

WSC ACADEMY

TECHNOLOGY PLAN SUMMARY SHEET

District:

WSC Academy

Washtenaw Intermediate School District

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Years covered by this plan: **2013-2014, 2014-2015, 2015-2016**

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DESCRIPTION OF DISTRICT

WSC Academy (WSC)

855 Jefferson Ave. Ypsilanti, MI 48197

Number of Students

Current = 180

Demographic Data

Ages = 14 - 19

Grades = 9 – 12

Income = 56% of families qualified for free and reduced lunch

Race/Ethnicity

African American = 85 students

Caucasian = 67 students

Hispanic/Latin American = 4 students

Native American = 1 student

Unclassified = 23 students

MISSION STATEMENT

Our mission is to provide quality education that inspires every student to achieve the knowledge and skills necessary to succeed and achieve academic and personal excellence.

Background of WSC's technology planning initiative

The technology planning initiative is designed to provide all possible technologies to equip students for the best chance for success throughout their lives.

WSC technology vision/mission statement:

To provide a safe, technology-rich environment for students, while providing specific learning activities that will allow each student to meet and exceed the minimum academic standards set by the state and federal government.

How the technology plan ties in with WSC's mission and school improvement plan:

The technology plan supports the mission statement and adds a technology component as an additional tool in the development of successful students and later adults.

Major goals of the technology plan:

- To embed and support an overall learning plan focused on high achievement for all students.
- To relate to, support, and integrate with other educational plans at the school, state, and federal levels.
- To guide decision-making and planning processes focused on improving student learning.
- To provide for shared decision-making and collaboration among all those who have a stake in the success of the school.

Goals for WSC teachers and students:

- Student-centered learning.
- Mass customization with instruction to fit individual student needs.
- Flexible pacing based on student abilities.
- Distributed learning possible from any place.
- Learning at any time.
- Critical thinking in real-world contexts.
- Collaboration and dialogue among students.
- Collaboration and dialogue between students and teachers.
- Collaboration and dialogue among teachers.
- Up-to-date primary information resources.
- Parent/teacher communication available daily.
- Communication between staff and WSC Education Services Management.

Evaluation:

WSC will monitor and evaluate the technology plan through regular meetings of the staff technology committee and the progress of implementation will be reported. This body will ratify the plan and any subsequent changes.

GUIDING DOCUMENTS FOR WSC'S TECHNOLOGY PLAN

1. Required elements of a technology plan
[Http://techplan.org](http://techplan.org)
2. National Educational Technology Standards Project
<http://cnets.iste.org/>
3. Michigan Curriculum Framework
<http://www.mde.state.mi.us/reports/>
4. Instructional Technology Across the Curriculum (ITAC)
<http://cdp.mde.state.mi.us/ITAC/>
5. Technology content standards and benchmarks

<http://cdp.mde.state.mi.us/MCF/ContentStandards/Technology/default.htm>

6. Michigan Information Network (MIN) vision document

<http://www.migov.state.mi.us/min/O-toc.html>

7. NSSE Indicators for Quality for information systems in K-12 schools
(National Study of School Evaluation) Library of Congress Catalog #95-71988.1996

8. Guiding Questions for Technology Planning: North Central Regional Technology Education Consortium

TECHNOLOGY PLANNING TEAM

Travis Batt-*Principal*

Portia Mann-*CAO*

Larry Biederman-*Math Teacher*

Rodney Fresh-*Social Studies Teacher*

Rick Mitchell-*Contracted Services Network Administrator*

Tina Jackson-*Contracted Services HR Administrator*

INFRASTRUCTURE

The following provides a description of the type of technologies to be acquired, including specific provisions for interoperability among components of such technologies and with existing technologies:

- Student database (Power School) with electronic state reporting online.
- Curriculum tracking devise (Curriculum Crafter, NWEA) on-line and available to all teachers.
- Internet use for all teachers/students/administrators.
- Email use for all teachers/administrators.
- Updated website for WSC hosted by BlueHost.com.
- Student progress available on the PLATO website.
- One laptop or I-Pad for every five students.
- One computer for every teacher/administrator/office staff, and use of I-Pads as needed.
- Each staff computer to have installed and working:
 1. Windows 7 or better
 2. Microsoft Office
 3. Power School
 4. PLATO
- All computers networked with Internet access.
- All Internet access is screened by Open DNS.
- Student data software will be installed and fully functional from all staff computers with appropriate restricted access by staff.
- Quick Enterprise 2012 for five simultaneous users installed on the server.
- 100% secure wireless coverage across the campus; available to students and staff.
- Every classroom equipped with Smart Boards.

- Website accessible inside and outside the LAN and WAN.
- Connectivity and full utilization of server from home and remote laptop.

INFRASTRUCTURE SUPPORTING MISSION, GOALS, STRATEGIES

General information about WSC's network:

- Computers have sufficient power and sophistication to support student achievement of the goals for their learning.
- Computer-based equipment is available, such as CD-ROM's, printers, LCD projector, and LAN.
- Video resources are available, such as Smart Boards, Document Cameras and Projectors.
- VOIP Voice Over IP Telephone Systems
- Sufficient power and wiring are available in the school to support WSC's vision for technology.
- Equipment is distributed to the most accessible sites in the school for student and teacher use.
- WSC's facility provides the following:
 1. Adequate number of electrical outlets in each classroom with additional computer outlets
 2. Surge protection and grounding
 3. Lightning protection
 4. Back-up systems
 5. Temperature and humidity control
 6. Full-spectrum fluorescent lighting is in place throughout building
 7. Security devices including a building alarm system and locks on all classroom doors.
- WSC's facilities are easily accessible to persons with disabilities with ramps available into the building.
- All classrooms are wired for access to the Internet; being hardwired and wireless broadband.
- Computers are equipped with LAN connections for email, Internet, and PLATO online curriculum.
- Shared academic and administrative resources.
- Internet account management.
- Ongoing staff training on Power School, PLATO and Smart Boards and other online courseware provided through staff development budget.
- The buildings are new and are wired with the computer systems in consideration.
- WSC uses a Windows-based network consisting of a Windows 2008 server. The workstations at GTA are Windows based. The workstations are Microsoft operating systems, using Windows 7. The network is configured to allow communication via email both internal to the network, as well as externally through the Internet. The network uses Microsoft Exchange Server 2009 as the email system.
- Internet is provided through broadband cable connection giving the School a total of 24/mb internet connection. This allows the teachers, staff and students connectivity as needed.
- There is a web content filter in place to filter out spam, spyware, viruses and inappropriate website content.

- Key Personnel have cell phones that use the I-phone and Blackberry Technology for instant communication. This service fits into the schools emergency response team.

CURRICULUM INTEGRATION

The following is an explanation of how acquired technologies will be integrated into the curriculum to enhance teaching, training and student achievement.

Quality indicators for Curriculum Development and Technology:

- The MDE Curriculum Framework will serve as a guide to assure that the curriculum is driven by the goals and performance indicators for student learning in technology that has been defined by WSC.
- The design of the curriculum takes into account the learning needs and interests of students. This curriculum is based on the Michigan Curriculum Framework and Integrated Visual Learning.
- The curriculum is clearly articulated and supports a shared vision for student learning. The goal is to have this available through PLATO Courseware.
- The advantages of integrating PLATO Courseware, technology in teaching strategies and learning activities, will empower teachers to provide students with learning experiences that would be difficult or impossible to achieve without technology resources.
- Information technology resources are employed to expand and strengthen the system of assessing student learning in an unbiased manner. Internet projects are employed throughout the curriculum.
- High quality assessments are employed to evaluate students' achievement of the essential knowledge and skills they need to achieve in technology.
- Curriculum is developed in coordination with school improvement plans and philosophies of WSC to promote higher-level thinking, decision-making, and problem solving skills.
- Modeling and mentoring of the curriculum's technological advantages occurs regularly in small and large group settings.

COLLABORATIONS

How programs will be developed in collaboration with other providers:

- Technology is used to collect and analyze data, interpret results, and communicate findings to improve instructional practice, student learning, and communication with the community.
- Washtenaw ISD provides a variety of classes which educators are invited to attend.
- Colleges provide technology classes that are available to all in the community.
- Educational technology policies are regularly reviewed in an effort to benefit by recognizing and referring to the knowledge of experts active in a variety of projects. Michigan's State Technology Plan's Instructional Technology Across the Curriculum initiative is particularly helpful

- WSC's technology plan is consistent with requirements of Michigan's Revised School Code, in particular the provision that schools have annually updated school improvement including a technology component.

PROFESSIONAL DEVELOPMENT

WSC ensures that there will be ongoing, sustained professional development for teachers and administrators to further the use of technology in the classroom in the following ways:

- Staff is encouraged to attend seminars and workshops offered by WISD and colleges, and offerings by software suppliers/vendors.
- Every Friday, WSC has a whole day to allow for the scheduling of in-services for the staff. Also two weeks per school year are planned for training.
- The network administrator and other knowledgeable people are available to provide one-on-one or group instruction on the various technologies available. They assist staff in providing presentations, research, direction of where to look for material, and/or assisting in developing lesson plans for teaching the new skills to students.
- A regular training schedule is planned yearly which includes professional development strategies to ensure that staff knows how to use the new technologies to improve educational services.
- Technology is used routinely in an effort to facilitate change for organizational improvement.
- The objectives of WSC's professional development programs in information technology are made available to administrators, teachers and staff members to help them advance goals for student learning in technology.

Common Goals of WSC's professional development plan:

- Improve student achievement through their ability to use technology.
- Improve staff and student competence with technology.
- Implement technology tools into new and existing curriculum and instruction.
- Improve technology planning with the technology committee.
- Close the gap between those who are highly skilled in technology and those who are under skilled.

Outline of professional development plan:

- Provide effective trainers.
- Technology committee will assess staff needs and devise a plan for implementation of need based training
- Plan for adequate time and resources.
- Provide expectations, continuity and follow-up of programs over time.

TECHNICAL ASSISTANCE

The following training and technical assistance are available In order to provide coordinated and organized technical assistance to WSC:

- Information technology resources are continuously updated. Technology resources and materials are reviewed annually for currency and for value to the curriculum in supporting student learning.
- Hardware is reviewed for possible replacement annually.
- Equipment receives regular inspection and routine maintenance at least annually.
- Properly trained technical personnel are contracted to perform maintenance and repair. Emergency repairs are made promptly. Records kept adequately document repair and maintenance of equipment.
- A comprehensive security system is in place to safeguard the school's information technology resources. This includes alarm systems on the building.
- WSC maintains an up-to-date inventory of information technology resources including software, hardware, printed information, and resource materials. All materials and equipment are classified, cataloged, and processed at the time of acquisition. All materials and equipment are marked and documented.
- The roles and responsibilities for the management and coordination of the use of information technology resources throughout the school are clearly defined.
- The school's insurance policy provides adequate coverage for materials and liability.
- Educational leaders inspire the development of a shared vision for comprehensive integration of technology and foster an environment and culture conducive to the realization of that vision. Leaders then communicate the vision widely.

SUPPORTING RESOURCES

Supporting resources which will be acquired and maintained to ensure successful and effective use of acquired technologies include:

- Information resources including Washtenaw ISD, website, and the guiding documents listed on page 3 will all serve to further WSC's accessibility and facilitate the use of WSC's information technology.
- Universal Service Program – “E” rate technology.
- Human resources within WSC and WSCES will advance the school's vision for technology.
- A policy for selecting software, hardware and related information technology resources has been researched and developed by WSC's technology planning team and is consistent with WSC's vision for technology and desired results for student learning.
- WSC's school improvement plan and policies will aid in the commitment to providing resources.
- Supporting software will include Power School, PLATO, assessment tools, and additional software as indicated by the technology planning team.
- WSC Contracted IT Services will provide assistance as needed to support teaching and learning with technology.

PROJECTED COST

Materials have been purchased with Title I and Implementation year 1 and year 2 money. Very little yearly cost will be responsible to the academy.

- Staff Training-\$1500-\$2000 yearly

- Broadband Internet Service- \$4,200 yearly
- Cellular Phone Service- \$2,000 yearly
- VOIP Telephone Service- \$1,900 yearly

COORDINATION OF RESOURCES

FUNDING PLAN

WSC takes advantage of opportunities to stretch available financial resources to further advance their vision for technology in the following ways:

- Public funds – federal, state and local money.
- Investigating potential advantages of lease/purchase agreements
- Money is obtained through the general fund
- Fund raisers are planned to help with costs
- Universal Service Fund
- Working with grant writers to express needs and apply for funds.
- Private funds – grants, donations from corporations, foundations, individuals.
- Working with grant writers to express needs and apply for funds.
- Creating partnerships with local businesses
- Needs are explained through parent letters and donations are obtained.

The budget planning process takes into account the following factors:

- Initial costs for equipment, software, and other necessary infrastructure costs.
- Funding for ongoing costs (upgrades, software, maintenance)
- Replacement costs for obsolete equipment.
- Allocations for professional development to support ongoing training and staff development.
- Permanent line item in the school’s budget to support allocations listed on previous page.
- Taking advantage of the use of technology to manage and monitor resources.

EVALUATION OF PROGRESS

The following is a description of how the district will evaluate the progress and impact of its implementation.

- WSC technology planning team will periodically review and take advantage of new hardware, software, and telecommunication opportunities.
- WSC technology planning team will continue to design policies and procedures to drive continuous system improvements and will support technology replacement cycles.
- WSC technology planning team will continually assess staff knowledge, skills, and performance in using technology and use these results to facilitate quality professional development and informed personnel decisions.
- WSC technology planning team will assess and evaluate, using multiple methods, appropriate uses of technology resources for learning, communication, and productivity.
- WSC technology planning team will maintain an evaluation process that enables them to monitor progress toward the specified goals and make corrections in response to new developments and opportunities as they arise.

- A timeline for the implementation of each of the action steps is identified on the following page. This timeline supports a sustained effort to allow these interventions to become fully implemented.
- WSC technology planning team is responsible for monitoring the implementation of the technology plan and for disseminating periodic progress reports to the staff and the community.
- WSC technology planning team will determine which steps have been successful and will build on the action of these steps by making improvements as necessary. For those steps that appeared to be promising, but did not fulfill their expectation, the team will modify these steps without compromising the goal of achieving the objectives of the school improvement plan.

EVALUATION PLAN

- **Infrastructure** –WSC Contracted IT Services will provide review and provide update recommendations
- **Curriculum Integration**--The technology committee will review student performance to see that standards are being met
- **Collaboration**--The technology committee will collaborate with colleagues to continually assess technology needs
- **Professional Development**--Technology Committee will review training schedules and make changes or suggestions as necessary
- **Technical Support**--Technical support will be provided through WSCES IT Department and will be their services will be evaluated by the technology committee
- **Supporting Resources** --The technology committee will evaluate resources available on a regular basis
- **Timetable**--Beginning in the fall of 2013 and ending in the spring of 2016
- **Cost/Funding**--Cost/funding will be evaluated by administration and the technology committee will consider their recommendations
- **Coordination of Funding Resources**--Coordination of funding resources will be handled by administration
- **Acceptable Use Policy**--Each fall, and as students enroll, parents and students will receive and sign an acceptable use policy (located in handbook) that will be kept on file in the main office
- **Communications**--Communications with supporting resources will be documented and reviewed by the technology committee yearly, sooner if needed
- **Impact on Student Achievement**--Administration and the technology committee will regularly monitor student achievement to determine that the impact of technology is having a positive effect.

ACCEPTABLE USE POLICY

The following document describes the Acceptable Use Policy that addresses Internet use. It includes a technology protection measure, is fully compliant with the Children’s Internet Protection Act requirements, identifies, communicates, models, and enforces social, legal, and ethical practices related to technology use, promotes and enforces security and online safety

related to the use of technology, and promotes and enforces environmentally safe and healthy practices in the use of technology:

WSC Academy Internet Acceptable Use Policy

In order for a student to use the computers and internet at WSC Academy, they must read and sign this contract. This contract must also be signed by a parent or guardian.

1. Students must take full responsibility for their own actions on the computers and internet.
2. WSC Academy, along with other organizations sponsoring this internet link-up, will not be liable for the actions of anyone connecting to the internet through this hook-up.
3. All users assume full liability, legal, financial, or otherwise, for their actions.
4. WSC Academy takes no responsibility for any information or materials that are transferred through the internet.
5. Due to the size and nature of the internet, many kinds of materials eventually find their way onto the system. Should users happen to find materials that may be deemed inappropriate while using the internet at WSC Academy, they shall refrain from downloading the material, immediately leave the internet site and shall not identify or share the location of this material.
6. WSC Academy makes no guarantees, implied or otherwise regarding the reliability of the data connections. Neither WSC Academy, nor any of the sponsoring organizations, shall be liable for any loss or corruption of data resulting while using the internet connection.
7. WSC Academy reserves the right to examine all data internet activity as well as all data stored on the network or computers.
8. No user shall use the internet to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network or misrepresent themselves in any manner.
9. WSC administration reserves the right to change these rules at any time without notice.
10. All users should keep in mind that when they use the internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole.
11. As such, all users must behave in an ethical and legal manner.

WSC Academy Internet and Computer Acceptable Use Policy

I, _____ (print name), accept and agree to abide by the following rules:

I agree to abide by all of the rules below regarding WSC network usage:

1. Do not use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
2. Do not reveal your (or other's) personal address, phone number or credit card information.
3. Do not use the network in such a way as to disrupt use of the network by others or abuse access time.
4. Do not harass anyone by sending uninvited communication.
5. Do not send or access electronic information from accounts that do not belong to you without the owner's authorization.
6. Do not access unauthorized or inappropriate areas on the network and do not change or interfere with information found on the network.
7. Do not misrepresent yourself.
8. Do not make unauthorized copies of software or information.
9. Do not download and/or install software on school computers.
10. You may not access e-mail other than the school e-mail system.
11. You may not "chat" on the internet, or access on-line games that incorporate "chatting", unless specifically directed to by a teacher for coursework.
12. You may not access internet or computer programs unless permission is granted by WSC staff.

___ I realize that the primary purpose of the WSC internet connection is educational, and that as such, educational purpose shall take precedence over all others.

___ I realize that the use of the internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking of my account, disciplinary action, and/or legal actions.

___ I agree not to participate in the transfer of inappropriate or illegal materials through the WSC internet connection. I realize that in some cases, the transfer of such material may result in legal action or disciplinary action against me.

___ I agree not to participate in the transfer of material that may be considered treasonous or subversive via the WSC internet connection.

___ I agree not to allow other individuals to use my account for internet activities.

___ I release WSC Academy and all other sponsoring organizations related to the internet connection from any liability or damages that may result from the use of the internet connection. In addition, I will accept full responsibility and liability for the results of my actions regarding my use of the internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the internet.

_ I understand that misuse of the privileges in the conditions outlined above may result in the loss of my ability to access and use the computer equipment at WSC Academy.

Signature of Student _____

Signature of Parent/Guardian _____

Date _____

This policy and all its provisions are subordinate to local, state, and federal statutes.

COMMUNICATIONS / PUBLIC RELATIONS

The following is a description of how WSC will communicate the direction, goals and progress, to the all stakeholders:

- Regular updates in the parent letter sent home both in hard copy and through email.
- Periodic reports to staff from the technology planning team.
- Regular updates on WSC's web page. www.wsc-academy.org
- Provide information at community meetings.
- Issue media releases.