

Lisa J. Mails Elementary School Technology Plan Murrieta Valley Unified School District



SSC Adoption Date:

Plan Start Date: 2013-2014 School Year

Plan Expiration Date: 2016-2017 School Year

Acknowledgements:

District Technology Staff:

Director of Technology and IS-Ken Balliger
Technology Assistant- Claudia Garcia

School Administration:

Principal – Faythe Mutchnick
Assistant Principal – Josh Fogal

School Technology Committee:

Technology Leader – Beth Hankins
Technology Consultant – Kathy Klinefelter

Parent Technology Committee:

Charles Tippie
Kelly Egan

School Wide Participation

Lisa J. Mails Elementary School Technology Plan



Vision Statement

Our vision is for students, parents, and educators to use communication and information technologies to enhance and expand our current educational programming as a visual and performing arts school. Technology can improve communication, enhance thinking skills, make instruction more efficient and effective, and develop life skills critical to success.

Mails Elementary School will incorporate technology as a means of integrating curriculum across subject areas. Students and educators will be guaranteed opportunities to use technology as an integral part of educating students in the 21st century. This technology integration plan will outline our strategies for turning this vision into reality and be an integral part of preparing students for college and career readiness.

I. Needs Assessment/Objectives

A. School Goals

Expected student outcomes in 3 years as a result of technology use:

Students will acquire technology skills as a means to an end, receiving practice in selecting and using various technology applications to accomplish a wide variety of tasks.

Basic technology skills:

- Select and access technology appropriate to needs.
 - Use correct starting and exiting procedures.
 - Develop keyboarding skills.
 - Operate peripheral devices.
 - Use technology independently and cooperatively.
 - Use technology safely and ethically.
 - Develop research skills.
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- Working toward grades 4 & 5 proficiencies, every student in grades K-3 will be afforded the opportunity to acquire basic literacy, mathematic, problem-solving, research skills, and keyboarding skills.
 - Every student entering grade four will possess and demonstrate basic keyboarding skills that will enable her/him to navigate through a web page and to construct and edit a basic word processing document.
 - Every student will have equal access to an online experience on a daily basis.
 - Every student will use information technology resources to engage in meaningful real world problem solving experiences.
 - Every student will utilize technology resources to engage in a meaningful visual and performing arts experience.
 - Every student in grades 4 & 5 will demonstrate the ability to complete a research project utilizing technology and electronic and/or internet resources.
 - Every student exiting grade 5 will demonstrate basic computer competencies including but not exclusive to the legal and moral ethics of technological sharing and transfer of information.
 - Student will be able to access information provided by teachers through video webcasts, websites, and presentations.

Expected staff outcomes in 3 years as a result of technology use:

The administration staff will promote and support the technological training for all Mails Elementary employees.

- All teachers will use technology to review, monitor and structure student learning and progress.
- All teachers will have technology available in the classroom to use individually or in small groups and to use as learning tools during instruction.
- All teachers will use technology as a classroom management tool.
- All teachers will utilize quality software programs allowing teachers to more easily evaluate student performance and present information in an easy to read format.

- All teachers will access current information to supplement teaching resources with electronic sources and on-line services.
- All teachers will increase communication with parents by phone and through computer links, as well as email and other social media.
- All staff will utilize technology as a primary means of communicating with colleagues and the global community.
- All school site administrators will utilize technology as the primary tool for communication with staff and District personnel.
- Teachers and school site administrators will use technology to remain informed of the latest and most successful teaching practices.
- All teachers will successfully integrate technology into various curriculum areas including virtual field trips.
- All staff will demonstrate a proficiency in the use of multimedia software and be able to use standard word processing, spreadsheet, and presentation software.
- All staff will demonstrate basic computer competencies including but not exclusive to the legal and moral ethics of technological sharing and transfer of information.
- Provide staff and students with multimedia software.
- Provide a web based design application for students and teachers to design their own webpage and/or Haiku LMS site as best serves the teacher's needs.
- Using our data management system will facilitate both teachers and students communication, file sharing, lesson planning, and delivery of new material.
- Students will be able to access information provided by teachers through video webcasts and video conferencing, in a safe, secure format using our learning management system.

B. Technology Inventory Survey

Technology in School	Current Reality	Goal at End of Year 3 (if current enrollment remains the same)
Workstations (includes labs and classroom computers)	225 (1 for every 4 students)	350 (1 for every 3 students)
Laptops (i.e. Chromebooks or other device with a keyboard)	12	75 (1 for every 7.5 students)
Tablets	42	200 (1 for every teacher) (6 per class) 25 for special ed teachers/specialists to work with small groups.
Total	279	650

Technology in School	Current Reality	Goal at End of Year 3
Computer Labs	1-to-1 student to computer ratio	3 labs to share among 6 grade levels---Goal Met
Projectors on cart for Special Ed rooms needing them	0	5
Ceiling mounted projectors	1 in every regular ed classroom	Goal Met
Interactive Whiteboards	12 (two per grade level)	3
Portable Mini Labs (6-10 laptops or tablets)	3	6 (1 per grade level)
Document Cameras	1 in every classroom	Goal Met
CPS Clicker System	0	2
Digital Cameras	6 (1 per grade level)	Goal Met
Interwrite Mobi	1	4
Replacement microphones for Lightspeed Sound Systems	0	6 (replace as needed)
Update or replace older computers to run newer instructional programs such as Think Central		

C. Maintenance Plan

Mails employees will continue to maintain technology in the following ways:

- Teachers will use technology to engage students in learning as they present content aligned to standards.
- All staff will demonstrate basic computer competencies including but not exclusive to the legal and moral ethics of technological sharing and transfer of information.
- Teachers will remain current on the use of both computer applications and web-based programs. For example Microsoft Word, Excel, PowerPoint, iTunes, Amazon Marketplace, Web-Based Programs, Discovery Education, and SAM (Scholastic Achievement Manager) to both instruct students and monitor student performance.
- Teachers will continue to remain current on the use of the following peripherals.
 - A. Tablets
 - B. Document Cameras -ELMO
 - C. Digital Cameras

II. Access

Mails Elementary School will have a reliable network system to provide a variety of media and formats, including telecommunications and the school website and email access, to communicate, interact, and collaborate with peers, experts, other educational professionals, parents, and the community.

III. Staff Professional Development

Teachers will be trained to use technology by staff with experience using the technology to:

- Create multimedia presentations through the use of document cameras, tablets, etc.
- Utilize computer applications to create webpage, edit digital photos, create digitized videos, and publish instructions to be used in Haiku.
- Instruct teachers on the use of web-based sites and resources that support instruction and assessment as well as a gateway for student-to-student, student-to-teacher, and teacher-to-teacher communication.

IV. Integration

Mails Elementary School is committed to the integration of technology in all curricular areas, especially in the areas of reading and math. The utilization of technological resources will enhance the learning environment for students and staff. The Mails staff will integrate technology as an effective tool to improve, support, and increase student learning to meet the new common core standards. The Mails staff will provide powerful learning opportunities for all students. Students will be provided with additional tools to address their particular learning style. In addition, staff and students will have an alternate means to creatively express ideas and display knowledge.

The Mails Staff will integrate technology into the curriculum/instruction in various ways:

- Virtual field trips
- Research tools used by both staff and students
- Word processing skills to communicate to students, teachers, and paraprofessionals
- Multimedia presentation prepared by both staff and students

- Record-keeping and test creating tasks using EADMS
- Distance learning, video conferencing
- Analyze data and design appropriate learning tasks for student achievement through an electronic student information system
- Reinforcement and remedial practice
- Individualized (differentiated) instruction
- Teacher created units / materials
- Software programs aligned with the Common Core Standards
- Immediate feedback as provided through the progress monitoring assessments

V. Technology Support

A helpdesk has been created and a Technology Assistant will be assigned to our school on call so that all teachers receive assistance in meeting their individual curriculum technology needs. The District will provide training in the area of troubleshooting and identification of potential network problems through the helpdesk. All staff will provide basic care, safe setup, and simple maintenance of classroom technology equipment. The School Technology Coordinator and School Administration will be available to assist teachers in meeting their instructional needs as it relates to increasing student achievement.

VI. Public Relations

Mails Elementary School will encourage and promote parent participation at the district and school level. Staff members will incorporate technology during parent meetings. Parents will be informed by newsletters as to where they might access technology in our school or district. Information through our Learning Management System (Haiku) will be made available to parents. Parents will be provided information on how to access their child's information through the ABI parent portal. Parents will be notified by the Parent Link system about important events. The Mails school webpage will provide contact information for parents and teachers, including information on current events.

VII. Funding

Our school plans to fund our technology needs through community members, discretionary funds, PTA donations, and federal, state and/or local grants. These funds will be allocated to meet the individual needs of students to ensure academic success for all.

VIII. Program Evaluation

The School Site Council, Grade Level Leaders, Technology Committee, School Principal and District Superintendent or designee will annually assess and recommend improvements. Guiding questions will be used for evaluation of the plan. Staff will be evaluated on how well they can design and implement learning experiences (e.g., units of instruction) that empower students to solve authentic problems relating to an overall theme/concept using the available technology (e.g., multimedia applications, internet, databases, spreadsheets, word processing).

After being reviewed, staff may be encouraged to add technology professional development components to their personal growth plan.

Developed: January 21, 2014- J. Shaw, Assistant Principal; B. Hankins, Technology Leader; K. Klinefelter, Technology Consultant