

Northwest Academy Educational Technology Plan

Northwest Academy
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TABLE OF CONTENTS

INTRODUCTION.....	2
VISIONS AND GOALS.....	2
VISIONS AND GOALS-STRATEGIES TO ACHIEVE.....	5
CURRICULUM	5-7
Curriculum Integration.....	5-6
Student Achievement.....	7
Technology Delivery.....	7
Parental Communications and Community Relations (Interface with Community).....	7
Collaboration	8
PROFESSIONAL DEVELOPMENT	8-8
Professional Development	8
Supporting Resources	9
INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE	9-11
Hardware to Support District Users	9-10
Increased Access	10-11
FUNDING.....	13
Timetable and Budget	13
Coordination of Resources.....	13
MONITORING AND EVALUATION.....	14
Evaluation of Technology Plan.....	14
Appendix A	14-16
Technology Acceptable Use Policy	14-15
Technology Code of Ethics.....	15
User’s Responsibility Declaration	16

Northwest Academy's Mission

The mission of Northwest Academy is to provide a personalized education that allows students to realize their full potential.

Introduction

Northwest Academy is a Public School Academy that opened in fall of 1996 for students in grades 9-12. Since that time, NWA has grown to become a K-12 school with 75 students in the building, and 75 more high school students participating in our Seat-Time Waiver program. Northwest Academy is currently housed in one building pre-school through 12th grades at our main campus with twelve teachers. Northwest Academy has a Targeted Title I program, with approximately 31% of students qualifying for services based on academic need and socioeconomic status.

Northwest Academy was one of the first schools in the state to embrace the seat time waiver program. We began with 25 students during the first year, 50 students the second year, and have reached 75 students in our third year of operation.

Our computer lab features 20 Intel Microsoft computers and five Mac G-5s. Every core content classroom has a SmartBoard and projector. NWA also has 15 notebook computers, with 3 wireless access points available throughout the building. Additionally, four laptops have Windows 7 operating systems, allowing students the opportunity to experience Windows 7, Windows XP Pro, and Mac OS. Six video cameras are also available for student use. In the 2014-15 school year NWA will purchase and additional 30 Chromebooks for the High School students and staff. This will make NWA a fully 1:1 computer student ratio.

Technology Vision and Goals

Learning with and about technology prepares learners to live in today's technologically driven information society. Technology as a tool is an essential ingredient in a complete education program. Students must understand and experience all forms of technology throughout the academic experience. At Northwest Academy, we envision that all students can learn, and that the use of technology will enhance the learning experiences of each child. Technology must play an important role in all areas of curriculum, instruction, and assessment. Integrated into the educational process, technology is an empowering teaching/learning tool. Within an effective educational setting, technology can enable students to become:

- capable information technology users
- information seekers, analyzers, and evaluators
- problem solvers and decision makers
- creative and effective users of productivity tools
- Communicators, collaborators, publishers, and producers.

Northwest Academy's Technology objectives align with State and National Educational Technology Standards. Staff will "Assist every student in crossing the digital divide by ensuring that every student is technologically literate by the time the student finishes the eighth grade, regardless of the student's race, ethnicity, gender, family income, geographic location, or disability."

These objectives are integrated within Math, Science, Social Studies and Language Arts, State of MI common core standards.

1. Make current educational, non-print resources available to every classroom on-line services, educational broadcast programming, and computer software, free and open source e-learning software platforms like Edvance360, web based email systems, and web based applications to improve communication, collaboration and security. Web based classes and online assessments will ready students for the SBAC assessment in 2014-2015.
2. Put time effective, cost effective and easy to use information management tools and learning tools directly into the hands of students and employees. (web based student information systems, grade books, assessment and progress monitoring tools.)
3. Provide students with computing devices. Enable students to produce materials generated with technological tools (internet access, word processing, desktop publishing, data processing, spreadsheets, video camera equipment, and electronics).
4. Improve school/community/business communication by providing easy, convenient web access to school information.
5. Improve internal staff communication through the use of voice mail and electronic meetings and messaging. These tools can reduce annoying interruptions during class time, reduce traditional mail and eliminate "phone tag".
6. Increase staff efficiency by providing the technology, which facilitates electronic messaging, attendance recording, lesson planning and record keeping.
7. Improve staff and student involvement and support by providing regular equipment and software training. (If we underestimate the impact people have on this process, we will overestimate the power of technology.)
8. Maintain safety, confidentiality and security for all student and employee records according to State and Federal Mandates.
9. The State 54321 framework for technology will serve as a reference for ongoing technology planning.
 - 5-One: One Access and Connectivity: an Internet-ready device with unencumbered access to the Internet for every student.
 - 4-Consolidation of Business, Data and Technology Services: to maximize efficiency and build capacity. Collaborative purchasing arrangement. Sustainable, cost effective collaborations.

- 3-Teacher Capacity: Capacity building for every educator to facilitate the transformation of classroom with unfettered access to digital content and online, on-demand summative and benchmark assessments. Increased capacity to implement innovative teaching, learning and assessment.
- 2-Digital Content and Assessments: Education resources and online, real-time assessments that create 24/7 access to learning.
- 1-21st Century Learning Environments: Re-focus education on engaging each and every learner through rich, meaningful, rigorous learning opportunities with the goal of producing a 21st Century workforce.

Visions and Goals-Strategies to Achieve

1. Maintain a high speed, secure cabling system (voice, video and data connections) in each classroom and office that allows for growth and change and balances cost with utility needs. Maintain a high speed cable network robust enough to handle the internet needs of the district and connect the district to a variety of high quality, online educational resources.
2. Provide each classroom with a teacher station, which is cable ready, will include a range of technology to facilitate instruction.
3. Develop a Wifi networking system which can handle the software necessary to manage student records, class scheduling, electronic attendance (staff and students), grade reporting, curriculum data bases, library resources, electronic messaging and calendars, maintenance, transportation and food service needs, athletic scheduling and inventory and high speed internet access.
4. Provide equipment and software for technical education applications (pneumatics, robotics, hydraulics, etc), distance learning and credit recovery applications and other on-line learning and assessment resources.
5. Migrate to cloud based collaboration tools such as Google Apps. The district SIS is configured to provide class schedules, homework assignments, links to parent portal for student grading program, school events, lunch menus, meeting schedules, transportation disruptions and school closing information.
6. Update the Technology Disaster Recovery plan to assure all hardware, software and infrastructure systems are maintained, updated and secure.
7. Increase volume of student devices (1:1) starting at High School level.

Curriculum Integration

Northwest Academy district will be exploring a variety of instructional strategies that use technology to improve teaching and learning.

These strategies include:

An online learning platform that addresses anywhere/anytime learning, and integrates 21st century

learning techniques with time tested learning methodologies.

One to One learning tools such as student use of:

- Net books, Cellular Phone, IPOD and other mobile computing devices.
- Web Hosted applications for anywhere/anytime access
- Chromebooks

Teacher technology stations in every classroom that includes:

- Digital Projector
- Smartboard
- Chromebook

2) METS Standards are embedded in the curriculum

3) Professional Development in Assistive Technology and UDL strategies that support learning.

4) Curriculum Technology Integration

- To establish, promote, and support statewide utilization of videoconferencing, including Internet Protocol (IP)- based technology solutions, to increase synchronous anywhere, anytime learning.
- To build capacity for off-hours support and maintaining sufficient technical staff at the ESA and district level to support innovative educational opportunities in the classroom

Below please find examples of how Michigan technology benchmarks are integrated within content areas. Integration Activities and Resources for all core academic areas were implemented and are updated as a part of our technology curriculum. The goal is that these Standards and Expectations will ultimately be integrated into the various other content areas and that a supplementary document will be produced offering examples and suggestions on how they could be incorporated within those areas. The high speed Wifi network infrastructure allows Northwest Academy to optimally integrate technology and curriculum.

Elementary and Secondary Integration into All Content Areas – Activities and Resources Sample

On-line and In-District Resources for Language Arts, Social Studies and World Languages

- ❑ Word processing, spell check, thesaurus and grammar checking software used in writing process.
- ❑ Database and telecommunications for research and communication
- ❑ Organize, track, investigate and communicate progress in reading with databases and spreadsheet
- ❑ Intervention, remediation and reinforcement of language arts skills
- ❑ Multimedia reports and procedures with graphics, text, and sound
- ❑ Creation of timelines of events
- ❑ Desktop publishing of documents, reports, and other published materials
- ❑ Video portfolios
- ❑ Edvance360 course management resources
- ❑ online resources for research
- ❑ Multimedia software and hardware used in student reports and productions
- ❑ Still video and digitizing peripherals used in student projects.
- ❑ Simulation software used in problem solving
- ❑ Individual and cooperative learning involving computer based resources
- ❑ On line reading diagnostics providing in depth analysis and progress monitoring

- ❑ Introduction to languages via digitized voice
- ❑ Digitized audio for language development
- ❑ Free open source Web Page development software

Math and Science

- ❑ Database and spreadsheet software used in research
- ❑ Intervention, remediation and reinforcement of software for skill development
- ❑ Simulation software used in problem solving
- ❑ Database and telecommunications for research and communications
- ❑ Multimedia software and hardware used in student reports and productions
- ❑ Computer based laboratories for measurement/analysis
- ❑ Simulation software used in problem solving
- ❑ Download and analyze data from weather satellite via internet resources
- ❑ Review of basic skills and concepts using computer based resources
- ❑ Star Math Assessment K-8

Arts and Music

- ❑ Computer drawing programs for creative expression
- ❑ Design compositions involving various computer based resources
- ❑ Multimedia production and portfolios
- ❑ Use of Animation Software
- ❑ Use of still and live video in projects
- ❑ Database and telecommunications for research
- ❑ Art history and appreciation involving sources on video and CD-ROM
- ❑ Use of MIDI interface for music composition and performance
- ❑ Creative music expression using multimedia resources

Section 5 - Student Achievement

Elementary, middle school and high school Technology Courses (based on national and state standards) have been implemented within our district and minimum exit skills have been established. In addition, integration of technology into instruction and assessment for the purposes of higher student achievement in the core curricular areas as demonstrated in MEAP and MME scores is an ongoing effort. The Wifi network infrastructure supports our efforts to deliver the curriculum and prepare students for the careers of the future. Career Pathways planning in our middle school and high school will help drive this integration and strengthen achievement of curriculum and technology goals for all students. The High School and Alternative Ed High School have instituted a trimester schedule in order to implement career pathways. The high schools are also working with post secondary colleges and technical academies to align curriculum and instruction. The Common Core is currently being studied to determine how best to integrate curricula and instruction with technology.

Section 6 - Technology Delivery

Northwest Academy is connected to the internet through cable at 60mbps and distributed throughout the building by both LAN and Wifi routers.

Section 7 - Parental Communications and Community Relations

The School Improvement and Technology Plans are available on the Northwest Academy district website.

Technology will provide voice and Internet links between home and school through voice mail, Internet access connections and district/home web pages and digitized grade books and report cards. Printed materials and public meetings are also a part of our communications regimen. Power School SIS provides parents with online access to student progress reports. It also provides e-mail options if parents have questions or concerns about their student's progress.

The NWA Board of Education has updated the Technology Acceptable Use policy. Teachers, staff, students and community members will be in-serviced on the policies and procedures regarding the APS Acceptable Use Policy and Technology Code of Ethics for computer voice data networks.

Section 8 Collaboration

Northwest Academy collaborates with Char-Em ISD and is associated with 22i TRiG Grant.

Section 9 Professional Development

The most repeated comment heard about technology in all walks of life (schools, businesses, and home) is that technology cannot be used to its full potential without proper training. NWA has attached substantial significance to the issue of training and support. Our primary objective is to make teachers comfortable integrating technology into their existing curriculum and thus gain the full utility of the technology for students. All training is based on research on best practices and focused on improving student achievement.

- Staff development time to be provided for teachers to evaluate software packages used at each grade level. Software will be evaluated based on State of MI content standards and benchmarks, and teaching and learning standards and benchmarks, MEAP objectives, School Improvement goals and national standards for technology, teaching and administration.
- On line program accessibility determined by grade/objective appropriateness.
- Staff development time will be provided each week for teachers to learn the software and plan for its integration into the curriculum.

- Training for Distance Learning on-line learning experience.
- Technology teachers provide 45 minutes per week of technology instruction to all K-5 students. Middle School and High School technology classes are provided to all students. Technology teachers are powerful resources for technology integration into the curriculum. Technology instruction for all K-12 Technology courses is based on the State of MI Technology benchmarks and objectives.
- Teachers were trained on the Ed Tech Standards and Expectations resources so they can better understand the educational requirements established in the MI Common Core. The content focus for this training was on Math, Science, Language Arts, and Social Studies. Internet links to these resources are posted on all Allegan Public School websites.
- Teachers have been trained on Internet based full text resources from 22i TRiG Coaching Grant
- Staff development is provided for administrators and principals on the web based Power School grade book and Golden Package. Both tools were purchased to track student progress on the State of Michigan common core standards more effectively.

Section 10 - Supporting Resources

Northwest Academy will be updating the inventory of technology resources and readiness status using the new MTRAx tool. The purpose of the Michigan Technology Readiness Tool (MTRAx) is to gauge the technology readiness of Michigan districts to meet the state's target of online growth assessment by 2014. In this initial year, the MTRAx tool incorporates technical specifications and data elements from the Smarter

Balanced Assessment Consortium (SBAC), the Michigan online assessments. By 2014, MTRAx will include broader considerations for Michigan School District networking, infrastructure, and devices/hardware in order to comply with state requirements that districts effectively use technology to deepen student learning, increase student engagement through relevant, authentic learning, and build digital citizenship to position students for viability in a high-tech, global, networked society.

Elementary Software to support Curriculum Integration and Technology Training

Internet browsers and web design tools
 Destiny Media Center Reference Software
 Language Arts
 Math
 Social Studies
 Science
 Multimedia applications
 Google Docs and other
 apps Assessment
 Database

Secondary Software to support Curriculum integration and Technology Training

Internet browsers and web design tools
 Business and Technology productivity applications, including
 Internet
 Graphics and Desktop publishing software
 Career Prep reference software (MI Dream Explorer-free; Career Crusin')
 Office 2010
 Google Docs

Administrative Software

- Power School Report Card and Parent Internet Viewer web based systems
- Student Management Package (Power School)
- Financial Management package to include payroll, personnel management, general ledger budget preparation, requisitions and purchasing, accounts receivable, inventory systems, check reconciliation, and work flow routing of documents.
- Internet browsers, email packages, and web design tools, and Google apps

Section 11 - Infrastructure, Hardware, Technical Support and Software

Current Infrastructure:

The Allegan AESA will use the fiber optic network to facilitate educational resource sharing, cost reduction and integration of advanced curriculum into the region's education programs. United Services Funds (USF) will be used to pay for part of the cost of the leased services.

Internal Connections Include

- Intercom
- Cabling between classrooms
- Operating system software. (some)
- Video (Necessary to transport info to classrooms or library.)
- Racks and cabinets (if components they contain are eligible.)
- Cabling connectors: conduit, faceplates, raceway, etc.
- NICs (used in eligible equipment)
- Access Points
- Hubs/Switches
- Voice/Video over IP (VoIP) components
- Firewall
- Servers (An eligible server must serve as conduit for info. Rather than a source for content.) (Outsourced)
- Proxy Servers (Outsourced)
- Tape Backups (part of eligible server)
- VPN components
- Antennas, satellite dishes
- Network operating system software
- PBX
- Voice Mail

Northwest Academy will maintain internal & external connections needed to support reliability and scalability of the network

Section 12 - Increased Access

Infrastructure, Hardware, Technical Support and Software

Northwest Academy has updated its voice, video and data networks to provide increased access to technology for all students and teachers utilizing cable and wifi.

The school building has computer lab with updated equipment and connection to high speed network and internet. To increase accessibility for students needing assistive technologies, a wireless network has been installed district-wide.

Infrastructure Maintenance and Upgrade

District computer equipment shall be depreciated over a 4 year schedule. Each year, the District replaces computer hardware by installing new equipment in critical areas requiring current hardware and moving older equipment to other applications in the building as appropriate.

Technology Support Ladder for Training/Support

The purpose of an electronic information system is to improve communication, collaboration and coordination, and thereby improve the efficiency and effectiveness of groups working together. Voice, video and data, WAN maintenance and support are critical to insure a reliable and secure network.

- The Director of Online Learning will provide on-going training and support to teachers, administrators, and support staff. Specialized training outside the district is provided as needed. Outside Tech Support will be contracted to respond to maintenance work orders for voice, video and data equipment.

Technology Support -Suggested Initial Training for Teacher and Administrators

- 2 hours training in general hardware use
- 2 hours troubleshooting/productivity training on hardware and software systems
- ½ day for Power School
- ½ day for Edvance360
- Follow-up training for curriculum integration.

Technology Support - Suggested initial training for office staff

- 1 day training on student management system
- 5 days training on accounting management system

Technology Support -Role of SYSOP

As our system becomes increasingly automated, less hands-on time is needed by trainers.

Director of Online Learning Responsibilities

- Help teachers resolve simple software, hardware, log-in, cabling and power connection problems, etc.
- Installing web based & direct connect printers
- Provide training to teachers and secretaries (where necessary) for simple, common problems like loading printer paper, printer paper jams, printer malfunctions, proper software and hardware closing procedures, data saving procedures, simple error message responses and web based e-mail system
- Assists technology staff with Internet problems such as the blocking of viruses, pornography and other objectionable materials brought into the network by spam, spy ware and/or phishing intrusions
- Assists technology staff with district student data management systems like Powerschool

- Adhere to and enforce all software licensing/copyright issues
- Assist Tech. Staff with computer replacements/switch outs

Communicating and Reporting Technology Problems

- Report technology problems by entering technology work orders in the School Dude Maintenance database
- Help communicate with techs and external service dispatchers like Vision and Accelerated Reader
- Complete duties in a timely manner

Section 13 – Timetable and Budget
2014-2015

	Office/Class	Lab	Computer		Voice/Data		Copyright	Purchased	
Bldg/Dept	Computers	Computers	Cost	Peripherals	Networking	Software	Fees/Lic.	Services	Totals
NWA	30		7000		2000	3000		3000	15000
Admin.	0							1500	1500
TOTALS:	30		7000		2000	3000		4500	16500
		Per student	165						

2015-2016

	Office/Class	Lab	Computer		Voice/Data		Copyright	Purchased	
Bldg/Dept	Computers	Computers	Cost	Peripherals	Networking	Software	Fees/Lic.	Services	Totals
NWA	30		7000		2000	3000		3000	15000
Admin.	0							1500	1500
TOTALS:	30		7000		2000	3000		4500	16500
		Per student	165						

2016-2017

	Office/Class	Lab	Computer		Voice/Data		Copyright	Purchased	
Bldg/Dept	Computers	Computers	Cost	Peripherals	Networking	Software	Fees/Lic.	Services	Totals
NWA	10		3000		2000	3000		3000	11000
Admin.	0							1500	1500
TOTALS:	10		3000		2000	3000		4500	12500
		Per student	125						

2017-2018

	Office/Class	Lab	Computer		Voice/Data		Copyright	Purchased	
Bldg/Dept	Computers	Computers	Cost	Peripherals	Networking	Software	Fees/Lic.	Services	Totals
NWA	10		3000		2000	3000		3000	11000
Admin.	0							1500	1500
TOTALS:	10		3000		2000	3000		4500	12500
		Per student	125						

Section 15 - Monitoring and Evaluation

Evaluation of Technology Plan

To measure our effectiveness in maintaining a secure and reliable voice, video and data network, we use School Dude to produce reports, which analyze our productivity and cost effectiveness and help develop a budget for future needs. The database design also enables us to implement a preventative maintenance component.

We are working toward an assessment and reporting system that allows our district to annually monitor staff and student progress toward learning goals. Our challenge is to measure how technology is contributing to student learning. To measure student levels of competencies in technology, a team consisting of teachers and administrators will meet to design an instrument to gather baseline data about the technology skills of students as they relate to our technology curricular objectives. From there, the technology teachers will measure improvement through a series of skill assessments given three times per year. Individual student progress and eventual mastery of skills will be recorded and tracked. Our district's data collection and compilation expert will analyze the data and present the results to administrators, teachers and the Board of Education.

Teachers have been trained on how to deliver differentiated instruction. This will help teachers use a variety of tools and methods to serve the needs of all students.

Section 16 - TECHNOLOGY ACCEPTABLE USE POLICY

Board Policy #5900 outlines the district's philosophy regarding the use of technology. This policy was adopted on 1/8/96 and revised on 7/1/99, 3/13/00, 3/12/01, 12/12/11. A copy of the Technology Acceptable Use Policy follows.

Students will be permitted to use Internet resources when the following conditions are in place:

- The student and his/her parent(s) have signed the district's Technology Acceptable Use Policy. Adult supervision is present during on-line sessions.
- The Internet filtering system (Sonic Wall Content Filtering Service) is operational.

Schools, in particular, have a responsibility to protect students from inappropriate and harmful Web content. In addition, both schools and libraries that receive eRate funding are required by law to install a content filtering solution in compliance with the Children's Internet Protection Act (CIPA). Northwest Academy uses Sonic Wall Content Filtering Service to provide the combination of control and flexibility to ensure the highest levels of protection and productivity.

Sonic Wall CFS prevents individual users from accessing inappropriate content while reducing organizational liability and increasing productivity.

Building Administrators and the Director of Technology monitor the district's Acceptable Use Policy for staff and students use of technology.

Code of Ethics

Use of technology at Northwest Academy is a privilege extended to students, faculty, and staff to enhance learning and exchange information. Each user of technology shall read the following ***Rights, Responsibilities, and Disciplinary Action*** statements and sign the ***User's Responsibility Declaration*** form which follows, prior to accessing and using technology.

RIGHTS:

- Users have the right to use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.
- Users have the right to access information from outside resources which facilitates learning and enhances educational information exchange.
- Users have the right to access the Internet to retrieve information which facilitates learning and enhances educational informational exchange.
- Users have the conditional right to sign up for Listserves and Newsgroups on the Internet which facilitate learning and enhance educational information exchange.

RESPONSIBILITIES:

- Users are responsible for utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.
- Users are responsible for properly using and caring for that hardware and software which they have been trained to use and refraining from using any technology for which they have not received training.
- Users are responsible for adhering to the rules established by the technology facilitator for use of the hardware, software, labs, and networks in the school.
- Users are responsible for obtaining permission from the technology facilitator before bringing in their own software and using it on school equipment.
- Users are responsible for preventing knowingly installing computer viruses on school equipment.
- Users are responsible for keeping hardware and software from being relocated, removed from school premises, or modified without permission from the technology facilitator.
- Users are responsible for adhering to the printer use guidelines established by the technology facilitator.
- Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
- Users are responsible for all material received via the Internet under his/her user account

and accepts responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school’s network, equipment, or software from entering the school via the Internet. Any suspected viruses or potentially dangerous emails must be reported immediately to the technology facilitator.

- Users are responsible for maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy. Social networking or blogging during scheduled work time shall be limited to postings that promote the educational mission of the school district or enhance communication to district stakeholders.
- Users are responsible for adhering to the copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources.
- Users are prohibited from the malicious use of the technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.

DISCIPLINARY ACTION

- Users violating any of these Rights and Responsibilities will face disciplinary action.
- Users violating any of these Rights and Responsibilities may be banned from using school hardware and telecommunications software to access the Internet.
- Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
- Users who wish to continue using school hardware, software, and Internet access may be required to attend additional training sessions in their use for any unauthorized use of these technologies.
- Users violating any of these Rights and Responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

USER’S RESPONSIBILITY DECLARATION

I have read the attached Northwest Academy District Technology Code of Ethics, and agree to be responsible for and abide by all the Rights, Responsibilities, and Disciplinary Action outlined.

(User’s Signature)

(Date)

(Parent/Guardian’s Signature)

(Date)