



Simpson County Schools

District Technology Plan and Overview Summary of Technology

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Technology Plan



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District Technology Plan

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Overview

The planning process began with the selection of the District Technology Committee who were divide into subcommittees. The “Vision and Goals” committee convened to set the goals for the remaining subcommittees. Below are the committees and goals:

STC/School Committee	Goal
Elementary, Middle and High School	The Simpson County School District should have the most technologically literate staff and students in the state.
Administrative	Create avenues for paperless transmission of data throughout the district.
Operations	The Simpson County School District should have the most efficient and reliable communications network possible with current technology.

Each subcommittee, in turn, defined tasks that needed to be met to achieve their goals within the framework described below.

Primary Program

Computers will be used in the primary program to teach basic skills. Labs will provide whole group instruction while the classroom computers will serve as learning centers. These centers will be multifunctional- serving as Mathematics, Language Arts, Science centers or whatever the current need may be. While computer skills will be learned in these grades, the focus will be on using the computer to provide a learning activity that addresses many learning styles. In the later primary years, proper keyboarding skills and basic word processing tasks should be introduced. E-mail between classrooms can serve as a platform for theme based learning and interdisciplinary unit planning across grades.

Intermediate

In the intermediate grades, students will use the computer as a writing and research tool. Whole class writing activities can be served by the computer lab, while computers in the classroom can act as a research station whereby students can access the card catalog, encyclopedia, atlas and similar references on CD-ROM or from the library. Other classroom uses of the computer will involve simulations that foster cooperative learning and activities that require higher order thinking skills. Internet searching techniques (with teacher supervision at all times) and the participation of classes in on-line projects using e-mail and the World Wide Web will serve to provide teachers with a ready source of up-to-date information and a means to participate in ready-made inter-disciplinary units.

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Middle School

The middle school years will serve as the building blocks for specialization in the high school. Therefore, it is essential that “computer skills” be emphasized at this level. The basics are: keyboarding, word processing, creating and searching databases, use of spreadsheets, publishing and presenting. While the computer labs will furnish the training ground through exploratory classes, these skills should be practiced in the middle school teams. This can be accomplished by setting up clusters of computers for use by each team. Consequently, keyboarding skills and word processing can be used in Language Arts, database skills in Science and Social Studies, spreadsheets in Math and Science and publishing and presenting in all areas. The use of the Internet for research, global projects, and a medium for publishing student work will also reinforce student’s computer skills. Each activity will require the synthesis of knowledge - very highly desired outcome while the ready-made interdisciplinary units will be a goldmine for middle level teachers. E-mail between classrooms can be the vehicle for communicating team-wide themes and can aid in team planning and implementation of those thematic units.

In the vocational arena, the modular concept of technology education should be well planned and implemented to support the existing high school program. Modular learning is self -directed learning and the concept should be extended to additional vocational areas such as Practical Living.

High School

Because students will enter high school with the rudiments of computer use, instructors will be able to focus on the applications in their subject area. English teachers will have their students doing research and writing with the computer, Science teachers will use the computer for sampling and analyzing data and experimentation, Social Studies teachers will have their students run simulations or create video presentations of historic events. In short, virtually every department will apply the computer to their subject in the way that is most appropriate to achieve the learner outcomes. While each department will have a focus, the Internet will provide a platform for the collaboration between departments whether it is using e-mail, listserves or interactive video. It will also give students an opportunity to create original research, works of art, or writing and publish these works world-wide.

Particular attention should be paid to the vocational areas. Our school system should continue sending students with immediately applicable job skills in the area of business and accounting, computer aided manufacturing, architectural and graphic arts, and farm and home management. Some of the skills that should be provided will be highly desired Internet expertise. And, as in the Middle School, modular learning should be expanded to other areas.

Media Centers

Of critical importance to all schools will be the information obtainable from their Media Centers. Media Centers will become the information hub of the school. Information will be in every conceivable form- voice, video, electronic and printed. The distribution of these resources will take on new form. A school wide network will provide access to the card catalog, encyclopedias, videos, and magazines upon demand. The types of materials the library will dispense will

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expand to include software, CD's, laserdisks, videos, and notebook computers. Through these resources, students will acquire and organize knowledge as well as integrate it into every curricular area.

Administration

The key word for the decade in administration is "connectivity". Intra-school connectivity means phones and computers with e-mail and Internet access in every room communicating with each other. The Central Office should be tied to every school and support site thereby acting as an information hub for inter- district communication. The source points of information should "transparently" feed a centralized database of student and staff demographics, finance and facilities. At any one time, this database should provide a "snapshot" of the district as desired by the State Office of Accounting.

The district's web server should be a repository of important documents, news, curriculum projects and resources. It should be key to providing the support the school district needs as well as serve as advertisement to the public of school activities and directions.

It is anticipated that the Central Office will be the first area to experiment with interactive video for collaboration- and a way to save on travel expenses.

Communications/Operation

The proper functioning of the local area networks and wide area network will be critical to accomplish this task. As our district network grows, procedures to keep it 100% operational, efficient, secure and recoverable should be put into place.

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Elementary School Plan

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Committee Goal: “The Simpson County School District should have the most technologically literate staff and students in the state.”

Committee Goal	Persons Responsible
1. Construct a skills continuum in the area of technology for K - 5 students and staff.	District Technology Coordinator School Technology Committee
2. Determine the equipment, support and training necessary to integrate the student skills within the K - 5 curriculum	District Technology Coordinator School Technology Committee
. Determine the equipment, support and training necessary for certified and classified staff to achieve technology literacy	District Technology Coordinator School Technology Committee
4. Establish criteria to evaluate whether these goals have been met	District Technology Coordinator School Technology Committee
5. All media centers computerized	District Technology Coordinator School Technology Committee
6. Establish and Maintain STLP's at all schools	District Technology Coordinator School Technology Committee
7. Other tasks as determined by the district/school	District Technology Coordinator School Technology Committee

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- Goal:** 1. Construct a skills continuum in the area of technology for K - 5 students and staff
4. Establish criteria to evaluate whether these goals have been met

Activities	Persons Responsible	Funding Source
Evaluate skills continuum provided by the KY Department of Education	Principal School Technology Committee District Technology Coordinator	Professional Development/KETS funds
Assess student technology skills at each level: Primary Intermediate	School Technology Coordinator District Technology Coordinator	Professional Development/KETS funds
Research other district's skills continuums	School Technology Coordinator District Technology Coordinator	Professional Development/KETS funds
Recommend a skill continuum for students	School Technology Coordinator District Technology Coordinator	Professional Development/KETS funds
Recommend an instructional level for introducing and teaching each skill	School Technology Coordinator District Technology Coordinator	
Recommend a method of evaluation of acquisition of those skills	School Technology Coordinator District Technology Coordinator	Professional Development/KETS funds

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- Goal:** 3. Determine the equipment, support and training necessary for certified and classified staff to achieve technology literacy
 4. Establish criteria to evaluate whether these goals have been met

Activities	Persons Responsible	Funding Source
School Technology Coordinator in each elementary school (see School Technology Coordinator Job Description)	Simpson County School Board	Board Funds
Provide on-going training for staff in the instructional uses of technology: Word processing E-mail Spreadsheet Internet Database Laser Disc	District Technology Coordinator School Technology Coordinator	Professional Development Funds & KETS Funds
Set expectations and conduct yearly evaluations of staff competencies	Principal	Professional Improvement Plan

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- Goal:** 2. Determine the equipment, support and training necessary to integrate the student skills within the K-5 curriculum
 4. Establish criteria to evaluate whether these goals have been met

Activities	Persons Responsible	Funding Source
Integrate word processing skills into the curriculum by P3	School Technology Coordinator and Classroom Teachers Director of Technology	
Integrate spreadsheet skills into the curriculum: introduce in P3, develop in 4, and manage in 5	School Technology Coordinator and Classroom Teachers Director of Technology	
Integrate database skills into the curriculum: introduce in 4, develop in 5	School Technology Coordinator and Classroom Teachers Director of Technology	
Integrate Internet coordinated projects into the curriculum	School Technology Coordinator and Classroom Teachers Director of Technology	
Integrate Boolean searching skills into the curriculum	Media Specialist Classroom Teacher	
Create and maintain student e-mail accounts	School Technology Coordinator Director of Technology	
Create and maintain school web site that contains student information curriculum content	Coordinated by School Technology Coordinator Director of Technology	
Integrate Internet Acceptable Use and e-mail concepts into the curriculum	School Technology Coordinator and Classroom Teachers Director of Technology	
Integrate phone etiquette into curriculum	School Technology Coordinator and Classroom Teachers Director of Technology	
Evaluate student skill acquisition by the use of a technology folder/checksheet for each students	School Technology Coordinator and Classroom Teachers Director of Technology	Textbook Funds School: General Funds Classroom Funds

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- Goal: 5. All Media Centers Computerized
- 6. Establish STLP's at all schools
 - 4. Establish criteria to evaluate whether these goals have been met.

Activities	Persons Responsible	Funding Source
All media centers computerized	School Technology Committees Media Specialists Director of Technology	KETS Board Funds School Funds PTO/PTA Business Partnerships
Establish and Maintain STLP's in all elementary schools	District Technology Coordinator School Technology Coordinator Classroom Teachers	
Monitor acquisition and implementation of above objectives	School Principals District Technology Coordinator School Technology Plans Transformation Plans	

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Middle School Plan

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Committee Goal: “The Simpson County School District should have the most technologically literate staff and students in the state.”

Committee Goal	Persons Responsible
1. Construct a skills continuum in the area of technology for 6-8 students and staff	School Technology Committee School Technology Coordinator Director of Technology
2. Determine the equipment, support and training necessary to integrate the student skills within the 6-8 curriculum	School Technology Committee School Technology Coordinator Director of Technology
3. Determine the equipment, support and training necessary for certified and classified staff to achieve technology literacy	Director of Technology School Technology Coordinator
4. Establish criteria to evaluate whether these goals have been met	School Technology Committee School Technology Coordinator Director of Technology
5. Other tasks as determined by the Director of Technology/School Technology Coordinator	

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- Goal:** 1. Construct a skills continuum in the area of technology for 6-8 students and staff
4. Establish criteria to evaluate whether these goals have been met

Activities	Persons Responsible	Funding Source
Evaluate skills continuum provided by the KY Department of Education	School Technology Coordinator Director of Technology	Professional Development/KETS funds
Assess student skill upon entering Middle Schools	School Technology Coordinator Director of Technology	Professional Development/KETS funds
Research other district's skills continuums	Director of Technology School Technology Committee	Professional Development/KETS funds
Recommend a skill continuum for students	School Technology Committee Director of Technology	Professional Development/KETS funds
Recommend a curricular area for teaching each skill	Principal Director of Technology	
Recommend method of evaluation of acquisition of those skills	Principal Director of Technology School Technology Committee	Professional Development/KETS funds

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- Goal:** 3. Determine the equipment, support and training necessary for certified and classified staff to achieve technology literacy
 4. Establish criteria to evaluate whether these goals have been met

Activities	Persons Responsible	Funding Source
School Technology Coordinators in each middle school (see attached job description)	Simpson County School Board	Board Funds
Employ additional support staff for Video Production and repair at the district level	Simpson County School Board	Board Funds
Standardize on a low-end and a high end integrated software package in elementary, middle and high school curriculum	School Technology Committees Director of Technology	KETS Funds Textbook adoption funds
Provide on-going training for staff	Director of Technology School Technology Coordinator	Professional Development Funds & KETS Funds
Set expectations and conduct yearly evaluations of staff competencies (attachment to the DC 101 growth plan)	Principal Director of Technology	Professional Improvement Plan

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- Goal:** 2. Determine the equipment, support and training necessary to integrate the student skills within the 6-8 curriculum
 4. Establish criteria to evaluate whether these goals have been met

Activities	Persons Responsible	Funding Source
Keep maintained computers in the classroom/computer lab with appropriate software	Director of Technology School Technology Committee	KETS Board Funds School Funds PTO/PTA Business Partnerships
Integrate word processing skills into the curriculum	Computer Teacher	
Integrate spreadsheet skills into the curriculum	Computer Teacher	
Integrate database skills into the curriculum	Computer Teacher	
Integrate Internet coordinated projects into the curriculum	All areas where appropriate	
Integrate Boolean searching skills into the curriculum	Media Specialist	
Create and maintain student e-mail accounts	School Technology Coordinator Director of Technology	
Create and maintain school web site that contains student information curriculum content	Coordinated by School Technology Coordinator Director of Technology	
Integrate Internet Acceptable Use and e-mail concepts into the curriculum	Director of Technology School Technology Coordinator	
Integrate phone etiquette into curriculum	Director of Technology School Technology Coordinator	
Evaluate student skill acquisition by the use of a technology folder/checksheet for each students	Team leaders & members Principal	

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School Technology Coordinator

Job Description

Provides on-site training in technology
Keeps current in technology skills
Provides on-call, on-site support for technology
Capable of team teaching with other classroom teachers as needed
Maintains Microsoft Mail and Novell accounts
Maintains Acceptable Use Policies for students and staff at site
Facilitates administrative applications of computers involving the classroom and office
(Schoolmaster attendance, grading, lunchroom, library, after school program)
Oversees the relevance and security information kept on school computers
Guide the alignment and integration of technology skills at school
Assist teachers in locating other technological resources for their classrooms
Guide/assist in the assessment of technology skills/knowledge of students and teachers
Chairs the School Technology Committee
Acts as a liaison between the principal, school, district, and state in technology matters
Recommends technology solutions and maintains pricing information
Keeps an up-to-date inventory of technology in the format required for state reporting
Installs hardware and software as needed
Does minor repairs as needed and reports major ones to the Maintenance Department
Is part of a cadre of Technology Trainers who provide summer training for the district
Sponsors the Student Technology Leadership Program (STLP)
Attends the Kentucky Education Technology Conference (KETC), District sponsored STC training, and other appropriate conferences/workshops
Manages the financial resources available for school-wide technologies
(records maintained to balance with inventory and Bookkeeper's records)
Practices grantsmanship skills by pursuing and making application for technology-related grants
Assures equitable hardware and software resources available within the school
Reports to the School Based Decision Making Council as representative of Technology Committee
Assists as necessary with the Graduation 2010 Committee and implementation of developed strategies or activities
Originate and maintain web site for school

Note: This position is NOT intended to be used as a "Computer Lab Aide" or "Computer Teacher." While the School Technology Coordinator would TEAM TEACH with teachers, they would not take the place of the classroom teacher in a lab.

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High School Plan

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Committee Goal: “The Simpson County School District should have the most technologically literate staff and students in the state.”

Committee Goal	Persons Responsible
1. Construct a skills continuum in the area of technology for 9-12 students and staff	School Technology Committee School Technology Coordinator
2. Determine the equipment, support and training necessary to integrate the student skills within the 9-12 curriculum	School Technology Committee School Technology Coordinator Director of Technology
3. Determine the equipment, support and training necessary for certified and classified staff to achieve technology literacy	School Technology Committee School Technology Coordinator Director of Technology
4. Establish criteria to evaluate whether these goals have been met	Principal Director of Technology School Technology Coordinator
5. Other tasks as determined by the Director of Technology/School Technology Coordinator	

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- Goal:** 1. Construct a skills continuum in the area of technology for 9-12 students and staff
4. Establish criteria to evaluate whether these goals have been met

Activities	Persons Responsible	Funding Source
Evaluate skills continuum provided by the KY Department of Education	School Technology Coordinator Director of Technology	Professional Development/KETS funds
Assess student skill upon entering High Schools	School Technology Coordinator Director of Technology	Professional Development/KETS funds
Research other district's skills continuums	Director of Technology School Technology Committee	Professional Development/KETS funds
Recommend a skills continuum for students	School Technology Committee Director of Technology	Professional Development/KETS funds
Recommend a curricular area for teaching each skill	Principal Director of Technology	
Recommend method of evaluation of acquisition of those skills	Principal Director of Technology	Professional Development/KETS funds
English teachers will use modern word processing programs to teach writing	School Technology Committee	funds

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- Goal:** 3. Determine the equipment, support and training necessary for certified and classified staff to achieve technology literacy
 4. Establish criteria to evaluate whether these goals have been met

Activities	Persons Responsible	Funding Source
School Technology Coordinators in high school (see attached job description)	Simpson County School Board	Board Funds
Provide every teacher with a classroom computer & appropriate software	School Technology Committees School Technology Coordinator Director of Technology	KETS Funds
Provide on-going training for staff	Director of Technology School Technology Coordinator	Professional Development Funds & KETS Funds
Create a multimedia production area for students and staff in the library	Director of Technology School Technology Coordinator School Technology Committee	Professional Development Funds KETS Funds
Set expectations and conduct yearly evaluations of staff competencies	Principal	Professional Improvement Plan
Maintain a television broadcast for the high school	Simpson County School Board	School Funds
Maintain Video Production and repair at the high school, as well as, the district level	Simpson County School Board	School Funds KETS Funds

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- Goal:** 2. Determine the equipment, support and training necessary to integrate the student skills within the 9-12 curriculum
 4. Establish criteria to evaluate whether these goals have been met

Activities	Persons Responsible	Funding Source
Implement up-to-date word processing skills in the curriculum	Business Teachers	
Implement spreadsheet skills in the curriculum	Business Teachers	
Implement database skills in the curriculum	Business Teacher	
Implement Internet coordinated projects into the curriculum	All areas where appropriate	
Implement Boolean searching skills into the curriculum	Media Specialist	
Integrate Internet Acceptable Use into the curriculum	Director of Technology School Technology Coordinator	
Create and maintain school web site that contains student information curriculum content	Coordinated by School Technology Coordinator Director of Technology	
Implement the use of hypermedia to prepare and present projects	Business Teachers Media Specialist	
Integrate phone etiquette into curriculum	School Technology Coordinator Director of Technology	

Administrative Plan

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Committee Goal: Provide for the security and backup of administrative data at the district office.

Activities	Persons Responsible	Funding Source
Secure user accounts on Server for the district	Director of Techlogy	
Secure user accounts on RS6000	Financial Officer Director of Technology	
Maintain & monitor a firewall between district data and outside hackers	Director of Technology	
Perform daily backups and off-site backups	Director of Technology	
Update blocking software weekly	Director of Technology	
Research and recommend the efficient archive and retrieve procedure for district historical data	Director of Technology	

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Committee Goal: Promote the continual technological growth of administrative staff.

Activities	Persons Responsible	Funding Source
Maintain processes that streamline work requirements for administrative tasks	Director of Technology	
Train administrative tasks on efficient use of computers	Director of Technology Technology Equipped Staff School Technology Coordinator	
Post training documents on the intranet	Director of Technology	
Maintain connectivity for Administrators to access E-mail and other systems from their homes	Director of Technology	

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Committee Goal: Facilitate the scheduling of administrative meetings both real-time and virtual

Activities	Persons Responsible
Maintain standard scheduling software for district	Director of Technology
Establish and maintain listservs for district	Director of Technology
Establish and maintain newsgroups for district	Director of Technology
Explore the possibility of interactive video for administrative meetings	Director of Technology

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Committee Goal: Implement state mandated software.

Activities	Persons Responsible	Funding Source
Maintain MUNIS	Financial Officer Director of Technology	
Maintain District Attendance Accumulator/STI	DPP Director of Technology	

Operations Plan

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Committee Goal: “The Simpson County School District should have the most efficient and reliable communications network possible with current technology.”

Committee Goal	Persons Responsible
1. Develop and maintain a plan for the maintenance and support communications and data transfer.	Communications/Operations/Security Committee
2. Maintain a fiber network to support video conferencing	Communications/Operations/Security Committee
3. Maintain voice, data, and video services within operations	Communications/Operations/Security Committee
4. Maintain a secure network	Director of Technology
5. Maintain standards for disaster prevention and recovery	Communications/Operations/Security Committee Director of Technology

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Goal: 1. Maintain the maintenance and support of communications and data transfer..

Activities	Persons Responsible	Funding Source
Maintain and evaluate current WAN strategy	Director of Technology	Technology/ Maintenance
Maintain and purchase necessary hardware and software for monitoring WAN connectivity (Switches/Hubs/Routers	Director of Technology	Technology/ Maintenance
Maintain and purchase necessary hardware and software for assessing reliability and efficiency of the WAN and LAN	Maintenance/Technology Staff	Technology/ Maintenance
Identify key personnel for reporting and correcting problems	Maintenance/Technology Staff	
Maintain training for maintenance staff and instructional/support staff that will enable recognition and reporting of problems	Maintenance/Technology Staff	
Maintain training for technology maintenance staff that will enable for prompt correction of problems	Maintenance/Technology Staff	
Maintain router and network traffic to improve data transfer	Director of Technology/ Staff	Technology/ Maintenance
Maintain email reliability districtwide	Director of Technology/ Staff	

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Goal: 2. Maintain district fiber network to support video conferencing

Activities	Persons Responsible	Funding Source
Maintain and purchase new equipment (Switches, Hubs, & Router) switching at the school level to implement the best and most recent technology connections via fiber over the WAN	Director of Technology/ Technology Staff	Technology/ Maintenance
Maintain and purchase routers, switches, and hubs necessary locations throughout the district	Director of Technology/ Technology Staff	Technology/ Maintenance
Maintain existing wireless links between the hub sites	Maintenance/Technology Staff	Technology Board Funds Other

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Goal: 3. Maintain the implementation of emerging technologies in voice (phone service), data, video services, computers, switches, routers, and such like within operations

Activities	Persons Responsible	Funding Source
Maintain and purchase for implementation of software and hardware for centralized switches, routers	Director of Technology Technology Staff	Pending E-rate Funding KETS Board Funds
Maintain and purchase computers, switches, routers to keep the district up-to-date with the latest technology	Director of Technology Technology Staff	Pending E-rate Funding KETS Board Funds
Maintain television production for the district	School Staff Director of Technology	Local Funds
Maintain and fill out the E-RATE and USF paperwork for re-imbusement of bills for all long distance, local, paging, and cellular service	Director of Technology	Pending E-rate Funding

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Goal: 4. Develop a secure network

Activities	Persons Responsible	Funding Source
Maintain passwords for logins (students, staff)	Director of Technology	Board/KETS
Maintain Acceptable Use Policies for the district	Director of Technology	Board/KETS
Control access to supervisor passwords	Director of Technology	Board/KETS
Maintain virus detection and cleaning strategies	Director of Technology Technology Staff	Board/KETS
Maintain Proxy Software and Proxy Servers	Director of Technology	Board/KETS
Maintain security for all file servers and hubs	Director of Technology	Board/KETS
Maintain RS6000 Security Measures	Financial Officer Director of Technology	Board/KETS
Maintain E-mail for district	Director of Technology	Board/KETS

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Goal: 5. Maintain prevention and recovery

Activities	Persons Responsible	Funding Source
Maintain adequate, functional tape backup units at every school and office	Director of Technology School Technology Staff	Technology/ Maintenance/Board/ School
Maintaining diskette and personal tape backups(i.e. restores, compares, etc.)	Director of Technology School Technology Staff	Board School Other
Maintain UPS on all hubs, routers, bridges, servers and critical workstations	Director of Technology	Technology/ Maintenance/Board/ School
Maintain power requirement for all buildings	Maintenance/Technology Staff and Electricians	
Maintain network reliability and efficiency	Maintenance/Technology Staff	
Maintain server configuration information	Director of Technology School Technology Staff	
Maintain diagrams and narratives of critical information of network configurations	Director of Technology Maintenance Staff	
Maintain off-site backups	School Technology Staff Director of Technology	
Maintain contracts on critical equipment as long as feasible.	Maintenance/Technology Staff and Business Dept.	Technology/ Maintenance/Board/ School