

# MONSON PUBLIC SCHOOLS

## District Technology Plan

2017-2022

### *Monson Public Schools Mission & Vision*

*The mission of the Monson Public Schools is to maximize learning by adhering to high standards of academic achievement, preparing all students to become responsible, productive global citizens.*

*The vision of the Monson Public Schools is to be a high performing, nurturing and dynamic learning environment, in which the community supports the stated mission, where staff and all students are passionate, life-long learners.*



### *Monson Public Schools District Technology Mission & Vision*

*Our mission is to provide technology-rich environments where learners are empowered to think critically, solve problems, communicate and collaborate in order to be college, career and citizenship ready in a global society.*

*Our role is to provide resources that support teaching and learning with technology, including professional development, infrastructure, software and support.*

*Our vision is to use technology to further our learning community by:*

- Collecting, assessing and sharing performance information*
- Helping students accept responsibility for their learning*
- Providing a medium for expression and communication*
- Meeting the curricular needs of all learners*
- Addressing diverse learning styles*
- Improving academic achievement in all areas*
- Encouraging cooperative learning*
- Refining critical thinking skills and fostering creativity*

*It is our intention that this mission and vision will remain constant over the course of our plan and that it will guide the day-to-day and year-to-year implementation of technology across the Monson Public Schools.*

**Committee Members:**

*Cheryl Clarke, Superintendent*

*Todd Schubach, Technology Specialist*

*Lori St. Marie, Technology Administrative Assistant*

*Peter Sauriol, School Committee Chair*

*Kate Watts, Director of Curriculum*

*Suzanne Morneau, Director of Pupil Services*

*William Metzger, Monson High School Principal*

*Jack Champagne, Granite Valley Middle School Dean of Students*

*Paige Bernat, Quarry Hill Community School Dean of Students*

*Corey Pitcher, Granite Valley Middle School Technology Teacher/Technology Assistant*

*Jenn Prentiss, Quarry Hill Community School Technology Teacher/Technology Assistant*

**Benchmark One: Commitment to a Clear Vision and Implementation Strategies**

***Goals***

A mission and vision statement has been developed and created by the District Technology Team. Goals were set according to each of the benchmarks.

***Technology Committee***

The Monson Public Schools assembled a Technology Committee that includes representation from administration, teachers and staff.

***Needs Assessment***

Technology Committee members were broken into pairs, and each pair was assigned a benchmark. Together they informally and formally assessed the technology needs of the district.

A survey was sent electronically to all district staff regarding hardware, software, their level of technology interest and knowledge, as well as its impact on teaching and learning. Results were compiled by Lori St. Marie, Administrative Assistant to the Technology Specialist.

In addition, a survey was distributed to the special education staff regarding assistive technology. Results were compiled by Suzanne Morneau, Director of Pupil Services.

Todd Schubach, Technology Specialist, held multiple meetings with representatives from CMD Technology, the district's technology consultant, regarding both current hardware and future hardware needs.

***Budget***

The District recognizes the importance of funding technology to the best of its ability; monies for technology initiatives largely come from School Choice revenue. Additionally, the Town has provided the District with hardware from its capital account.

The Monson Public Schools technology budget includes expenditures for staffing, contracted services, infrastructure, hardware, software applications and support.



## **Benchmark Two: Technology and Integration**

### ***One to One Initiative***

- Complete a rollout within the next 3 years of a 1:1 Chromebook initiative as follows:
  - Chromebooks purchased for grade 3 to pilot program.  
**Target Date of Completion: June 2017**
  - A draft calendar of Chromebook purchases per grade is developed which is used to inform district budgets FY 2018 through FY 2020.  
**Target Date of Completion: April 2017**
  - Google accounts created for grades 2, 3 and 6  
**Target Date of Completion: June 2017**
  - Google accounts created for grades 5, 8 and 9-12  
**Target Date of Completion: August 2017**
  - District and School Committee Policies are developed in areas such as acceptable use, care and maintenance and insurance.  
**Target Date of Completion: August 2017**
  - A “Core Group” of teachers is identified to facilitate this initiative and participate in Level 1 and Level 2 Google training.  
**Target Date of Completion: August 2017**
  - A team of educators visits a Chromebook 1:1 district to observe the use of the Google platform and student Chromebooks in the elementary, middle and high schools.  
**Target Date of Completion: September 2017**
  - A small cadre of staff is selected to participate in Google training, intended to prepare them to become trainers.  
**Target Date of Completion: September 2017**
  - Chromebooks given to “specials” teachers and counselors  
**Target Date of Completion: June 2018**
  - 90 percent of district professional staff is trained in the Google Suite by means of a ‘train the trainer’ model.  
**Target Date of Completion: June 2019; new staff trained as appropriate**

- Develop a system of vetting computer applications for all computer systems among the district administration, Technology Department and staff to focus district initiatives on technology that is sustainable. This system should include the vetting of freeware applications that can serve in place of paid applications.  
**Target Date of Completion: Ongoing**
- Integrate technology utilizing the SAMR Model (Substitution, Augmentation, Modification, Redefinition).  
**Target Date of Completion: June 2019**
- One hundred percent of district professional staff will be utilizing technology to enhance and improve student learning.  
**Target Date of Completion: June 2019**

*Technology Literacy*

- Develop a K-12 IT curriculum that is vertically aligned and addresses student learning objectives and acceptable usage expectations, which are developmentally appropriate and build over time.  
**Target Date of Completion: June 2020**
- Standardize operating systems on district machines to allow for increased collaboration and a working computer vocabulary between and among staff and students.  
**Target Date of Completion: June 2019**



**Benchmark Three: Technology Professional Development**

- Conduct and analyze a district Technology Needs Assessment Survey.  
**Target Date of Completion: April 2017**
- Create a recordable system of technology professional development to develop technology proficiency within the staff and to “catch up” new hires with district technology initiatives. This will include training on the Digital Literacy and Computer Science State Standards to integrate said standards into the regular education classrooms.  
**Target Date of Completion: Ongoing**

- Provide professional development in the software purchased by the district (i.e. Discovery Education Science Techbook, eDoctrina, Go Math, NewsELA, Rediker, Read Naturally, Teachpoint, etc.) so that teachers gain familiarity with the software and increase usage of these tools in their instructional practice.  
**Target Date of Completion: Ongoing**
- Provide professional development in the area of existing classroom hardware (e.g., document cameras, mimeo boards) so that teachers gain familiarity with the hardware and increase and maximize use of these tools in their instructional practice.  
**Target Date of Completion: Ongoing**
- Provide professional development in the area of assistive technology to increase the knowledge of special education staff.  
**Target Date of Completion: Ongoing**
- Increase usage of technology to meet the needs of teachers' professional growth (i.e. provide training for teachers to use Teachpoint to track professional development, provide online learning opportunities such as Westfield State University 15-hour courses, support in-district peer to peer technology sessions).  
**Target Date of Completion: June 2018**

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**Benchmark Four: Accessibility of Technology**

*Hardware Access*

- Continue to provide access and explore the use of technology for all students.  
**Target Date of Completion: Ongoing**
- Evaluate and review current and new software/hardware to be implemented.  
**Target Date of Completion: Ongoing**

*Internet Access*

- Establish a 1:1 wireless access point per classroom.  
**Target Date of Completion: June 2020**
- Expand internet bandwidth (tier 3/3 or fiber).  
**Target Date of Completion: June 2019**

*Networking*

- Move to 1 GB transfer with upgrade of switches.  
**Target Date of Completion: August 2018**

*Access to the Internet Outside of the School Day*

- Increase parents' awareness of internet access locations before and after school.  
**Target Date of Completion: Ongoing**
- Include internet access locations before and after school in district handbooks.  
**Target Date of Completion: August 2017**

*Staffing*

- Review the process for tech tickets and assess its efficiency.  
**Target Date of Completion: June 2018**



**Benchmark Five: Virtual Learning and Communication**

- Explore ways that virtual learning may be utilized in middle school classrooms.  
**Target Date of Completion: Ongoing**
- Explore ways to access interactive video learning district-wide (e.g., Skype, Google collaboration tools, virtual field trips).  
**Target Date of Completion: Ongoing**
- Identify and implement ways that virtual learning and interactive video learning can be utilized in middle school classrooms.  
**Target Date of Completion: June 2022**
- Continue expansion and enhancement of district website.  
**Target Date of Completion: Ongoing**



## **Benchmark Six: Safety, Security & Data Retention**

### ***Technology Policy & Training***

- Review and update district, staff and student technology policies as necessary.  
**Target Date of Completion: August 2017**
  
- Provide training to staff in the areas of updated policies and technology safety.  
**Target Date of Completion: August-September 2017**
  
- Provide training to students in the areas of updated policies and technology safety.  
**Target Date of Completion: June 2018**

### ***Convert to Web-Forms & Digital Processes***

- Review and update district annual forms.
  - Student Registration Form
  - Emergency Contact Form
  - Health Form
  - QH Snow Day To Do List**Target Date of Completion: July 2017**
  
- Convert forms to web-forms.  
**Target Date of Completion: August 2017**
  
- Provide training to staff in web-forms.  
**Target Date of Completion: August 2017**
  
- Conduct web-form roll out:
  - Review other potential web-forms with department heads and administrative team.
  - Convert and roll out all web-forms.**Target Date of Completion: August 2018**

### ***Technical Needs for Data Safety, Security & Data Retention***

- Install all switches – (38)  
**Target Date of Completion: July 2017**
  
- Implement new VLAN infrastructure.  
**Target Date of Completion: September 2017**



- Reconfigure Wi-Fi guest network.  
**Target Date of Completion: September 2017**
- Review encrypted vs. protected data practices.  
**Target Date of Completion: June 2018**
- Research network encryption software cost.  
**Target Date of Completion: June 2018**