

DORCHESTER SCHOOL DISTRICT FOUR

500 Ridge Street
Saint George, South Carolina 29477



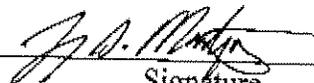
Jerry G. Montjoy
Superintendent

Office Telephone:
(843) 563-4535
Fax Number:
(843) 563-9269

Signature Page for Technology Plan 2013-2016
Revised August 2013

August 9, 2013

Jerry G. Montjoy
Superintendent



Signature

Plan Completed by:
Elixzina B. Goodwin
Director of Technology



Signature

DORCHESTER SCHOOL DISTRICT FOUR TECHNOLOGY PLAN 2013-2016



KEEP FOCUSING ON THE FUTURE

Revised 8/2013

Table of Contents

| | Page |
|--|------|
| Introduction..... | 3 |
| Mission..... | 4 |
| Vision..... | 4 |
| Goals & Objectives..... | 5 |
| Needs Assessment..... | 6 |
| Training & Staffing Requirements..... | 10 |
| Funding..... | 15 |
| Dorchester School District Four's Operating Budget | 16 |
| Evaluation..... | 16 |
| Upgrading & Maintenance..... | 17 |

Introduction

Dorchester School District Four is a rural school district located in the western section of Dorchester County, South Carolina. The school district is unique because of its grade configuration. There are three elementary schools: Harleyville Elementary School (Pre-K-Grade 5), Clay Hill Elementary (Pre-K-Grade 5) and Williams Memorial Elementary School (Pre-K-Grade 5). There are two middle schools: St. George Middle School and Harleyville-Ridgeville Middle School (Grade 6-8). The Odyssey Educational Center - Jenkins Hill Campus (Grades 6-12) serves as the alternative school. Dorchester School District Four has one high school: Woodland High School (Grades 9-12). The total enrollment in the district is approximately 2,300 students. Some students travel as long as four hours roundtrip to school, because of the location of the district's schools and the uniqueness of the district's grade configuration. Approximately 75% of the students participate in the free and reduced lunch programs. Consequently, all of these students came from families that fall below the poverty line. A significant number of the students in the district were from single parent families who did not complete high school. Therefore, it is essential for the school district to develop and implement an instructional program that will encourage all students to reach their greatest potential by using technology.

This plan will be implemented over the next three years to accommodate the schools in Dorchester School District Four, provide resources for administrators, teachers and staff, and provide community and parental support. This plan is provided as a current guideline for the appropriate and effective use of technology in the district. It is not meant to be a stagnant document. It is intended that it undergo regular revisions as technology changes.

Mission

The Mission of Dorchester School District Four, is to develop life-long learners who will have a positive impact on our global world.

Vision

The following constitutes the vision of the stakeholders of Dorchester Four.

- All students will enter 1st Grade ready to learn
- All students will receive quality instruction
- All students will successfully complete their program of studies
- All students will be on grade level and remain in school until graduation.
- All students will graduate from the school district with the technological skills to successfully compete in the workplace or later in higher education.
- All students will graduate from the school district with the knowledge and skills that will allow them to exercise their civic rights.
- All students will graduate from high school with the knowledge and skills that will allow them to attain a high standard of living.
- All students will graduate from the school district with the knowledge and skills that will allow them to effectively interact with others in society.
- All students will graduate from the district with the knowledge and skills that will allow them to compete in a culturally diverse global society.

Goals & Objectives

- To improve student performance in language arts, math, science, social studies, technology literacy and increase educational accountability.
- To assist students in crossing the digital divide by ensuring that every student is technologically literate by the end of the eighth grade.
- To encourage and implement the integration of technology with teacher, administrative and support staff training and curriculum development.
- To provide opportunities for professional growth and development for all staff.
- To provide technology coaches to assist teachers and administrators with technology.
- To provide dual credit courses to students in the high school for college credit.

Needs Assessment

Since 1995, Dorchester School District Four has made many accomplishments, and has grown both in technology use and in technology resources. The use of technology in our instructional programs has increased student achievement. The district is meeting the educational challenge of the 21st century, which is to assist students in crossing the digital divide and to ensure that every student is technologically literate and ready to compete in a global economy. The district meets this challenge by using technology as a teaching and learning tool to integrate the use of technology for planning purposes, instructional delivery, and assessment.

Our students currently benefit from the use of computers in such ways as obtaining Internet-based research, using software programs that support individual productivity (such as word processing), using applications to create reports or presentations or using software programs that support learning through computer assisted instruction or assessment.

The district's media centers are highly automated with electronic card catalogs (Follett software) available for student use. The media centers' information bases can now be continuously and rapidly updated with the use of technology, as opposed to the previous requirement of having to wait for periodic and often less than timely paper updates to arrive.

Technology Infrastructure

With the support of the Dorchester School District Four Board of Trustees and surrounding communities, Dorchester School District Four has been building its technology infrastructure as an ongoing process. The district maintains its Local and Wide Area Networks (LAN and WAN), hardware, and cabling. Our Frame relay lines (T1) have been upgraded to Metro Ethernet and are connected to all school sites and mainstreamed to a central line at the district office.

The E-Rate program has helped the district to provide needed cabling, switches, and routers. We have provided cabling in each classroom to accommodate the needs of the students and teachers. In addition, every school has at least one computer lab with 25 Internet-ready computers. In accordance with the Child Internet Protection Act, Dorchester School

District Four uses Lightspeed Total Travel Control for its Web filter. The district is also protected by a firewall server at the central site.

Our computers are constantly in use, and hardware fatigue became a reality after just a few years of high demand usage. Repair costs have become unreasonable when viewed against the true residual value of a very aged, used computer. However, the challenge remains for how to periodically, and most economically, "replenish" or update our existing computer inventory, separate from new computer purchases completed as additional technology demands develop. At Dorchester School District Four, we try to either upgrade or replace computers every three to five years. During the 2012-2013 school year, we entered into a lease with Dell Computers where we purchased 300 computers to replace a number of older ones located in computer labs, etc. This will be accomplished by allocating the amount needed for this repurchase in a special account during each budget year.

We have over 3000 devices being utilized on our network; not only computers but also mobile devices such as iPads and iPhones, network printers, servers, wireless access points, and switches. We also have digital cameras, LCD projectors and camcorders available for use in each school. As we begin the 2013-2014 school year, every core classroom will have an Interactive White Board (SMART Board or Intelliboard)

Below is a list of networked software programs currently in use in Dorchester School District Four:

| Software Application | Brief Description | Location Used |
|----------------------|---|----------------------|
| APEX Learning | This is an online instructional program utilized by high school students to provide initial credit and credit recovery. | Woodland High School |
| Study Island | On-line instructional management program which provide comprehensive instruction. | All Schools |
| NovaNet | Instructional software used for credit recovery at the high school. Also includes a program | Woodland High School |

| | | |
|------------------------------------|---|-------------------------------|
| | for SAT and ACT preparation. | |
| Accelerated Reader | Helps students to focus attention on careful reading of books, which improves students' critical-thinking skills and builds the intrinsic love of reading | Elementary and Middle Schools |
| Star Reader | Star Reader helps to determine the appropriate level of challenge for each child, instantly place new students, and identify those who need individual help. In-context vocabulary questions plus authentic text passages give you a precise measure of each student's reading performance. | Elementary and Middle School |
| Read 180 | An instructional management program which provide comprehensive instruction to increase Reading skills | Middle and high Schools |
| Math 180 (New for 2013-14) | An instructional management program which provide comprehensive instruction to increase Math skills | Middle Schools |
| PowerSchool | NCS Pearson student management and school administration software. | All sites |
| School Insites (NEW for 2013-2014) | School Insites powers the district and schools' websites by providing a template to make it easy to keep the sites current. Teachers have the capability to create class pages on their schools' site. | All sites |
| Excent Online | Management program for IEP's and other information related to Programs for Exceptional Children | All sites |
| Follett's Destiny | Library automation Software and textbooks used by South Carolina State Department of Education | All School sites |

| | | |
|---|--|---|
| CIS (Computer Innovations Software) | Financial Management Software | Finance Department at the district office |
| NutriKids | Food Service automation software | All sites |
| ENRICH | A program to store the district's test results by school. Easy access to print reports and data analysis | All sites |
| Performance Now | Evaluation software used to evaluate support staff | Administrators at all Sites |
| AOR (Academy of Reading) | Helps students to recover Reading Gaps | High School |
| Cognitive Tutor (Implemented 2012-2013) | Software for students in Algebra I | High School |
| SC Virtual School | Online program of studies for students who wish to complete course work online for graduation | High School |
| GIFT | A program to track information on Gifted and Talented students in the district | Administrators |
| | | |

Current Needs

Although we have come a long way in Dorchester School District Four, we cannot be satisfied with our accomplishments but we must strive to provide our students with more. Changes in technology occur rapidly therefore research and planning is essential if our students are to continue to cross the digital divide. We would like to continue to provide our students and

teachers with technological resources that are in line with current trends and best practices. Therefore, we will have to plan to refresh our technology (computers, laptops, iPads, etc.) every three to four years.

In accordance with the No Child Left Behind Act, we must ensure that every child have the resources necessary to be successful in school. A famous quote taken from Richland School District Two Technology Plan says: "To thrive in today's world and tomorrow's workplace, America's students must learn how to learn, learn how to think, and have a solid understanding of how technology works and what it can do. American schools must therefore, provide students with the opportunity to combine the best of traditional learning with the unprecedented opportunities technology offers." CEO Forum. Since we are in a low poverty area, many students still do not have computers or other resources available to them at home. Therefore, we need to have laptops and iPads available at each school for students to check out to use at home for instructional purposes. .

Training & Staffing Requirements

As stated in the Goals and Objectives section of this document, the district will encourage and implement the integration of technology with teachers, administrative and support staff training and curriculum development. To meet the technology learning needs of the district, we strive to respond as a service organization that delivers support to staff in a fast, flexible, and friendly way. The categories below represent the many different formats that continue to be provided towards meeting staff training needs:

- Training in Microsoft Office Professional
- Ongoing basic technology literacy courses
- PowerSchool Administrative Program
- Instructional software Training for Teachers, students and administrators
- Subject or content specific software trainings

- Technology integration classes (at least one class per year for graduate level credit to teachers)
- New staff orientation

In addition to the categories mentioned above, Dorchester School District Four provides a Teacher Professional Development Plan. Components of this plan are listed below.

I. Standards

Our district has adopted the International Society for Technology in Education (ISTE) National Educational Technology Standards for Teachers (NETS-T).

II. Professional Development Offerings

A. The following technology integration professional development opportunities are available to our teachers and administrators

| Course Title | Brief Description | Hours |
|-------------------------------------|--|-------|
| Technology Integration | Teachers learn basic technology skills while creating standards-based projects both individually and in teams. | 45 |
| A SMART Way to Integrate Technology | A hands-on course in which teachers learn to use the SMART Board. | 45 |

B. The following technology integration professional development workshops are available to our teachers and administrators:

| Workshop Title | Brief Description | Hours |
|--|---|-------|
| Creating Graphs and merging data using Microsoft Excel | Teachers will learn how to export data from ENRICH and manipulate the data in Excel | 2 |

| | | |
|--|--|---|
| iPad Workshop | Teachers will be introduced to a variety of apps to help them enhance their instructional delivery. | 1 |
| Creating Professional Lecture Aids With PowerPoint 2010 | Learn techniques for teaching with PowerPoint. Focuses on creating multimedia shows to complement your lecture. | 2 |
| SMART Response System | Learn to use the remote control response system for student assessments. | 1 |
| Imaging for the Classroom: Digital Cameras, iPads and Scanners | Use these tools to capture live or hardcopy images for use in presentations, projects or the Internet. Make your instruction more relevant by capturing real-world applications of math, science, language, etc. for illustration. | 2 |
| Measuring Student Comprehension interactively | Learn about the latest technology that enables instructors to quiz all students while maintaining their anonymity. Identify topics for re-teaching immediately. Get statistical snapshots of who truly "got it." | |
| School Insites | Learning to create Classpages, etc. | 2 |
| SMART Boards | Teachers will be trained to use SMART Boards and integrate the usage in their lessons. | |
| Copyright issues and the Internet | Learn to protect you and your schools while identifying sources for | 2 |

| | | |
|------------------|--|---|
| | images, sounds, and photos. Learn how Fair Use applies to education. | |
| PowerTeacher | Teachers will learn how to setup their gradebooks and use the program effectively. | 2 |
| Classroom Mosaic | Teacher evaluation app utilized by administrators | 1 |
| | | |

III. Assessments

Our district conducts ongoing assessment to measure technology integration into the classroom curriculum.

Methods of Assessment

A. A district based system will be utilized as a method of assessment for Professional staff.

B. Others as experience dictate.

Our district provides remediation for teachers and administrators who have difficulty attaining the minimum technology standards.

IV. Timeline

Our district timeline contains the activities, the person(s) responsible, and the timeframe for a three-to five-year planning horizon with an annual update cycle.

| Activity | Person(s) Responsible | When |
|---|--|--------------------------------------|
| Hold organization planning meeting | <Director of Staff Development> | <Spring of each year |
| Assessment to evaluate competency in ISTE NETS-T | <Director of Technology, Technology Coaches | <End-of-the year> |
| Assess staff to determine professional development needs | <Director of Technology> | <On-going during school year> |
| Develop a progressive schedule of professional development offerings to meet identified | <Director of Technology, Director of Staff Development and Technology Coaches> | <July - August time frame each year> |

| | | |
|---|---|--|
| needs | | |
| Create professional development delivery schedule | <Director of Technology and Director of Staff Development> | <July - August each school year> |
| Deliver continuous professional development | <Internal and external resources as determined by needs assessment> | <On-going, adjusted based on bi-annual assessments> |
| Assess staff to determine proficiency in ISTE NETS-T | <Director of Technology> | <On-going upon completion of technology professional development activity> |
| Once all ISTE standards have been met, submit assurance form to the Office of Teacher Certification confirming that the teacher is proficient in technology prior to the conclusion of his or her validity period | <Director of Human Resources/Staff Development> | <Annually per Proviso 1.40> |
| Conduct annual review and updating of the technology plan | <Director of Technology> <Technology Coaches> | <Annually> |

V. District Contact

This person is primary contact for the implementation and management of this plan:

Name: Elixzina Goodwin

Title: Director of Technology

District: Dorchester School District Four

Mailing address: 288 South Metts Street

City, state, zip: St. George, SC 29477

Phone number: (843) 563-5906

Fax number: (843) 563-4028

E-mail address: egoodwin@mail.dd4.k12.sc.us

Personnel and Support

District Level Technology Staff

Director of Technology

Two Full-time Technicians

Inventory Specialist

Two Technology Coaches

Funding

Support for the acquisition of new technologies as well as maintaining the existing technologies is essential to provide the best technology for Dorchester School District Four. A strong support structure must be in place to assure that technology, once purchased, will produce benefits in learning and productivity commensurate with the investment made.

Adequate funding of the district's technology will be maintained by the following sources:

1. The district's budget
2. E-Rate funding
3. Business Partnerships
4. Title One funds
5. South Carolina Career and Technology
6. Applying for state grants
7. Applying for federal grants
8. Carl Perkins funds
9. Community assisted programs

| Dorchester School District Four's Technology Budget 2012-2013 & 2013-14 | | |
|---|---------------------|------------------|
| | 2012-2013 | 2013-2014 |
| Operation & Maintenance Technology (Repairs) | \$50,000 | \$40,000 |
| Data Processing Services Salaries | \$240,826 | \$249,366 |
| Employee Benefits | \$69,098 | \$91,173 |
| Purchased Services (E-Rate Match) | \$26,500 | \$26,500 |
| Travel | \$10,800 | \$15,000 |
| Supplies | \$20,000 | \$20,000 |
| Other | \$200 | \$200 |
| TOTAL | \$417,424.00 | \$442,239 |

Evaluation

Proper evaluation is an essential part of the educational process. The district's technology plan and all activities included in the plan should undergo constant informal evaluation and periodic formal evaluation. Dorchester School District Four will make adjustments where needed to the district's technology plan based on ISTE/NETS standards and other technological innovations to increase access to educational technology.

This plan will include all schools in the district and will concentrate on the high-poverty and high need schools in the district. The goals and objectives stated in this plan will be evaluated by periodic status reports from each school. These status reports will be developed by the schools' technology teams and by the district's technology director. Evaluation will also be based on surveys conducted on the state and national levels. The director of technology will meet semi-annually with technology team members at the

school level as well as the district level to determine the effectiveness of the district's technology. The director of technology will prepare and present to the Board of Trustees an annual report on the district's success in meeting the technology goals and implementing the technology plan.

Funding is crucial to the implementation of technology in the district. The district has made substantial improvements in its technology infrastructure with E-rate funds. Clearly, E-rate funding is essential to the effectiveness of our district's plan and will be considered in the implementation of the plan.

Upgrading & Maintenance

Equipment and software will be upgraded when necessary and feasible. The technology department and School administrators will determine when equipment needs to be replaced. Replacement of outdated or faulty equipment will be included in the planning and budgetary process.