engaged in training in the use and implementation of newly acquired technologies and ELRs for student engagement and achievement.
- Year 2: By the end of 2016 all new hires and 85% of existing staff will have engaged in training in the use and implementation of newly acquired technologies and ELRs for student engagement and achievement.
- Year 3: By the end of 2017 all new hires and 95% of existing staff will have engaged in training in the use and implementation of newly acquired technologies and ELRs for student engagement and achievement.

Implementation Plan				
Activity	Timeline	Person(s) Responsible	Monitoring & Evaluation	Evaluation Instrument

Establish and provide an on-going professional development training series on the use and implementation of acquired technologies and ELRs through face-to-face trainings as well as blended learning opportunities.	By the end of 2017	Director of Curriculum and Instruction, Education Technology Specialist, District Technology Committee, and site administration	Progress towards goals will be monitored by the Director of Curriculum and Instruction, the Education Technology Specialist, and the District Technology Committee	Participation and performance will be measured through records of professional development records (sign-in sheets, agendas) and the use of student work samples created with the technologies available as well as through teacher demonstrations.
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Goal 2: All students in the San Bruno Park School District will be educated as to what it means to be a safe and responsible user of technology and digital tools in the 21st Century. Students will be knowledgeable and understand the importance of Internet Safety and the dangers cyber-bullying, protection from online predators, and the methods in which to maintain Internet privacy.

Objective 2.1: All staff including but not limited to teachers and administrators will engage in relevant and meaningful training to ensure Internet safety.

Benchmarks:

- Year 1: By the end of 2015 all new hires and 75% of current staff will engage in relevant and meaningful training to ensure Internet safety.
- Year 2: By the end of 2016 all new hires and 85% of current staff will engage in relevant and meaningful training to ensure Internet safety.
- Year 3: By the end of 2017 all new hires and 95% of current staff will engage in relevant and meaningful training to ensure Internet safety.

Implementation Plan				
Activity	Timeline	Person(s) Responsible	Monitoring & Evaluation	Evaluation Instrument
Teachers and administrators will participate in training on Internet safety with a focus on cyber-bullying, online predators, and Internet privacy.	2015-2017	Director of Curriculum and Instruction, Education Technology Specialist, District Technology Committee, site administration, teachers	Teachers and administrators will monitor, in conjunction with the district's Network Manager, the appropriate use of technology by both staff and students.	Sign-in sheets and training agendas

Goal 3: All students in the San Bruno Park School District will be able to distinguish between lawful and unlawful use of copyrighted materials and fair use materials. Students will be able to determine what is lawful and unlawful downloading practices, peer-to-peer file sharing, and avoiding plagiarism of copyrighted materials.

Objective 3.1: The San Bruno Park School District will design a series of trainings for staff and students on the ethical use of information technology.

Benchmarks:

- Year 1: By the end of 2015 all new hires and 75% of the current staff will have engaged in trainings for the ethical use of information technology with the intent of teaching students.
- Year 2: By the end of 2016 all new hires and 85% of the current staff will have engaged in trainings for the ethical use of information technology with the intent of teaching students.
- Year 3: By the end of 2017 all new hires and 95% of the current staff will have engaged in trainings for the ethical use of information technology with the intent of teaching students.

Implementation Plan				
Activity	Timeline	Person(s) Responsible	Monitoring & Evaluation	Evaluation Instrument
Design and implement a series of trainings for staff on the ethical use of information technology (copyrighted materials, fair use, file sharing, plagiarism). Trainings will be presented in face-to-face trainings as well as blended learning opportunities.	2015	Director of Curriculum and Instruction, Education Technology Specialist, District Technology Committee, Danford Center for Innovation	Review of training prior to implementation by Education Technology Specialist, District Technology Committee, and site administrators	Sign-in sheets and training agendas
Provide on-going trainings on ethical use for all staff, teachers, and administrators through the Danford Center for Innovation through face-to-face meetings as well as blended learning opportunities.	2016-2017	Director of Curriculum and Instruction, Education Technology Specialist, District Technology Committee	Sign-in sheets and training agendas	Training pre- and post-tests

IV. Infrastructure, Hardware, Technical Support, and Software

Provide an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education services.

Existing Hardware: DATA NETWORK

The San Bruno School District currently utilizes a private 10 Gb fiber optic backbone provided by the city cable company to connect all eight school sites and the district office.

Each school site has a dedicated Main Distribution Frame Room (MDF) equipped with two free standing rack cabinets. The only exception is the District Office has four cabinets. The cabinets provide housing for switches, patch panels, UPS, intercom, and time control equipment. Each site also has multiple Intermediate Distribution Frame Rooms (IDF) equipped with wall mounted rack cabinets. The cabinets house switches and patch panels providing connectivity to classrooms.

All (MDF) Rooms connect to the backbone via Cisco 4900 series layer three switches. All (IDF) rooms connect back to their respective (MDF) room via 10 Gb fiber optic cables and terminate on the Cisco 4900 Layer three switches. All (IDF) rooms utilize 48 or 24 port Cisco 2960 series switches. Each school site Classroom contains between eight & ten network jacks that connect back to their respective (IDF) room via a dedicated Category 5 network cable and terminate on their respective layer two switch.

The District Office houses 5 Cisco UCS C200 physical servers, one server is a dedicated directory services server running Microsoft Server 2008, one server is dedicated as our Student Information Server running Powerschool 7.9.1 on top of Microsoft Server 2008, one server is dedicated as a utility server for IT staff, the remaining two servers run a VM Ware environment (v4) that connects to a NetApp FAS2020 for storage they host around 20 virtual servers that provide file and application services to the school site, all virtual servers run Microsoft Server 2008. The district utilizes a in-house POP/IMAP appliance (Mirapoint M700) for mail service we also utilize a Mirapoint Razorsafe 150 archive appliance for mail archiving.

Security & Filtering

The district is equipped with and utilizes two Sonicwall E5500 series firewalls in a HA configuration for edge protection along with a Trustwave (M86) 550 CIPA compliant content filter for internet traffic filtering.

WIRELESS NETWORK

The school district has a enterprise wireless solution deployed at all school sites and the district office, the solution is made up of Meraki M34 access points, a Meraki cloud based controller and connect through a Meraki MX400 security appliance. Each site has a varying number of access points base on physical site surveys and spectrum analysis, there are a total of 135 access points

district wide. Each site has its own wireless SSID for student uses, staff use one main staff SSID and district guest connect to a guest SSID.

VOICE NETWORK

The district's voice network is a VoIP solution from Cisco made up of two Cisco UCS 200 servers running Cisco Call Manager, and Unity Connection for messaging. Each school site is equipped with a Cisco 2951 voice gateway router to route voice traffic around the fiber ring to the district office and out one of two AT&T provided trunks, classroom phones are Cisco 7911g and office phones are Cisco 7965.

Existing Internet Access: The school district's current Internet connection is a dedicated 10Mb upload and 30Mb download fiber link provided by the city cable company. All school site access the Internet via the local area network (LAN) or the wireless local area network (WLAN) Internet access routes through the fiber backbone to the district office where it passes through the Trustwave (M86) CIPA compliant Internet filter.

Existing Electronic Learning Resources: The San Bruno Park School District uses Powerschool version 7.11 as its student information system. Powerschool is supplemented by Pearson Inform to aggregate assessment data. Special Education uses SEIS. There are numerous educational applications provided to students on different platforms of devices. Current ELR's in use include but are not limited to Explain Everything, EduCreations, Scholastic Reading Counts, IXL, School Loop, Ticket to Read, Starfall, and Google Apps for Education.

Existing Technical Support: San Bruno Park School District currently supports approximately 1600 computing devices district wide as well as 7 physical servers and 25 virtual servers, the wide area Lan, and the wireless lan. The district currently has two full time Desktop Support Technicians and one Network Manager. Staff currently submit helpdesk request via a web based electronic helpdesk system (SysAide). Upon submission they along with their site supervisor receive an automated response in the form of email informing them of confirmation of the request, and to which support technician it was assigned. The network manager prioritizes the request base on preset criteria. Upon completion of the request the submitter their site supervisor and the network manager receive and email notifying them the work has been completed. The desktop support technician will post the problem and the solution to a database for future reference by staff and support personnel.

Provide an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education services.

Hardware Needed: The San Bruno Park School District has recently invested over \$500,000 for mobile devices for the classrooms. Within that expenditure was the purchase of security equipment to ensure the safety of the devices throughout all of the schools within the district. This acquisition has placed the school district in a position of having one device for every 2.3 children. In looking towards the future, teaching staff will need a refresh on their current devices used for delivering instruction and other functionary tasks which will include but not be limited to laptops and mobile devices. Further, options for a refresh for student devices will be researched through the District Technology Committee with attention to new technologies and their applicability to student learning outcomes.

Ultimately, the goal of the district is to move to a 1:1 device to student ratio. The District Technology Committee and District administration will also investigate the implementation of a Bring Your Own Device (BYOD) policy to help meet the 1:1 device to student ratio.

Electronic Learning Resources Needed: In the section eRate goals and strategies under goal #2 which states “over the course of the next three years students in the San Bruno Park School District will demonstrate their ability to present acquired knowledge through the use of a variety of digital tools and formats by analyzing, synthesizing, and creating work both as individuals and in collaboration with their peers.”

There are a number of electronic learning resources in place throughout the district. While there currently is no uniform approach to using these resources in a systematic manner to improve teaching and student learning, it is the goal of the District Technology Committee to survey each site to discover the types of electronic learning resources in place at each site with a focus upon their specific use. Each site will be directed through this technology plan to create their own specific action plan for the implementation of ELR applications specific to the teaching and learning needs of their respective site. A review of effective and relevant ELRs will be undertaken by the District Technology Committee on an annual basis and recommendations for changes, eliminations, and/ or additions will be made based upon findings.

Networking and Telecommunications Infrastructure Needed: The district's recent network refresh (2010) has positioned the district at or above the current networking standards, we are currently running 10gb fiber to all school sites and have 1GB connections to all wired devices, we recently refreshed our wireless infrastructure to support the new 802.11ac specification. We will need to continue to monitor and replace existing equipment as needed as well stay up to date with emerging technologies and standards. The district will also need to work with our current ISP to increase it's connection speed to the internet.

Over the last years, the District has made a significant commitment to upgrading and "future proofing" the infrastructure of the school district. The current capabilities of the district are built out to a three year timeline for networking.

Needs and updates on district infrastructure will be discussed annually with the District Technology Committee through a report delivered by the district's Network Manager.

Physical Plant Modifications Needed: None needed.

Technical Support Needed: The current rate of technology support is adequate even when compared to the increased workload due to a significant number of new technologies and computer systems being introduced. The district has implemented an online helpdesk ticket submission system to help streamline and prioritize the helpdesk process. The district's current desktop support is 2.0 FTE with 1.0 FTE network manager. Most helpdesk request are addressed within 48 hours. The district's current needs are a site level first line of defense at all sites to handle less technical issues.

Provide an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education services.

The San Bruno Park School District, under the guidance of the Technology Committee, has worked diligently to position the district with devices and ELRs that will address the growing needs of the students we serve. The district has positioned itself with the available resources to "future proof" the infrastructure as well as provide students and staff with devices that are no older than 3 years in age.

The District is also aware that the lifespan of devices is finite. This current Master Technology Plan will serve as a guide for the refresh of devices throughout the district as well as a guide for the evaluation of ELRs and their use. Review of ELRs will be undertaken by the District Technology Committee.

Year 1 Benchmark: A refresh of technology will be undertaken at the middle school to address the teacher devices for use in the classroom.		
Recommended Actions/Activities	Timeline	Person(s) Responsible
Request quote for replacement of teacher devices for use in the classroom from approved vendors. Request quote for replacement of presentation hardware for teachers not assigned to new buildings (Buildings A and B).	2014-2015	Site administration

Year 2 Benchmark: Review teacher devices across the district to determine need for refresh. Review effectiveness of current ELRs in place and determine the need for elimination, continuation, or acquisition of new materials.		
Recommended Actions/Activities	Timeline	Person(s) Responsible
Site administration, with the assistance of the District Technology Committee and IT Department, will review all devices within the district to determine the need for refresh.	2015-2016	Site administration, District Technology Committee, IT Department, Director of Curriculum and Instruction
The District Technology Committee will review the ELRs currently in use across the district and those unique to individual school sites to determine their effectiveness.	2015-2016	District Technology Committee, Director of Curriculum and Instruction

Year 3 Benchmark: A comprehensive review of the district infrastructure will be undertaken by the IT Department to determine need for upgrade. Further, the District Technology Committee will undertake a district-wide review of student devices for refresh. Review effectiveness of current ELRs in place and determine the need for elimination, continuation, or acquisition of new materials.		
Recommended Actions/Activities	Timeline	Person(s) Responsible
The IT Department under the direction of the Network Manager will review the district's infrastructure and make recommendations for upgrades which may include but not be limited to replacement of hardware.	2016-2017	Network Manager
A comprehensive review of all student and teacher devices for refresh.	2016-2017	Site administration, District Technology Committee, Director of Curriculum and Instruction

The District Technology Committee will review the ELRs currently in use across the district and those unique to individual school sites to determine their effectiveness.	2016-2017	District Technology Committee, Director of Curriculum and Instruction
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V. Monitoring and Evaluation

Describe the evaluation process that enables the school to monitor progress toward the specific goals and make mid-course corrections in response to new developments and opportunities as they arise.

This plan will be monitored and evaluated at both the site and district levels. There are specific activities at each site such as the acquisition and instructional usage of apps that requires monitoring and reporting. There are also district level activities that require monitoring and evaluation.

This plan will be evaluated by the following groups:

- Site designated personnel or committees
- District Technology Committee
- District Curriculum Council
- District Administrative Management Team

These above entities will evaluate the overall progress and impact on teaching and learning through the following:

Agendas from professional development activities

-

Agendas from site staff meetings

-

Site based reports on app acquisition and usage

-

Monitoring and evaluation reports from each school site on their progress towards meeting the Master Technology Plan will conveyed to stakeholders through the district website, Governing Board Meetings, Administrative Management Team meetings, staff site meetings, curriculum council meetings.

-

It is a practice in this district that all meetings will have Memory Notes created and shared with all staff within the school district.

-

Demonstrations of student performances including but not limited to multimedia presentations and portfolios scored with the use of a district-wide universal rubric.

-

Adjustments to the overall tech plan will be made at the direction and discretion of the superintendent.

- Progress on the Master Technology Plan will be evaluated through the District Technology Committee with a report and recommendations submitted to the Superintendent for review.

Describe the evaluation process that enables the school to monitor progress toward the specific goals and make mid-course corrections in response to new developments and opportunities as they arise.

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The SBPSD will annually review the adopted technology plan through the District Technology Committee which consists of representation from each site, the district office, IT Department, and the Governing Board. This committee will review key measures to assess the progress of this plan. The committee upon completing its review will generate a report to the superintendent including recommendations for mid-course corrections and changes.

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EVALUATION SCHEDULE • GOAL #1

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The SBPSD will join the Silicon Valley Math Initiative (SVMI) by the start of the 2014-2015 school year and continue with pedagogical training for the implementation of Common Core Mathematics.

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Once the San Bruno Park School District joins the SVMI during the summer of 2014 and identifies and appoints a math coach the involvement in this program over the next three years will include the following:

-

At one of the preliminary AMT meetings in the Fall of 2014 the district administrative team will determine the amount and frequency of reports

-

This will be conducted annually throughout the continuation of this report

-

YEAR ONE

-

A schedule of workshops and trainings with a list of participants

-

Establishment of a systematic timeline for workshop and training sessions as provided by SVMMI that provides support to the SBPSD as a first time participant in the program

-

By June 2015 all classroom teachers and all other support educators such as RSP teachers will have completed the required level of training provided by SVMMI

-

YEAR TWO

-

Continue in the SVMMI training as prescribed by their formula

-

Provide training and support for any new teachers

-

YEAR THREE

-

Continue in the SVMMI training as prescribed by their formula

-

Provide training and support for any new teachers

-

ADDRESSING AND MONITORING ANTICIPATED CORRECTIONS THAT MIGHT NEED TO BE MADE AND HOW THEY WILL BE MADE DURING THE THREE YEAR CYCLE

Anticipated Corrections

-

New staff

-

Problems with adopted curriculum

-
- Shortage of curriculum materials
-
- Emergency leaves by staff
-
- Extra professional development requested by staff members
-
- Non-adherence to adopted timeline for content coverage
-
- Lack of specific technologies or non-functioning technology to deliver appropriate instruction
-
- Management of Corrections
-
- Surfacing situations will be handled on a case-by-case basis
-
- The Director of Curriculum and Instruction will assign personnel as needed to help solve specific situations
-
- Needed corrections and solutions will be included on AMT agendas as appropriate
-
- Site principals may be required to handle situations specific to their school as needed and assigned by Director of Curriculum and Instruction

EVALUATION SCHEDULE • GOAL #2

Over the course of the next three years, students in the San Bruno Park School District will demonstrate their ability to present acquired knowledge through the use of a variety of digital tools and formats by analyzing, synthesizing, and creating work both as individuals and in collaboration with their peers.

YEAR ONE

Using the C3 tool with modifications for observing students using a variety of digital tools in varied formats for analyzing, synthesizing, and creating work as both individuals and in collaborative groups, principals will visit classrooms every other week to document progress towards this goal.

-
- Student work will be displayed at the district office per their assigned schedule
-

Principals working through the Director of Curriculum and Instruction will share in an agreed upon format, various presentation project from their school

-

Principals working through the Director of Curriculum and Instruction will visit other sites on a systematic basis to observe student presentations at all grade levels

-

YEAR TWO

Principals will continue the steps from Year One with the addition that teachers will share their student presentations at approximately 3 grade level meetings

-

YEAR THREE

- Principals will continue the steps from both Years One and Two with the addition that select students will share their presentations at television governing board meetings

ADDRESSING AND MONITORING ANTICIPATED CORRECTIONS THAT MIGHT NEED TO BE MADE AND HOW THEY WILL BE MADE DURING THE THREE YEAR CYCLE

Anticipated Corrections

- Problems with C3 hardware or software
- Lack of appropriate PD for staff including new teachers
- Lack of hardware or software

Managing Corrections

- IT will help with hardware problems and software installation as neededp
- Director of C&I will maintain a schedule of Professional Development and provide as needed for new stafq
- Principals will monitor and request upgrades as needed

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EVALUATION SCHEDULE • GOAL #3

The San Bruno Park School District will continue to train teachers and staff on the use of Google Apps for Education for the classroom and for professional use through the implementation of a district level Educational Technology Specialist in coordination with a Director of Curriculum and Instruction.

YEAR ONE

After the Educational Technology Specialist and Director of Curriculum and Instruction determine a three year map of specific Google Apps they intend district teachers and administrators to learn and implement, the following will occur:

-

Publish this timeline for training and implementation

-

Share this map through governing board meetings, technology committee meetings, and AMT meetings

-

Records will be kept of trainings including agendas and lists of participants

-

C3 will be amended allowing administrators to document the implementation and use of specific Google apps within the context of classroom activities

-

YEAR TWO

Based upon the published implementation timeline, the Educational Technology Specialist and Director of Curriculum and Instruction will oversee and facilitate the requirements of year two of the plan

-

YEAR THREE

Based upon the published implementation timeline, the Educational Technology Specialist and Director of Curriculum and Instruction will oversee and facilitate the requirements of year three of the plan

-

ADDRESSING AND MONITORING ANTICIPATED CORRECTIONS THAT MIGHT NEED TO BE MADE AND HOW THEY WILL BE MADE DURING THE THREE YEAR CYCLE

Anticipated Corrections

- Hardware issues
- Software issues
- Connectivity issues
- Bandwidth issues
- Unrealistic timeline for implementation

Managing Corrections

- IT will help with hardware problems and software installation as needed including connectivity

- Director of C & I will manage implementation timeline seeking feedback from site administrators and the technology committee if problems surface

The plan must include an evaluation process that enables the school to monitor progress toward the specific goals and make mid-course corrections in response to new developments and opportunities as they arise.

The Director of Curriculum and Instruction and the Educational Technology Specialist working in conjunction with the District Technology Committee has responsibility for conducting the e-Rate Annual Review. Using input from the evaluation process detailed in Section V titled 'e-Rate Evaluation Process' a thorough report will be generated for sharing with the Administrative Management Team, the District Technology Committee, and the Governing Board. This report will be made at the February meeting for each of the three years of the plan with a specific focus upon the three goals. The report will then be shared out with the general community through the district website.

Annual Review of Goals Year One:

Annual Review of Goals Year Two:

Annual Review of Goals Year Three:

**Contact Information
(Required)**

Education Technology Plan Review System (ETPRS)
Contact Information

County & District Code: 41 - 69013

School Code (Direct-funded charters only): _____

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