

Technology Plan

Forest Park School District

2009 – 2012

Draft Date: 04/21/2009

TECHNOLOGY PLAN SUMMARY SHEET

District: Forest Park School District #35015

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Years Covered by this plan: July 2009 to June 2012

Date of next state review – June 30, 2012

Intermediate School District: - Dickinson-Iron Intermediate School District #22000

URL for Technology Plan: www.fptrojans.org/PDF/techplan.pdf

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Forest Park School District

District Profile

Forest Park Schools (February 2009 Count)

- Location: Crystal Falls in Iron County
- 535 Students
- 37 Teachers
- Rural community

Schools Located on single campus

- Forest Park High School
- Forest Park Middle School
- Forest Park Elementary

District Mission Statement

Our commitment is to empower students, parents, and community to pursue their potential by creating opportunities to acquire essential skills through exploratory avenues of intellectual, creative, and social growth.

DISTRICT TECHNOLOGY PLANNING TEAM

2009-2012

Name	Position
• Tom Jayne	Superintendent
• Dan Seder	Director of Middle and Secondary Education
• Becky Taylor	Director of Elementary Education; Technology Facilitator
• Jill Chipelewski	Technology Technician
• Debbie Smithson	Business Teacher
• Debbi Williams	Middle School Computer Teacher
• Bill St. John	School Board
• Lisa Koon-Bloomburg	School Board
• Angela Seiter	School Board

Forest Park School District VISION AND GOALS

Technology Mission: Tomorrow's Technology is Today's Education

Technology Background and Vision:

In 1997 upon completion of the new school building a concerted effort was made to integrate technology into the classroom at all grade levels. During the building process Internet access was established in all classrooms grades Pre-K through 12. This is reflected in our school improvement plan and current technology goals.

Since that time, steady improvement has been made in attaining these goals to include acquiring additional internet bandwidth, network servers, computer labs, security camera system, Smartboards and data projectors, computerized Student Information System software, other hardware, and professional development.

Major goals

1. Technology will be used as a tool to increase student learning in curriculum areas.
2. Students at Forest Park will progress through basic sequential technology skills to meet grade level requirements.
3. The Forest Park Technology Team will support professional development by providing the staff with the technology training necessary to meet district technology objectives as stated in the district curriculum.
4. Every Forest Park student and staff member will have the opportunity for interactive communication that is directly integrated within their grade level curriculum
5. Teachers will be actively involved in the evaluation and selection of instructional software.
6. All Forest Park Students will progress yearly in keyboarding (see Appendix A).
7. Teachers will apply/integrate their knowledge and skills to teaching and learning. Students will apply/integrate their knowledge and skills in technology into projects and products assigned by the teacher.
8. Each classroom teacher will assist students in attaining the skills identified for each grade level. (see curriculum).
9. There will be increased organizational efficiency due to the use of technology by teachers, students, administration, and support staff of Forest Park.

10. Staff members will evaluate students using various assessment methods.
11. The Forest Park technology team will be responsive to requests, consulting and individualizing to meet staff and student needs.
12. The Forest Park Technology Team will evaluate and revise the Technology Plan yearly according to the technology goals/vision and curricular needs of the district.
13. Forest Park staff members will assess their technology skills yearly to further their professional development.
14. Students and teachers will use the World Wide Web and other telecommunications as an integrated part of their curriculum.
15. The District will provide training to effectively utilize software and peripherals.

Technology as an Instructional Tool

Forest Park Public School believes that instruction can be made more efficient through computer aided instruction, student research of electronically stored data, and classroom presentation of information using sound, graphics, video and databases. We also believe that distance learning is essential in bringing advanced level course work to both current students and our graduates. The following objectives have or will be implemented to insure these beliefs are made a part of our curriculum.

1. Every student in the grades one through five will be given basic introductory computer instruction.
2. All students grades K-12 will have access to a computer lab for the purpose of classroom computer projects.
3. Students in grades 9-12 will have access to advanced level course work through distance learning and classes offered in district.
4. There will be at least one computer in every classroom K –12.
5. All classrooms will be networked with direct Internet connections.
6. Every teacher who desires will have assistance and/or training in developing their own basic, interactive multimedia, and video skills.
7. By the end of eighth grade, every student will have an online learning experience.
8. A wireless mobile lab is available for K-12 instruction.

Teaching Students How to Use the Technology

Those who are a part of the Forest Park Public School District believe that high school graduates must know how to use technology to compete effectively in today's world. Therefore, all of our graduates must be computer

literate as a minimum with advanced level training available for those who desire it. The following objectives flow directly from this broad goal.

1. All students in grades first through third will have time weekly at the computer to develop basic level skills with the keyboard, mouse, and Desk Top interactions.
2. All classes, K-12, will have the services of a *Technology Technician* whose assignment will be to help teachers help student use technology for learning projects.
3. Between grades three and five, all students will be involved in at least one project per year that utilizes the Internet.
4. Between grades three and five, all students will be involved in at least one interactive multimedia project.
5. Between grades six and eight all students will use some components of Microsoft Office to complete a class assignment or project.
6. All Middle School students will have one section of computer instruction each year. The computer interaction shall cover word processing, digital video, interactive multimedia development, and Internet applications.
7. Middle school students will have one nine week session of instruction in the Mac lab.
8. High school students will have the option of taking classes that integrate computerized accounting.
9. All high school students are required to take and complete at least two semesters of Computer Applications.
10. High school students have the option of taking a Media Productions class, which incorporates video, Office, and interactive multimedia presentations in a year long course.
11. High school students have the option of taking a PC servicing and troubleshooting course.
12. High school students will improve their skills in the use of productivity software through a series of required projects, which involve the use of such software. These projects will be integrated into all curriculum areas.

Technology Is Used to Streamline Administrative Tasks

We believe that our staff's time is valuable and technology is a tool that should be used to reduce the time that is spent on administrative tasks. We propose:

1. Every teacher will be provided instruction and support to allow them to be able to submit daily attendance, lesson plans, discipline referrals, parent communication and grading from their computers.

2. Every teacher will be provided the technical support necessary to expand their efficient use of curriculum, lesson plans, and communications.
3. All employees will be provided the technical support necessary to complete forms online, such as, building use forms, requisitions, employee absentee forms, etc.
4. The master schedule will be developed online.
5. All 8th grade students will develop an EDP online and revisit their class schedules each year thereafter with the high school counselor.
6. All high school students will schedule classes online.

Technology to be Acquired

As a part of our District vision for technology we plan to acquire the following:

1. We propose to provide the instructional and administrative staff with technical support using our own Technology Specialist and Technology Facilitators, to insure that equipment and software perform and that teachers and administrators are properly trained.
2. We propose to continue to work closely with neighboring school districts and the ISD in an effort to ensure that quality professional development is available.
3. Classroom resources will be equipped with technology to digitize sound, photographs, graphics, and video. Multimedia development software will be available including titles such as Microsoft PowerPoint, Movie editing software, and graphics editing software.
4. We propose to equip our classrooms with data projectors and interactive white boards as money permits. Our goal is to ensure that all teachers have access to a means of enhancing their instruction through technology.
5. We propose to add additional security cameras to our current system.
6. We propose to add more wireless access points and eventually have wireless available school wide.
7. We will investigate collaborative internet services and other available resources with the ISD.

CURRICULUM INTEGRATION

The Forest Park School District has identified four important uses of instructional and acquired technology.

1. Support the active involvement of students as they learn.
2. Teach and build students' skill in the use of technology.
3. Expand the curriculum through online coursework.
4. Empower students in using technology to solve problems.

Technology use is being integrated into each curricular area as it is revised using the Technology Content standards from the Michigan Department of Education Curricular Framework.

Technologies that are an integral part of the curriculum include network access, Internet resources, teacher computers, computer lab access, digital cameras, data projectors, interactive white boards, video production equipment, MIDI lab, projecting microscopes, hand held graphing calculators, GIS/GPS equipment, educational television and video resources, and other educationally useful equipment as it becomes available.

Michigan Virtual High School makes it possible for our students to have access to a number of classes that would otherwise not be available in our area.

The technology committee meets on a regular basis to discuss technology curriculum and evaluate course selections. This committee recommends which technology classes will be taught each year and recommends equipment for the computer labs, media centers and classrooms.

See Appendix A: Forest Park Technology Curriculum

CURRICULUM – STUDENT ACHIEVEMENT

Strategy A:

See Appendix A

Strategy B:

Provide access to on-line learning for students as an alternative and enrichment to the courses that are offered at Forest Park High School

Implementation:

1. Michigan Virtual High School (ongoing)
2. Career Forward/Blackboard (ongoing)
3. Mydream Explorer (Middle School Career program) (ongoing)
4. The use of software application, Internet research, on-line learning and technology innovations will prepare students for mandated state examinations and post graduation.

Strategy C:

Upgrade the student computers in the labs to facilitate access to online learning.

Implementation:

On a rotational basis, computer labs, media center, servers, printers, and teacher stations will be replaced and upgraded. – 2009/10 – 2013/14

Strategy D

Combine technology coursework across the curriculum

Implementation:

Curriculum mapping by all staff K-12 - ongoing

Strategy E

Technology will be used to provide communications between parents, teachers, students, and staff.

Implementation:

1. Provide & maintain a secure e-mail system for staff to communicate with parents. – established 2001
2. Maintain assignment, attendance and grading information online – ongoing
3. Weekly broadcasts of FP News (FP in 5) – ongoing
4. Daily world news broadcast through Channel One.
5. Daily school announcements via television for 6-12.
6. Web Page – reestablished early 2006 (ongoing)

7. Continued internet access through internet service provider.
8. Open house technology showcase for staff, parents, school board, and community yearly.
9. Voice-mail for all staff – ongoing
10. Centralized Grade book software for teachers
11. Technology Plan is published on the school website
12. Family/Student Web Access for Student Records

Strategy F:

Forest Park School District will continue to work closely with the Dickinson Iron Intermediate School District to search out and take full advantage of any assistive technology techniques that will improve our ability to provide appropriate education for all students including those students with special needs.

Strategy G:

Forest Park Community Schools can provide adult technology classes and will continue its efforts through the enrichment and adult literacy support programs when the opportunity arises. Currently, all enrichment and adult literacy classes are held in nearby outlying districts.

Strategy H:

Forest Park Schools follow Michigan benchmarks for education. See <http://www.michigan.gov/mde>.

CURRICULUM – TECHNOLOGY DELIVERY

Distance Learning Technologies

It has been established that distance learning is an important component of instruction. Forest Park currently provides this course content by distance learning through Michigan Virtual High School.

Forest Park School District has begun implementation of wireless connectivity throughout the district. This technology allows increased access in different locations to allow for more students to be included.

The Internet is utilized throughout the district and curriculum to provide enhanced and up-to-date instruction in all areas. United Streaming by Discovery Education is one example of the resources available. United

Streaming currently provides 40,000 video clips, teacher lesson plans, and student activities. We propose to maintain our subscription and provide data projectors in classrooms for easy use.

We are working diligently to develop a distance learning infrastructure throughout the schools in our ISD and local universities. We have been pursuing this goal through a Public Telecommunications Facilities Planning grant and will be pursuing other options for grants and funding sources to purchase the hardware and other infrastructure necessary for this technology.

Parental Communications & Community Relations

Disseminating the Educational Technology Plan

Forest Park uses a variety of methods to communicate with our staff, students, parents and community members, and encourages feedback on our technology initiatives. Our District website provides links to our Technology Plan. Hard copies of the Technology Plan are available to the public at the administration office building.

Technology updates and goals are presented regularly at board of education meetings; public response/comment is welcomed.

Dissemination of Related Information

- Teachers and administrators arrange newspaper write-ups on special technology integration projects
- Schedules for all school staff professional development are publicized in the newspaper, on the website and school newsletter
- Board of education meetings are covered by the local newspaper, website, and radio station; the public is informed that their attendance/involvement at these meetings is welcomed
- Administration contacts local media concerning special announcements or programming
- Interactive Television and distance learning implementation is currently being developed by the Dickinson-Iron ISD in cooperation with all of the schools within the ISD.

Parental Communication

Communication between home and school has been improved dramatically at Forest Park through the use of the PowerSchool System. Through PowerSchool, parents/guardians have comprehensive access to information regarding school records, grades, attendance, and school announcements. The system also provides an effective communication route between parent and teacher through direct e-mail links.

Community Involvement

Forest Park School District has parents and community members involved in each phase of the development of our Technology Plan and School Improvement Plan. These members are also involved in the implementation, assessment and revision of these plans on a regular, continuing basis.

Community business owners and managers provide valuable information regarding what they'd like students who graduate from Forest Park, as prospective employees, to be able to do technologically. This helps the teacher decide what's pertinent for the students to learn, and also provides a more employable pool of job applicants to our community. This information garnered from local professionals is utilized in the formation of new, and the revision of existing, technology plan goals, and also in the assessment of how well the plan is meeting the needs of both students and businesses in our community.

Guest speakers from the local law enforcement agencies provide internet safety information to students.

PROFESSIONAL DEVELOPMENT

Sustained Professional Development

The Forest Park Public School System is dedicated to the concept that, although helpful, professional development does not occur through a day or a week of in-service training. Professional development is an on-going process that must be tailored to the needs of each professional. The administrative team will supervise this professional development program, with technology training overseen by the technology director.

Professional development does not have to be delivered through an in-service training. A teacher may learn effectively by working with a facilitator to complete a project, which calls upon the teacher to use undeveloped or underdeveloped skills.

Strategies and Actions

1. Provide staff with experience in using the computer as a tool.

Action: To provide continued instruction on how to retrieve various lesson plans and resources from Web sites. Utilize current teaching resources and methods. (Ongoing)

Action: Encourage and support staff interested in implementing interdisciplinary projects and thematic instruction. (Ongoing)

2. Integrate use of the Internet as an information resource and a communication mode with the rest of the world.

Action: Provide guidance and instruction in use of the Internet for students and staff. Provide staff with instruction in using various types of projection equipment. (Ongoing)

Action: Educate our students and staff about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms using the state police district educator as a resource person. (Ongoing)

Action: Provide students with cyberbullying awareness and response using an outside source to supplement the in-house curriculum. (Ongoing)

3. Enhance instruction with multimedia use.

Action: Utilize students and select staff to provide instruction in creation of Multi-Media projects. (Ongoing)

Action: Provide training and equipment in video and multi-media applications to teachers who could utilize that technology in their curriculum. (Ongoing)

4. Designate person(s) responsible for coordinating routine, frequent, and on-going in-service opportunities within the district.

Action: Utilize district technical support person(s) for group and individualized instruction in computer use and national and state technology standards. (Ongoing)

Action: Provide the staff with the following webpage for a roundtable discussion on where we are in regards to technology and where we need to go: [http://www.iste.org/Content/NavigationMenu/NETS/ForTeachers/2008Standards/NETS T Standards Final.pdf](http://www.iste.org/Content/NavigationMenu/NETS/ForTeachers/2008Standards/NETS_T_Standards_Final.pdf)

5. Support and encourage staff to do annual visitations to see new technologies.

Action: Obtain release time for staff (technology days). (Ongoing)

Action: Make information on workshops, meetings, and seminars readily available. (Ongoing)

6. Correlate departmental/team/grade level planning in K-12.

Action: Provide courses in curriculum that use multi-media and other technologies as part of the subject. (Ongoing)

Action: Curriculum mapping to be used and maintained throughout the district using computer program, e-mail, and web servers. (Ongoing)

Training and Technical Assistance

Forest Park has provided faculty and staff with technology training workshops (Tech Bytes) as an online resource and through professional development days. For training beyond the skills of our own staff, we have access to a large number of supplementary sources of technology training. (Dickinson-Iron ISD, grant projects, private contractors, on-line training, and commercial workshops.)

Forest Park uses a part time technology specialist to assist staff and students with technology use in the classroom. Duties also include repair

work, software installation, computer upgrades and maintenance, network maintenance and repair and Internet implementation, monitoring and filtering, curriculum planning, and professional development planning.

The district has also implemented a Students Offering Support (SOS) desk manned by student technology leaders. The purpose of SOS is to support teachers with technology in the classroom. This can involve all aspects of using computers including help with software, printing, scanning, presentations and setting up projection equipment. Students who participate in the SOS program will get real life experience as a computer technician, troubleshooter, and instructor of technology. They will also have the opportunity to expand their own knowledge of computers and become technology leaders in the school and community.

Supporting Resources

Services

Services available are training the educators to utilize and understand current technology resources. Currently, there is a district-wide Technology Technician available for repair and improvement of our network equipment and software. A technology facilitator is also available to assist with maintaining the overall technology goals.

The Dickinson-Iron ISD provides periodic classes that are available for our district to utilize. These classes cover a variety of technology topics.

Software

Many elementary, middle, and high school classes are currently using software specific to their needs. The process of upgrading and adding to this software will continue as needed. Some of our current software includes Microsoft Office 2007, Internet Explorer, Type To Learn, Presentation Software, Drill and Practice Software, Learning Games, iMovie and iDVD, Final Cut Pro, Adobe Creative Suite, Adobe Premiere Elements, ExamVue, Kid Pix, Macromedia Studio, Math Arena, and Kidspiration.

Print Resources

Currently, print resources include “Techworks” by Teacher Created Materials. Shelly Cashman Series for Microsoft Office. Support of the network and other areas of technology will come from accompanying manuals and contracted experts.

Online Resources

Forest Park provides United Streaming access to teachers to develop teaching tools and lesson plans. MVHS is offered to high school students for those courses that Forest Park is not able to provide. MOODLE is a tool used for online learning. Forest Park also maintains a district intranet to provide resources to teachers.

Timetable

Ongoing.

INFRASTRUCTURE/TECH SUPPORT HARDWARE – SOFTWARE

The Forest Park School District utilizes the following technologies relating to academic work, administrative tasks, and public information:

- Shared academic and administrative resources – Powerschool student records management, Microsoft Office, e-mail communications.
- Enhanced curricular choices, including Michigan Virtual High School.
- Complete connectivity between all networked computers in the district.
- Current Network Operating Software (NOS) Microsoft Windows 2000, Windows Server 2003, Windows 2000 Professional, Windows XP Professional, Windows VISTA
- High speed fiber connections between all switching closets
- 10/100 hubs/switches to provide connectivity,
- Telephone system in each office and classroom.
- Internet account management through Cisco Pix Firewall & Smartfilter.
- Wireless Access points available in the High school classroom areas.

Goals for Technology

- All teachers in the Forest Park district will access the network for Powerschool and e-mail communications.
- Replace servers every 3 – 5 years. Replace connectivity hardware as needed and as bandwidth requirements dictate.
- Assure adequate power protection from electrical issues by the use of UPS devices on all essential network hardware.
- Environmental control, static reduction, and access control of main server room.
- Completely connected to all classrooms for data, voice, and video communication. Maintain current phone system during this plan.
- Create 100 % wireless access throughout the building.

Timetable:

We propose to replace all computers in the labs on a five year rotational schedule based on updated technology and technology requirements in the classes. The Forest Park School Board reviews and approves these purchases yearly.

One Time Purchase 2009-2010

- Additional security cameras
- Virtualization server to replace 4-5 old servers
- Additional wireless access points

Rotation - 2009-2010

- Upgrade teacher computers
- Purchase needed software for above computers
- Rotation will happen again in July 2015.
- Upgrade business lab software
- Update and refresh server infrastructure with possible purchase
- Investigate thin clients to replace elementary lab computers

Rotation - 2010-2011

- Replace High School Media Lab (possibly laptops)
- Changeover Elementary Computer lab to thin clients
- Purchase needed software for above computers
- Rotation will happen again in July 2016.
- Update email server

Rotation - 2011-2012

- Evaluate Middle School Lab
- Purchase needed software for above computers
- Rotation will happen again in July 2017.

Rotation - 2012-2013

- Evaluate Business Lab computers
- Purchase needed software for above computers.
- Rotation will happen again in July 2018.

Rotation - 2014-2015

- Replace Elementary Lab computers and associated software.
- Rotation will happen again in July 2019.
- Evaluate server for possible replacement

Repeat rotation process above. We recognize that the field of technology is in a constant state of change. Each year the Technology Committee will meet to review, evaluate, and update each current rotation cycle to reflect the needs of all stakeholders.

Technical Support

Technical support will be provided to all staff. We propose to develop our intranet to incorporate support requests and include self-help resources. Staff should complete the proper request forms to schedule service and upgrades in their classrooms. The staff can also contact their building office to request and schedule service. The technology committee at each regular meeting shall monitor the technical support metrics. Technical support will incorporate the guidelines as developed under the Michigan State Technology Plan.

Increase Access

Forest Park has network and internet access in all classrooms available to all students and staff. We plan to increase wireless access throughout the buildings.

We also utilize several software packages for curriculum support through assistive technology for special needs students. We propose to maintain and increase these available resources.

FUNDING AND BUDGET

Technology Budget – Projected Cost

Year	2009-2010	2011-2012	2012-2013	2013-2014
Technology Personnel Salaries and Benefits	\$23,430	\$24,000	\$25,000	\$26,000
Software Licenses (Virus, Filter, Microsoft, license renewal)	\$7,000	\$7,000	\$7,000	\$7,000
Software/Supplies (projector bulbs)	\$2,000	\$2,000	\$2,000	\$2,000
Internet Wireless	\$6,600	\$6,600	\$6,600	\$6,600
Computers/Servers/ Network/Printers *	\$6,000	\$6,000	\$6,000	\$6,000
New Equipment	\$5,000	\$5,000	\$5,000	\$5,000
Prof. Development/Travel/Workshops	\$1,500	\$1,500	\$1,500	\$1,500
Support/Maintenance	\$1,000	\$1,000	\$1,000	\$1,000
Printer Supplies/Maintenance	\$7,000	\$7,000	\$7,000	\$7,000
Telephone Costs	\$9,500	\$9,500	\$9,500	\$9,500
**Total Cost	\$69,030	\$69,600	\$70,600	\$71,600

* This is a capital outlay fund item. The balance at the end of each year rolls over to the next year.

** The technology budget will be reviewed yearly by the Technology Committee and recommendations made to the Board of Education.

Sustainability and Coordination of Services

The Forest Park School District sets aside money in the general fund budget each year for technology throughout the district. By far, the most important grant resource for the acquisition of technology at this time is the “Universal Service Fund (USF)”. Forest Park has made every effort to use this source to the fullest extent possible. Since Forest Park Schools is an economically challenged district, the rate of discount for us is high and its value is realized in the cost of internet activity.

Forest Park in coordination with the Dickinson-Iron ISD has received a Public Telecommunications Facilities Planning Grant to incorporate distance learning

throughout the ISD. This new technology will allow more access to classes that would ordinarily not be available to our students.

We have also received Title grant money and several other grants relating to technology. Forest Park Public Schools is dedicated to actively pursuing available grants including, but not limited to, technology that can be utilized in instruction and administrative tasks.

MONITORING AND EVALUATION

We will monitor and evaluate our technology plan using the following strategies:

- Technology curriculum appropriate with current technology (semi-annually)
- Technology committee will meet regularly to discuss changing technology and decide on the appropriateness of the current situation. (monthly)
- Professional development appropriate with the needs of the current staff (annually)
- Maintain and improve technical support available within the district
- Actively pursue funding for technology (ongoing)
- Electronic help desk to monitor the repair categories to assist with future purchase and training decisions. (ongoing)

Goals and objectives of this plan will be monitored to establish the degree to which computers are integrated into the daily life of students, teachers, support staff, volunteers and administration. Specific areas to be monitored include curriculum integration, administration and technology, staff competency, and funding sources.

Monitoring is a never-ending process. Technology reports will be made monthly to the administration and to the school board. An annual technology evaluation will be submitted at the end of each school year.

Quantitative and Qualitative data will be obtained on a continual basis. Data will include, but is not limited to: MEAP scores, reading assessments, grade level assignments, graduate follow-up surveys, student surveys, staff surveys, and student projects.

Evaluation Plan

Evaluation tools for student achievement:

- Collection of data on multimedia project completion (Ongoing)
- Students computer use survey - Ongoing

Evaluation tools for staff and district:

- Survey staff members annually using an online tool to assess skill levels and provide ideas for professional development.

Forest Park School District will establish a plan for evaluating technology integration and continue the technology committee to coordinate the evaluation. (annually)

- The committee will devise a survey instrument to see what is needed
- Determine school climate by assessing staff needs, concerns, and recommendations.
- The committee will monitor survey results and provide results of the surveys to the staff.
- The committee will utilize the chart on the attached page for evaluating the technology plan on an annual basis.

Evaluation of the Impact and Effectiveness of the District's Use of Technology

Forest Park Public School's use of technology has four major objectives:

- To improve student mastery of the state learning standards using innovative technology.
- To deliver advanced course work to our high school students using technology.
- To prepare our students for the use of technology in college or the world of work.
- Increase the school-community communication, parent-teacher communication, student-teacher communication, in house staff communication electronically.

Student Mastery of the State Learning Standards

Forest Park School District certifies 8th grade students to be technology literate by the end of their 8th grade year pursuant to the Michigan Educational Technology Standards. See attached verification sheet. Appendix C.

All teachers will have access to the internet and use of the district's technology services. We have incorporated the State and National standards for teacher competencies in our professional development plan. Some basic goals for teachers include: sending and receiving e-mail as a method of district wide communication, using search engines to seek needed information, and

using on-line educational resources to modify and enrich student instruction. We believe that as a teacher becomes more technologically proficient so will the students.

We provide remedial instruction for students that need additional assistance. We also provide paraprofessional assistance to special needs students who have difficulty meeting the curriculum goals.

It will be the responsibility of the technology technician and facilitator to gather the data from all technology surveys and evaluations to present administration for recommendations based on the results of the surveys. Suggestions will then be formalized into a strategic plan to remedy any student or staff technology deficits that may be occurring.

EVALUATION FORM

Year: _____

Required Components	Accomplishments	Progress Towards Goals	Focus Areas for Improvement	Notes
Infrastructure				
Curriculum Integration				
Collaboration				
Professional Development				
Technical Support				
Supporting Resources				
Timetable				
Cost/Funding				
Coordination of Funding Resources				
Acceptable Use Policy				
Communications (Optional)				
Impact on Student Achievement				

To be filled out annually by the Technology Committee consisting of Teacher(s), Media Specialist, Principal(s), Technology Technician, Technology Facilitator(s), Parent, School Improvement Team Member, and School Board Member.