

JOHN DE LA HOWE SCHOOL
TECHNOLOGY PLAN
2009/2014

ASSESSMENT	PLAN
Survey of students, staff and faculty of their present level of knowledge and/or skill	<ul style="list-style-type: none"> ▪ IRC will develop and distribute surveys for completion by students and faculty one week after start of fall semester and staff two weeks before start of fall semester, annually ▪ Surveys will be completed by each group and returned to IRC by students and faculty two weeks after receipt, and staff, one week after receipt, annually ▪ IRC will compile information for submission to Administrative Team and Board of Trustees for analysis by the second quarterly Board of Trustees meeting*, annually
Inventory of agency hardware, software and network equipment	<ul style="list-style-type: none"> ▪ IRC will develop an inventory form ▪ IRC will conduct office-by-office inventory annually, including hardware (computers, printers, projectors [wall, t.v.], cameras), software (network, OS-desktop, server, email, educational, web server), network (routers, switches, servers) ▪ IRC will compile information for submission to Administrative Team and Board of Trustees for analysis by the first quarterly Board of Trustees meeting*, annually
Curriculum used to train students, staff and faculty	<ul style="list-style-type: none"> ▪ IRC will meet with Principal and Guidance Counselor to determine present curriculum in place for training students and faculty based on surveys, two weeks after semester begins, annually ▪ IRC will compile information for submission to Administrative Team and Board of Trustees for analysis by the fourth quarterly Board of Trustees meeting*, annually
Expenditures by each department, by source (federal, state, grant)	<ul style="list-style-type: none"> ▪ IRC will meet with Director of Business Operations Department to ascertain annual expenditures by each department by June of each year, categorized as state funds, federal funds, and grant funds
GOALS	
HARDWARE	<ul style="list-style-type: none"> ▪ Year 1: computer rotations: 20% admin; 33% school ▪ Year 2: maintain and evaluate, printers, cameras, etc. ▪ Year 3: computer rotations: 20% admin; 33% school ▪ Year 4: maintain ▪ Year 5: maintain
SOFTWARE	<ul style="list-style-type: none"> ▪ Update, upgrade or migrate desktop software as needed or required by state, etc. ▪ Update, upgrade or migrate to new network, email and other server run software as needed or required by state or industry guidelines
NETWORK	<ul style="list-style-type: none"> ▪ Year 1: maintain existing ▪ Year 2: implement campus wireless overlay ▪ Year 3: maintain existing ▪ Year 4: maintain existing ▪ Year 5: maintain existing
FACULTY	<ul style="list-style-type: none"> ▪ Basics, word processing, presentations, educational software, advanced word processing, presentations basics, teach training based on surveys
STAFF	<ul style="list-style-type: none"> ▪ Basics, word processing, presentations, advanced word processing, and presentations, teach trainings based on surveys
STUDENTS	<ul style="list-style-type: none"> ▪ Teach trainings as needed based on surveys and evaluation software

	IMPLEMENTATION
HARDWARE	<ul style="list-style-type: none"> ▪ Year 1: maintain, evaluate ▪ Year 2: deploy 20% new comps for admin; distribute 33% new comps. for school ▪ Year 3: maintain, evaluate ▪ Year 4: deploy 20% new comps for admin; distribute 33% new comps for school ▪ Year 5: maintain
SOFTWARE	<ul style="list-style-type: none"> ▪ update, upgrade, migrate or replace network server, email and other server based software as needed or required by state or industry guidelines ▪ update, upgrade, migrate or replace desktop software as needed or required by state or industry guidelines
NETWORK	<ul style="list-style-type: none"> ▪ Year 1: maintain, evaluate ▪ Year 2: install wireless overlay equipment ▪ Year 3: maintain, evaluate ▪ Year 4: maintain, evaluate ▪ Year 5: maintain, evaluate
FACULTY	<ul style="list-style-type: none"> ▪ Year 1: hold training courses on word processing, educational software basics ▪ Year 2: advanced trainings (word processing, presentations) ▪ Year 3: maintain and/or train personnel ▪ Year 4: maintain and/or train personnel ▪ Year 5: maintain and/or train personnel
STAFF	<ul style="list-style-type: none"> ▪ Year 1: hold basic trainings on word processing and presentations ▪ Year 2: hold advanced trainings on word processing and presentations ▪ Year 3: hold as needed ▪ Year 4: hold as needed ▪ Year 5: hold as needed
STUDENTS	<ul style="list-style-type: none"> ▪ Hold desktop publishing, basic computer skills ▪ Test and evaluate students skills through evaluation and placement software
REASSESSMENT	PLAN
Survey of students, staff and faculty of their present level of knowledge and/or skill	<ul style="list-style-type: none"> ▪ IRC will develop and distribute surveys to students and faculty the last week of the second semester, and staff the last week of June, annually. ▪ Surveys will be completed by each group and returned to IRC by students and faculty the last day of the second semester, staff, the first week of July, annually. ▪ IRC will compile information for submission to Administrative Team and Board of Trustees for analysis by the fourth quarterly Board of Trustees meeting*, annually.
Inventory of agency hardware, software and network equipment	<ul style="list-style-type: none"> ▪ IRC will develop an inventory form ▪ IRC will conduct office-by-office inventory by 07/01 annually, including hardware (computers, printers, projectors [wall, t.v.], cameras), software (network, OS-desktop, server, email, educational, web server), network (routers, switches, servers) ▪ IRC will submit inventory to Director of Business and Support Services by 01/01, annually ▪ IRC will compile information for submission to Administrative Team and Board of Trustees for analysis by the first quarterly Board of Trustees meeting*, annually
Curriculum used to train students, staff and faculty	<ul style="list-style-type: none"> ▪ IRC will meet with principal and training coordinator to determine present curriculum in place for training students and faculty by the last week of the second semester, annually. ▪ IRC will compile information for submission to Administrative Team and Board of Trustees for analysis by third quarterly Board of Trustees meeting* annually
Expenditures by each department, by source (federal, state, grant)	<ul style="list-style-type: none"> ▪ IRC will meet with each Director to ascertain annual expenditures by each department by July of each year, categorized as state funds, federal funds, and grant funds ▪ IRC will determine needs for year based on meetings using criteria of surveys, inventories and expenditure (funding available?) ▪ IT plan will be updated annually by IRC based on above information.

*For the purpose of this plan, quarterly Board meetings are determined by fiscal year, July to June.