

**Claremont Unified School District
Sycamore Elementary School
Technology Plan
2006-2009**

VISION

Sycamore Elementary School will utilize technology to ensure that all students and staff will become lifelong learners and responsible, productive citizens in a global society. All stakeholders will use technology as an integral component in all areas of teaching and learning.

MISSION

Technology will serve as a catalyst to promote creativity, problem solving, critical thinking, analyzing, and decision-making skills in all areas of instruction. Students and staff will be able to access, process, and communicate information in a dynamic, integrated, technological environment.

GOALS

INTEGRATION

Goal I: Improve teaching and learning through the appropriate use of technology.

- a. Students use technology to demonstrate aspects of their learning in core curricular areas using a variety of word processing, multi-media, presentation, and educational software and support websites.
- b. Technology is integrated into development, execution, and sharing of curriculum planning units.

Goal II: Students are given the opportunities to authentically demonstrate and assess their learning in all curricular areas using tools of technology.

Goal III: Apply techniques learned during faculty collaboration or professional development classes to implement significant, involved technology projects.

PROFESSIONAL DEVELOPMENT

Goal I: Establish partnerships for identifying and delivering effective technology training to assist educators as they help students achieve high academic standards (i.e., staff demonstrates technology accomplishments during a bi-annual, room based, interactive technology exchange).

Goal II: Pursue active faculty collaboration on major technology projects such as; clay animation (Video Blender), movie making (iMovie), presentations (PowerPoint), interactive/multi-media software (Media Blender), music production (Garage Band), or other Sycamore licensed software.

Goal III: Administer grant programs and financial assistance initiatives that support implementation of educational technology integration.

Goal IV: Establish and maintain instructional technologists to support teachers in their implementation of various classroom technologies and help coordinate major technology projects.

INFRASTRUCTURE – Supported by CUSD Technology Support Department

Goal I: Ensure that all rooms have access to integrated instructional and administrative services across interoperable high-speed wireless networks.

Goal II: Ensure that all rooms have continuous access to the Sycamore server. Maintain server to match the demands of increasingly complicated/large files and applications.

Goal III: Ensure sufficient support for ongoing, reliable network operations and classroom based technology centers, network security, filtering, and disaster recovery plans. Provide personnel and resources to promote efficient procurement and maintenance of infrastructure.

Goal IV: Maintain and upgrade, as needed, classroom computers to meet the need of advanced classroom applications and projects.

ACCOUNTABILITY

Teachers: To assess the value that information technology adds to teaching and learning environments, Sycamore teachers will:

1. Gather, analyze, and share with the community projects displaying student use and understanding of technology.
2. Document integration of technology in development, execution, and sharing of curriculum planning units.
3. Showcase technology use during bi-annual, classroom based technology exchanges.

Governance Council: Establish a 'Technology' position under the Curriculum and Assessment Committee. This position could be filled by a parent or teacher, or both.

Principal/Technology Coordinator: Ensure that the Sycamore technology plan is consistent with the CUSD technology plan.

Committee Members (6/23/06):

Brian D'Ambrosia-Donner (K teacher)

Joe Darrow (Sycamore Parent)

Chelsea Schreiber (4-5-6 teacher)

Lisa Kleinsasser (4-5-6 teacher)

Felipe Negritto (Sycamore Parent)

Carlos Navarrete (Sycamore Parent)

Jodi Erlinger-Irwin (K-1-2 teacher)

Tom Cooper (Principal)

Sycamore Technology Plan Goal Planning & Objectives

Fall 2006

INTEGRATION

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| Goal I: Improve teaching and learning through the appropriate use of technology. |
| Target A: Technology is integrated into development, execution, and sharing of curriculum planning units |
| Target A Objective: Increase teacher use of technology in documenting curriculum planning process |
| Reality: Technology is unreliable, unavailable, or unfamiliar due to infrequent exposure for presentations, planning, and instruction. |
| Gap: Teacher's have old computers that do not meet CUSD minimum requirements, for all computing. More advanced, portable technology is required for teachers to teach and communicate learning in the communication age. |

| Strategies | Person(s) Responsible | Time Line | Resources | Budget |
|--|--|---------------------|---|---|
| Acquire advanced laptops, wireless connections and LCD projectors for teacher and classroom use. | Technology Coordinator, Governance Council, CUSD | first year | Sycamore Technology Plan, Apple Website, CDWG website | PFA funds, State funds, Apple lease program \$100,000.00 |
| Provide training for teachers | Technology Coordinator, parent volunteers, HMC student volunteers | first year | Sycamore Technology Plan Instructional Technology Office | NA |
| Develop a school policy for laptop care and use. | Technology Committee, Principal, Technology Partners | First year | CHS Model HMC Systems Administrator Jefferson Elementary School Model | NA |
| Find and introduce documentation and lesson planning software for teachers | Technology Coordinator, Teachers, CUSD ITC | | | |
| Communicate rationale for purchase to Governance Council and Sycamore Community | Principal Technology Committee | Fall, First Year | School Technology Plan Teacher Survey | NA |

Progress Measures:

- Budget Approval
- Laptop, cases, locks, apple care. LCD projectors purchased
- Computers imaged
- Computers checked out to teachers

INTEGRATION

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| Goal I: Improve teaching and learning through the appropriate use of technology. |
| Target B: Students use technology to extend and demonstrate aspects of their learning in core curricular areas using a variety of word processing, multi-media, presentation, and educational software and support websites for research. |
| Target B Objective: Increase student use of technology to demonstrate learning using a variety of available technologies. |
| Reality: Teachers prepare internet research pages, and build technology time into class schedules. Students are interested in using technology tools to support their learning. Classroom technology is unreliable, unavailable, or not advanced enough to be fully integrated into the regular, daily routine of the students. |
| Gap: Classroom technology is inconsistent from room to room. Many classroom computers do not meet CUSD minimum requirements for technology. Some classrooms have multiple computer platforms, making student tech. support more difficult. |

| Strategies | Person(s) Responsible | Time Line | Resources | Budget |
|---|---|--|---|---|
| Acquire advanced Apple computers for classroom use. | Technology Coordinator | Fall, first year | Sycamore Technology Plan, Apple Website, CDWG website | PFA funds, State funds, Apple lease program \$100,000.00 |
| Provide instruction for students in use of technology productivity, communication, and research tools | Technology Coordinator, Technology Partners, Teachers | Ongoing | Office of Instructional Technology, HMC Computer Science Dept., California Technology Assistance Program (CTAP) Region II | Sycamore General Fund (Tech. Coord.) |
| Maintain Computers | Tech. Coordinator, Student Tech. Assistants, Classroom Teachers, CUSD IS Department | Ongoing | CUSD Technology Dept, HMC Computer Science Dept., Apple Care | Technology Maintenance Budget |
| Model technology integration lessons | Technology Coordinator, Classroom Teachers, Technology Partners, ITC professional development classes | Ongoing as needed and following professional development workshops | Office of Instructional Technology Parent experts, Technology Coordinator | Software purchases as necessary: \$2,500 |

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| Progress Measures: |
| <ul style="list-style-type: none"> Budget Approval, Laptop, cases, locks, apple care. LCD projectors purchased, Computers imaged, Computers to teachers |

INTEGRATION

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| Goal II: Students are given the opportunities to authentically demonstrate and assess their learning in all curricular areas using tools of technology. |
| Goal II Objective: Students will use advanced technology to present their learning using PowerPoint, iMovie, Image Blender, and other creative or presentation software. |
| Reality: Students are prepared and interested in using technology to demonstrate their learning. In most upper grade classes, 2 computers are capable of video editing. The mobile computer lab, with 9 laptops, rotates through upper grade classes 2x per week and primary classes 1x per week. |
| Gap: Primary classes don't have computers capable of video editing due to slow processors or inadequate video cards. When upper grade classes are working on video editing or completing other presentation projects, class computers provide insufficient numbers of machines to meet class needs, and the cart, 2 rotations @ 1 hr. each w/ 9 laptops, provides limited access |

| Strategies | Person(s) Responsible | Time Line | Resources | Budget |
|---|--|--|---|---|
| Purchase new advanced Apple computers for classrooms (5 for upper grade & 3 for primary) | Technology Coord., Governance Council, CUSD | First Year | Sycamore Technology Plan, Apple Website, CDWG website | PFA & State funds, Apple lease program |
| Provide instruction and regular practice with presentation and communication technology tools. | Technology Coordinator, Technology Partners, Teachers | Ongoing | CUSD ITC, HMC Computer Science Dept., California Technology Assistance Program (CTAP) Region II | Sycamore General Fund (Tech. Coordinator) |
| Maintain Computers | Tech. Coord., Student Tech. Assistants, Classroom Teachers, CUSD IS Department | Ongoing | CUSD IS Dept, HMC Computer Science Dept., Apple Care | Technology Maintenance Budget |
| Model technology integration lessons | Technology Coord., Classroom Teachers, Technology Partners, ITC professional development classes | Ongoing as needed and following professional development workshops | CUSD ITC, Teachers Parent experts, Technology Coordinator | Software purchases as necessary: \$2,500 |
| Students Use Technology To Demonstrate and Asses Learning | Students, Teacher, Tech. Coord. | End of Units, all three years | Teacher, Technology Coordinator, Technology Partners | Tech. Coord. |
| Progress Measures: Budget Approval, Laptop, cases, locks, apple care. Computers imaged, and in classes. Students' successful presentations. | | | | |

INTEGRATION

Goal III: Apply techniques learned during faculty collaboration or professional development classes to implement significant, involved technology projects

Goal III Objectives: Teachers will collaborate, involving students in a fundamental and meaningful way, on large technology projects based on Curriculum Planning Unit similarities, school wide projects, or other common interests

Reality: In '05 – '06, teacher's pursued large, unit based, collaborative projects in animation and video production. Students were excited, and the outcomes of the projects were fairly successful. Most upper grade classes have 3 reliable computers. Unreliable and unavailable technology has discouraged more such collaboration. The mobile computer lab, with 9 laptops, rotates through upper grade classes 2x per week and primary classes 1x per week. If classes were to collaborate on a major project, access to reliable machines would be limited.

Gap: Technology improvements are needed in classrooms and mobile lab. More reliable computers, at least 5 per class, needed for regular practice. More opportunities with the mobile lab are needed for large projects. Additional computers on the current lab and a second mobile lab would provide the needed improvements.

| Strategies | Person(s) Responsible | Time Line | Resources | Budget |
|---|---|------------------------|---|--------|
| Teachers learn new technology applications and integration methods in professional development classes or through professional collaboration. | Teachers, Principal, Technology Coordinator, CUSD ITC | Fall '07 & second year | CTAP, CUSD ITC | N/A |
| Teachers may collaborate with high school teachers to complete partnership projects. | Teachers, Technology Coord. | Fall '07 & ongoing | CUSD ITC, CUSD Educational Technology Committee, CHS teachers | N/A |
| Technology Coord. brings new programs to classes and teaches students and teachers using the mobile lab. | Tech. Coord., Teachers, | Spring '06 & ongoing | CUSD Educational Technology Committee, CUSD ITC | N/A |

Progress Measures:

Professional development classes attended by teachers, high school collaborations begun, students begin using new software independently

PROFESSIONAL DEVELOPMENT

Goals: Establish partnerships and collaborations for identifying and delivering effective technology training and undertaking major technology projects.

Target: A variety of classes, training, and resources pertaining to integrating technology are available for staff development.

Strategic Plan Objective: Provide ongoing professional development support for employees.

Reality:

- Some in-service classes and training materials reflect best practices for integrating technology into instruction.
- Access to training opportunities for integrating technology is provided at the CUSD ITC.
- Numbers of participants who complete technology integration training is relatively small.
- Classroom computers perform inconsistently.
- Mobile lab (with 9 laptops) visits are 2/week upper grade & 1/week primary

Gap: Outdated technology and limited access to one computer lab discourages teachers from enrolling in available technology professional development classes. Some of the trainings use software not currently in use at Sycamore.

| Strategies | Person(s) Responsible | Time Line | Resources | Budget |
|--|---|--------------------------------|---|--------------------------|
| Update classroom computers. | Technology Coordinator, Principal, Governance Council | Winter 06 - 07 | Apple Lease: Sycamore general funds Sycamore Governance Council | \$100,000.00 |
| Develop or acquire training materials for staff development needs | CUSD ITC, Technology Coordinator | Ongoing | CUSD ITC CTAP, Technology Partners, Technology Coordinator | \$1,000.00 for materials |
| Deliver staff development courses for technology integration | CUSD ITC, Technology Coordinator, Principal | Ongoing | CUSD ITC CTAP, Technology Partners, Technology Coordinator | NA |
| Purchase integration and creative software presented in technology training classes. | Technology Coordinator | Along with prof. devel classes | CUSD ITC, CTAP, Technology Coordinator, advanced websites | \$2,500 |

Progress Measures:

- Increased number of instructional technology courses provided for the staff
- Increased number of staff members who complete technology integration training courses and collaborate on projects.
- **Bi-annual, room based, interactive technology exchange**
- Up-to-date computers purchased and placed in classrooms
- More opportunities to use the mobile lab: 2nd lab and/or more laptops on the 1st lab

INFRASTRUCTURE

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| Goal: Maintain and upgrade, as needed, classroom computers to meet the need of advanced classroom applications and projects. |
| Objective: – Avoid situations where teachers want to implement software or special technology activities but hardware isn't compatible or capable. |
| Reality: <ul style="list-style-type: none"> • Current technology needs to be upgraded as most computers are obsolete. • Technology needs assessment is not done annually. |

| Strategies | Person(s) Responsible | Time Line | Resources | Budget |
|---|---|-----------------|--|------------------------------|
| Survey technology hardware in the building | Technology Coordinator | Spring '06 | CUSD Technology Support Dept | NA |
| Survey staff for technology hardware needs | Technology Coordinator Principal | Annually in May | Sycamore Staff | NA |
| Purchase/upgrade technology as needs assessment dictates. | Technology Coordinator, Principal, CUSD Technology Director, Gov. Council | Begin May '08 | CUSD Technology Support Dept., Apple Rep., Teachers | ? As needed and available |

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| Progress Measures: <ul style="list-style-type: none"> • Annual technology needs assessment is completed • Upgrades or purchases researched and presented • New technologies in place • Site infrastructure, server, and printers maintained. |
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