

# Covington ISD

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## Long Range Technology Plan

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## VISION

Those participating in education at Covington ISD believe that the integration of technology into all areas of the student, faculty, and administration is essential in preparing our students to become successful and productive citizens of the future. Parents, students, staff, administration, and patrons of the Covington ISD recognize the importance of technology as an important tool for success in an information based world. With this in mind, the Covington ISD will strive to provide the elements that will assure learning opportunities that will result in the following:

1. The student will develop into a well-rounded mature person and a productive member of society;
2. The student will gain fundamental knowledge, techniques, and skills to ensure survival in a rapidly changing world;
3. The student will become technologically competent while continuing to develop and maintain computer literacy. That will include thinking critically and logically, using problem solving skills, being creative, communicating effectively, mastering technical skills, and being able to find and navigate for new information;
4. Teachers will prepare students for the future by creating learning-centered environments enriched by technology, become facilitators for learning, and plan for the use of future technologies;
5. Administrators will become technologically literate, providing leadership for the infusion of technology into the classroom and community, fostering and supporting the planning and implementation of technology, and understanding how to communicate effectively while also understanding the ethical responsibilities for computer use and programming;

6. The student will understand the ideals and systems of government that will allow them to make a maximum contribution as a citizen;
7. The student will develop the practices of sound personal and environmental habits;
8. The student will acquire occupational and economic competence, which includes technological skills, allowing her/him to be successful in work and in the management of her/his personal affairs;
9. Covington ISD shall provide academic equity for all students;
10. Members of the school community, including parents, faculty, and students, will accept and support the school's goals and processes.

## NEEDS ASSESSMENT

### Assessment Process:

1. The Technology Committee analyzed suggestions submitted by the campus and district site based committees.
2. The Technology Committee constantly looks at the TEKS and assesses what improvements need to be made to make sure our students have the best possible technology skills with what funds we have available.
3. The STaR Chart is used to evaluate the technology skills of our staff.
4. A current inventory of hardware and software is kept to assist us in determining our needs for equipment and software replacement.
5. A teacher survey is utilized to get input from teachers of technology needs.

### Existing Conditions:

#### STaR Chart Analysis

Covington ISD has participated in the STaR Chart reporting system since the 2003-2004 school year. Participation in this system is required as part of the Texas Education Agency's requirement to monitor the progress of districts receiving Title II, Part D funds.

Year	Teaching and Learning	Educator Preparation and Development	Leadership, Administration, and Instructional Support	Infrastructure
2008-2009	Developing	Developing	Advanced	Target
2007-2008	Developing	Developing	Advanced	Advanced
2006-2007	Developing	Developing	Developing	Advanced
2005-2006	Developing	Developing	Developing	Developing
2004-2005	Developing	Developing	Developing	Developing
2003-2004	Developing	Developing	Advanced	Developing

The areas of “Teaching and Learning” and “Educator Preparation and Development” have remained at the “Developing” stage for the six years reported. All of these areas were greatly affected by the large number inexperienced teachers. With an average turnover rate of 32% each year of the three years analyzed, teachers had not been with the district long enough to know what professional development was available to them through the district. In addition, many of the new hires were new to the profession and/or obtaining their certification through the alternative certification program. At the time the STaR Chart is completed, these new teachers have minimal experience in the classroom.

Covington ISD has shown continued improvement in the areas of “Leadership, Administration, and Instructional Support” and “Infrastructure”. The improvements in these areas have come about largely due to the addition of a Master Technology Teacher as well as a part time computer technician dedicated to the maintenance and upkeep of the districts infrastructure. In addition, Administration has taken an increasingly active role in acquiring additional funding for technology through grants and entitlements.

### **Existing Technologies:**

Covington ISD has good student access to technology. The District has 3 computer labs for students’ access to technology. The computers in these labs are beginning to age and need to be updated. We have purchased a new server so that students can now save their files on the server instead of using floppy disk. We need additional projectors and smart boards for classroom instruction. The teacher computers are starting to get old (most are more than five years old) and need to be replaced.

- Direct connection to the Internet via leased T1 line
- Basic and Long-distance services to all campus offices

- District network servers in place providing district information and student applications.
- Written policies in place on acceptable use of the Internet, World Wide Web content, and network management
- WAN connections between all campuses and district offices
- All classrooms connected to the WAN and the Internet
- District Web Site with Campus web pages

### **Technical Support:**

A part time computer technician is employed by the district and a Master Technology Teacher is released 2 periods a day to work with the teachers with their technology needs. When the technical issue is OS or hardware related, a work order is generated by the user, and the technician responds according to need. Technical support agreements are included in the instructional software packages the district purchases.

### **Technology Needs:**

1. Through analysis of the inventory database for hardware we have teacher computers that are more than 5 years old that need to be replaced. We plan to replace most of these this year.
2. A new server has been purchased, but we need to purchase projectors, smartboards or notepads, and Elmos for the labs and for teachers' classrooms.
3. For staff development, we will schedule some mandatory in-service dates in which we will offer basic trouble-shooting, problem solving techniques, and training on academic software. To assure that we are up to date with technology, a team of teachers will attend the technology conference.

4. The addition of student computers in classrooms has increased our bandwidth need so that we need to add an additional T1 line
5. Since all classrooms received the electronic notepad last school year, we need training on the notepads so that we utilize them in the classrooms. To assure that we are up to date with technology, a team of teachers will attend the technology conference.
6. The teacher survey revealed that we need to upgrade to Office 2010. The math department would like to purchase software to use for acceleration in elementary. The science department and secondary math department have several electronic needs: upgrade student calculators, additional computer probes for CBL2 in science, lab stations, and webcams for use with web partnerships at other schools. The librarian has requested for the school to look at adding the on-line version of Renaissance learning for our AR program.

**Staff Development:**

Teacher and staff in-service days are held during the summer, and during breaks throughout the year. A variety of issues are covered, including: technology integration in the classroom, basic troubleshooting of OS and hardware issues, using email, Internet based research, and updating software from vendor's websites. A team of teachers attend the technology conference each year to stay up-to-date with technology trends.

**Focus Area 3: Leadership, Administration and Support**

Goal 4.1: Promote effective technology use by maintaining an ongoing technology committee

	Action	Timeline	Party Responsible	Cost	Evaluation	Other notes	Rationale
4.1.1	Review staff surveys, analyze software requests and make purchase recommendations	1 <sup>st</sup> meeting in September with meetings scheduled quarterly	Superintendent Technology Committee Technician	\$550 annually	Meeting minutes and sign in sheets		The Technology Committee provides the opportunity to have a “global” view to be certain district goals are being met.

Goal 4.2: Utilize technology to improve communication between administration and faculty

	Action	Timeline	Party Responsible	Cost	Evaluation	Other notes	Rationale
4.2.1	Continue district-wide email address book. Distribute teacher email addresses to the parents and community for an additional communication tool	Ongoing	Superintendent Technician	\$500 annually	Staff will continue to receive regular emails from the Superintendent and Principal in regards to meetings, events, schedules, and other issues that were previously announced via hard copy memos. Teacher email addresses published in the student handbook		Communication between stakeholders has greatly improved since the implementation of district email.



	Action	Timeline	Party Responsible	Cost	Evaluation	Other notes	Rationale
4.2.2	Administration will continue to mandate the use of email in daily communication	Ongoing	Superintendent Technician		All staff will communicate via email		Teachers are able to receive important information “instantly”
4.2.3	Utilize parent portal to inform parents of their students grades and missing assignments	Ongoing	Attendance and Grade Clerk	Included in 4.3.3	Parents are viewing students’ grades	4.2.3, 4.3.2, & 4.3.3 are part of a package	Parent feedback has been highly positive regarding the parent portal. Student assignment completion rate has increased due to increased parent involvement

Goal 4.3: Integrate technology into instructional management and administration

	Action	Timeline	Party Responsible	Cost	Evaluation	Other notes	Rationale
4.3.1	Update and maintain a district website with current information for students, parents, and community members, including links to adult literacy classes at Hill College	Ongoing	Principal MTT Staff	\$500 annually	Website will contain current information		Website includes downloadable forms of the Student, Teacher, Athletic and Band Handbooks.
4.3.2	Continue contract with ESC12 for technical assistance with PEIMS and RSCCC programs for student and staff records and school business	Ongoing	Superintendent Business Manager Technician	Included in 4.3.3	Signed Contracts	4.2.3, 4.3.2, & 4.3.3 are part of a package	

	Action	Timeline	Party Responsible	Cost	Evaluation	Other notes	Rationale
4.3.3	Continue contract with ESC12 for utilization of EDLINK telecommunications for student and staff video conferencing of collaborative groups and coursework.	Ongoing	Superintendent Business Manager MTT	\$13,980 annually	Staff participating in staff development Students enrolling in distance learning	4.2.3, 4.3.2, & 4.3.3 are part of a package	Administration and Staff have been participating in workshops and training conferences. Students have participated in virtual field trips and foreign language classes.

Goal 4.4: Provide support of technology integration through additional funding and increased MTT staff development utilization.

	Action	Timeline	Party Responsible	Cost	Evaluation	Other notes	Rationale
4.4.1	Research and apply for additional grant opportunities to replace expiring grants.	Ongoing	Superintendent MTT		Completed grant applications Receipt of grant funding		Three major grants will expire in 2010. These funds make up 33.8% of the 2009-2010 budget.
4.4.2	Develop “teacher technology specialists” who are highly skilled in selected technical skills or software packages	2010 - 2012	Superintendent MTT Teachers	\$1,000 training materials	Fewer requests for technical support for MTT and technician		MTT is released from teaching only 2 periods per day. Most of the MTT’s time currently is utilized helping with minor hardware and software issues. The “technology specialist” will reduce the time the MTT spends on these issues and allow more time for assisting teachers with technology integration.

## EVALUATION

### **Evaluation Process:**

The Covington ISD is dedicated to strict evaluation standards to make sure that student learning is maintained at an optimum through the use of technology. The evaluation standards are tied to the technology goals of this school district and will be accomplished in the following ways:

An ongoing review of technology goals that have been put into place will be conducted through observation and testing. This will include monitoring Internet access and viability, and monitoring ongoing expansion programs under the authority of the superintendent and the district's computer/network technician

The district's technology committee, and site based committees will be involved in planning and assist with community involvement related to the telecommunication infrastructure development.

Evidence of communication among different members within the community will include regular meetings and reports to the district's board of trustees, site based committee and any community organizations interested.

Finally, evidence that the technology strategies will contribute to availability and quality of service and enhance student learning will be shown through a series of questionnaires and survey instruments as well as through observation and other feedback.

### **Evaluation Method:**

The superintendent of schools will be responsible for conducting the evaluation of the projects, along with the technology committee and district computer/network technician. Data included in

the Evidence section of the objectives for this plan will be collected under the supervision of the superintendent. The data will be placed in a database and distributed to technology participants to determine progress made and adjustments needed. Additional on-going evaluation data will be collected through the use of surveys, testing and continued observation by the technology director, teachers, students, and all those involved with the teaching and learning process in the Covington ISD.

Self-evaluation of each teacher's use of technology will be through STaR Chart and the district technology assessment form with assistance from the district technology director. In addition, teachers will be evaluated through observation and other means to see if they have obtained proficiency and have enhanced instruction by integrating network technology into the curriculum as well as using electronic communication and research capabilities.

On-going review of student learning, through the use of technologies put into place in the Covington ISD will be done through testing, surveys, and continued observation by teachers, administration and the district's computer/network technician. These evaluations will include whether the introduction of a communications network has increased local knowledge and whether it has increased the students' ability to apply research capabilities and application to the learning process. This will include proficiency in

1. Creating and maintaining portfolios
2. Creating school yearbook
3. Capturing and editing audio and video
4. Creating and editing photos
5. Creating animated graphics and still graphics

6. Creating word processing documents
7. Designing architecture
8. Preparing spreadsheets
9. Utilizing the Internet for classroom projects and research
10. Working with databases and online programs
11. Writing computer programs

## IMPLEMENTATION

Covington ISD will utilize the DEIC and Technology Committees to oversee the implementation of the Long Range Technology Plan. These committees are comprised of Parent, Community, Business, Staff, Faculty and Administration members,

The committees will work in conjunction with the Board of Trustees to ensure that the Long Range Technology Plan is in agreement with the District Improvement Plan. They will also monitor the progress of each Action Item on a quarterly basis to determine the following:

- Adjustments to technology needs
- Increase/decrease in staffing
- Staff development needs
- Adjustments to time line
- Adjustments to persons of responsibility for each task
- Adequate progress on each action item
- Additional action items required
- Whether outside assistance from ESC 12 is required for the writing of any grants
- Revision of cost estimates

### ADMINISTRATIVE REVIEW

A meeting was held with the Superintendent to review all documentation and a draft of the Long Range Technology Plan. Documentation included the annual Technology Plans for the past two years, an evaluation of the most current three years data from the STaR, an analysis of the technology funding currently utilized by Covington ISD. A list of recommendations was also included in the documentation.

After reviewing the documentation and the draft of the LRTP, the Superintendent made the following observations and recommendations:

1. All current ongoing actions items should remain in the LRPT. These items have been successful in Covington ISD reaching a “Target” rating on the STaR Chart for “Leadership, Administration and Support”.
2. In agreement with developing “teacher technology specialists” to assist the MTT and technician in resolving minor issues. District resources are extremely limited and there are not enough funds available to allow neither the MTT nor the technician to be on staff full time.
3. In agreement with researching and applying for new grants to replace expired grants
4. All costs should be stated as annual costs. These can be revised when the LRPT is revisited and revised.

The comments and recommendations made by the Superintendent reinforced that the focus of the LRTP was on target for Covington ISD.