

Technology Plan
For
07/01/2015 Thru 06/30/2018)

Palmetto Academy for Learning Motorsports
PALM Charter High School

Myrtle Beach, SC



Prepared by: Chandler Lehman
Assistant Principal

This Technology Plan has been reviewed and submitted on behalf of PALM Charter High School

Signatures:

School District or Library Director: Chandler Lehman

Date: Chandler Lehman 4/15/15

School District or Library Board Chair: Marshall Biddle

Date: 4/15/15 Marshall Biddle

Other (as needed): Susan Cook

Title: School Administrator

Date: Susan Cook 4/15/15

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This plan has been reviewed and certified by the South Carolina State School District or Library. This certification will be effective for the term of this plan, but not to exceed three years.

Approved by the SC State School District or Library:

Date: _____

This certification expires: _____

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Executive Summary

The Palmetto Academy for Learning Motorsports exists as a tuition free public charter high school with whose overall goal is to guide the development of high school students. A student's time here is meant to prepare them to make the best choice for his/herself based on their situation. Students attending PALM work towards a South Carolina High School Diploma and gain concrete skills in the field of motorsports fabrication or auto body repair. Regardless of a student's post-secondary life choices we believe that all students should have the opportunity to access technology and gain confidence with their use. We seek a balance of what Collins and Halverson (2009) describe and "just-in-time vs. just-in-case" learning. Students must have a foundation of essential concepts, knowledge, and skills which will allow them to seek, filter, and incorporate new information in the moment.

Therefore, we envision technology as a means to improve the overall school experience for all stakeholders in accordance with the following points:

- Provide a platform for students to express their understanding of concepts
- Provide a platform for students to self-pace and receive assistance meeting their needs
- Provide students with access to accurate and up-to-date information
- Provide students with an opportunity to refine information seeking and filtering skills
- Prepare students to be competitive, model citizens and employees
- Provide students with meaningful, challenging access to core and CATE curriculum
- Allow teachers to collect meaningful data about students' understanding of concepts
- Allow staff to communicate and collaborate efficiently

Technology Plan Team Members:

Chandler Lehman, Assistant Principal

Susan Cooke, Business Manager

Background Information

PALM Charter High School, currently in its third year of existence, is located in Myrtle Beach and is sponsored by the Horry County School District. The current iteration of the innovative CATE program provides students with a choice between two related but distinct automotive fields. Students choose with Motorsports Technology or Auto Collision Technology as their CATE/elective credit while also attending courses required for a high school diploma. The rationale for this concept at inception was to address the significant population of at-risk students, most of whose only desire is to earn a diploma and begin working to support their families. PALM's approach embraces a niche of hands-on learners by using the students' interest and passion for automotive related knowledge and skills.

The original technology plan and school design has changed to meet the needs of our student population. Originally designed as an independent but teacher supported lab approach the school has transitioned to incorporate some aspects of a traditional public school in terms of structure. In response to the disparate skill levels and Carnegie units earned PALM has incorporated a teacher led blended learning approach.

School District or Library Mission Statement: The mission of PALM Charter High School is to provide students with a rigorous, challenging, engaging academic environment while also meeting their social and emotional needs and growth.

Current State of Technology – Assessment and Needs

As of the beginning of our third year PALM has taken the several steps to upgrade our technology hardware and infrastructure. We have also identified several needs to address over the next three years.

In the summer preceding the 2014-2015 school year and throughout this year PALM as allocated Title I funds and fundraiser monies to purchase and update classroom computers. The majorities of desktop PCs were running Windows XP and were not able to handle the demands of the school. We have acquired several dozen laptops that were distributed to classrooms based on the teacher's classroom set-up and vision as well as the school's blended learning approach. The Auto Collision class also has a class set of laptops allowing students to participate in I-CAR- the auto collision industry training standard. The school also transitioned away from APEX and has installed PLATO and StudyIsland for an anytime, anyplace blended learning approach. Staff will evaluate its performance at the end of the year and decide on future e-learning programs. The school also upgraded network capacity through eRate and now has a 30x30 capacity on our WiFi network. During the summer we will explore the logistics of bolstering our wireless network as we transition away from an Ethernet based set-up serving outdated desktops.

The Technology Plan

Technology Vision: With an evolving landscape of Common Core Standards, State Testing, and improving technology tools PALM's vision for technology remains student-centered with a blended learning approach. Technology is one tool used to meet and assess students and help them follow a path to their goals.

How the Plan Was Developed: The plan has been developed by assessing the capabilities of our students and infrastructure. Teachers gave input about their classes and goals based on the current level of functioning demonstrated in students known to be returning to PALM.

Goals and Objectives for Improving Services:

a. What goals have you identified in your School District or Library service improvement plan?

The school has identified several goals to improve the student learning experience and growth of our teachers. We aim to update technology and access to courses and information as well communicate with and build relationships with stakeholders.

b. What accompanying strategies have already been identified to reach those goals?

Prior to the beginning of the school year we vetted blended learning options, assessed student transcripts for master schedule needs, and evaluated our technology capabilities. Administration also evaluated budget constraints and allowed Title I allocation for technology.

c. What specific telecommunications and information technologies (such as access to the Internet, access to remote databases, distance learning, etc.) are useful in helping you reach those goals?

Basic phone and voice services have allowed us to maintain day-to-day communication with students and parents. While fiber optic internet infrastructure is needed, early year upgrade to a 30x30 internet connection has allowed us to incorporate online programs in multiple content areas, including one of our CATE programs.

d. What are the specific resources (e.g. trainers, selected curricular software, Internet access, links to subscribed databases, etc.) that you plan to help you reach your goals for improved teaching and learning or improved School District or Library service?

Currently PALM is using PLATO and StudyIsland after considering feedback from the prior year's use of APEX. Teachers are also exploring free resources like Edmodo as an additional learning support. We upgraded to a 30x30

Action Plan:

GOALS	OBJECTIVES	BUDGET REQUIRED	TARGET COMPLETION
Provide and maintain 3:1 or better access to Windows 7 or better PCs	Laptop/PC availability of 3:1 or better in every classroom	\$7500	Summer 2016
	Upgrade WiFi network to support added bandwidth use	\$1500-2000	Fall 2015

GOALS	OBJECTIVES	BUDGET REQUIRED	TARGET COMPLETION
Provide stable, diverse blended learning opportunities on capable hardware to ELA/Math students	Enrollment in SC Virtual school as needed	-	Ongoing
	Use of PLATO/StudyIsland programs as curriculum supplement	\$8500	Yearly renewal
	Student enrollment in WorkKeys Career Ready 101	-	Ongoing
	Enroll in Google Docs	Nominal	Fall 2017

GOALS	OBJECTIVES	BUDGET REQUIRED	TARGET COMPLETION
Increased modes and communication with stakeholders	Maintain school webpage	Hourly service	ongoing
	Use HTC Mass Announcements to provide reminders and event info to stakeholders	\$35/monthly	ongoing
	Use of multiple social media sites to convey school's messages and students' work	-	Ongoing

GOALS	OBJECTIVES	BUDGET REQUIRED	TARGET COMPLETION
Provide support and professional development for staff members	Meet with staff monthly to discuss technology concerns and share class use	-	Ongoing
	Ask teachers to search for and use technology courses through sources like ETV Streamline	\$75-\$150 per module	Summer 2018

Staff Training/Professional Development Strategy:

- a. What are the specific resources and strategies that you plan to implement to ensure that your staff is ready to use and maintain the telecommunications and information technologies?

We will utilize Title I funding, where allowed, to acquire resources like PLATO and its professional development options. The school currently contracts with a local IT firm to aid our technology maintenance and development. Staff will be trained to run antivirus scans and identify common performance issues in new computers. The school will also utilize training and resources provided by the school district and SC Charter Alliance.

b. Who will be in charge of coordinating the professional development activities?

Professional development will be managed by the school principal with input from school staff.

c. Are there in-service slots set aside for technology-related professional development?

School in-service days will be utilized for addressing issues and developing skills in technology use.

d. Will the professional development be required for all that use it, or is it optional? If optional, what incentives exist to encourage teachers and librarians to pick up these new skills?

At this time there are only 7 teachers at the school. All teachers and staff members need to have working knowledge of the technology on campus; all staff will be required to participate in technology development.

e. What models of professional development would work in your organization to train your staff?

Release of responsibility and division will work best for our school since our teachers are hands-on learners and we have a separate CATE program.

f. What professional development opportunities and resources exist for your technical staff?

We contract for the most significant technology issues including server maintenance, security, and network services.

g. Do you have the resources in house to train these staff members or do they need to go to outside courses, or a combination of the two?

Over the life of this iteration of the technology plan most training will come from outside sources. There will be some training conducted in-house as it fits our needs and constraints.

h. What financial and time resources exist to keep the staff up-to-date in learning about new technologies?

Staff members are encouraged to explore technology tools and web resources and discuss them with the principal. As a charter school we are financially constrained so we seek free resources where applicable and budget for hardware or programs that serve the entire school.

i. What professional development opportunities are available from outside sources (such as service providers, courses at institutions of higher education, conferences, courses delivered via distance learning or over the Internet: courses sponsored by your state education or School District or Library agency)?

Title I funding allows us to budget for minimal opportunities. PLATO provides 3 PD sessions per contract term which allows teachers to customize their approach. The school or Title I is able to cover substitute costs if teachers wish to pursue a conference. There will also be some resources available from the Title I Focus program which may provide additional support, although that information is yet to be received.

j. What professional development opportunities and resources exist for your professional staff (i.e., librarians) to ensure that they can not only use the new technologies, but to use them to deliver improved School District or Library service?

PALM Charter does not employ any other professional staff outside of teachers already addressed.

k. What classes or seminars are available to your staff on an ongoing basis within your organization?

At this time there are no ongoing classes or seminars offered. As previously mentioned we are a small charter school with 7 teachers.

l. Can you staff meet with others who are already further along in implementing technology in another School District or Library?

District policies often limit collaboration and communication with other schools in the county. We are able to communicate with other charter schools as needed.

Timeline

This cycle has been ongoing since the beginning of the 2014-2015 school year. Computer upgrades were an initial priority as a result of our adoption of PLATO/StudyIsland and use of SC Virtual School.

Ongoing activities:

- Website updates for communication to stakeholders
- Technology upgrades
 - Plan to phase out old PCs by the end of this 3 year cycle
- Continue to monitor e-curriculum in use (PLATO) and SC Virtual School for effectiveness

Activities by Fiscal Year:

- End 2014 FY/Beginning of 2015 FY- Remodel WiFi network to handle additional computers and bolster filtering services
- Beginning of 2015 FY- renew license with PLATO/StudyIsland or adopt other electronic curriculum/supplements

Budget Summary

Ongoing Budget Expenses:

- PLATO/StudyIsland License- \$8500- Title I Funding
- SonicWall Firewall- \$600/year- School Funding
- Consulting/Contract Work- \$5000/year- School Funding
- E-mail server- \$185 month
- Microsoft Office License- \$55/unit (on non Title I computers)
- I-Car License Renewal- \$1000- School Funding

New Budget Expenses:

- Phase out of old PCs and replace- \$7500- Title I and School Fundraising
- Remodel WiFi network- <\$2000- School Funding

Evaluation

a. How frequently will you update the plan?

The plan will be updated as needed. As we complete the phase out of old computers and adopt new programs the plan will be amended to reflect that progress.

b. Who is responsible for updating the plan?

The plan will be maintained and update by the principal.

c. How will you determine if the technology plan was successful in meeting the goals of your institutional plans, i.e your School District or Library service plan? e.g. Interview/survey staff, patrons, other stakeholders; measuring progress made towards the benchmarks you set out in your goals; observations

We will use qualitative and quantitative measure to assess our school technology use and growth. Anecdotal input every few weeks will allow us to monitor use of PLATO or any other e-curriculum being used. Subsequently, PLATO and other programs offer real time assessment results as well as time on task records that can be tracked by all teachers and administrators. Virtual school course completion and MAP score will allow us to gauge online learning design and effectiveness.

d. What goals and objectives of the Technology Plan were you able to meet? To what extent?

Compared to the school's first plan there are pieces that have been eliminated, modified, or met. We have thus far been successful in replacing outdated computers, although a significant number of old PCs remain and are essentially unusable. Internet speed was improved earlier in the year, however, ideally the original commitment from the providers of fiber was never met. Website upgrades and maintenance have been successful and will continue to grow.

e. Were there any unexpected outcomes or benefits to having the technology in place?

The acquisition of PLATO and continued use of virtual school highlighted the substandard nature of both PCs and the original internet speed installment. These programs also rendered the ASUS tablets unusable for virtual school.

f. What goals and objectives of the technology plan did you not meet? Why? Are there ways to overcome these barriers?

The initial plan was written at the opening of the charter school. As such, installing infrastructure and computers were a significant portion of the school's time and budget. Budgetary constraints and the small size of the school make it difficult to implement consistent PD.

g. What is the plan for meeting unmet goals and objectives?

Now that infrastructure and computer upgrades are nearing completion we can begin to reallocate funds for professional development based on the needs of the teachers.

h. Are there other needs that have emerged since you last wrote/revised your plan? If so, what are they?

The most significant needs that emerged after the first technology plan have been the weak infrastructure and outdated computers that were addressed in this version of PALM's technology plan.

i. Are there any goals and objectives that are no longer relevant to your situation and should be deleted from the plan?

While the original goals of a safe, engaging technology environment and technology integration remain relevant the school has reached a tipping point at which we will consider adapting a blended learning model based on the needs of our students.

j. What developments in technology have emerged that you can take advantage of to improve School District or Library service for your community? How do you identify potentially useful new technologies (e.g. attending conferences, reading publications, networking with peers)?

PALM serves a predominantly at-risk population so critical thinking, problem solving, literacy, and information seeking are paramount skills for development. Resources that offer a user friendly experience with supports like text-to-speech have been very useful in giving our students independence and increased levels of responsibility.

Attachment 1: Technology Inventory & IT Skills Inventory

- Servers
 - 2 servers- 1 staff, 1 student
 - Need to acquire and install uninterruptable power supplies for servers

- PC Workstations
 - 47 Windows 7 or 8 laptops (Dell, HP)
 - 8 Windows 7 desktops
 - Approximately 30 PCs to be phased out over the next 3 years
 - 2 High End PC with FlexiSign graphics software
 - 3 Mac OSX units
 - 15 Asus Android tablets
 - 12 staff laptops
 - Access to PLATO, StudyIsland, ACT Workkeys Prep, ICAR

- Integrated School District or Library System (online catalog, circulation, etc.)
 - StreamlineSC/Learn360

- Network Equipment and Software (hubs, routers, etc.)
 - 30x30 T1 internet for each of two networks
 - 2 HP 24 port switches
 - 2 D-Link 16 port switches
 - 1 TrendNet 16 port switch
 - 2 UniFi antennas
 - SonicWall Firewall
 - 4 document cameras
 - 4 LCD Projectors

- Telephone System
 - HTC phone/voice/ service with 2 lines
 - HTC Mass Announcement System

- FAX
 - 1 fax number and station

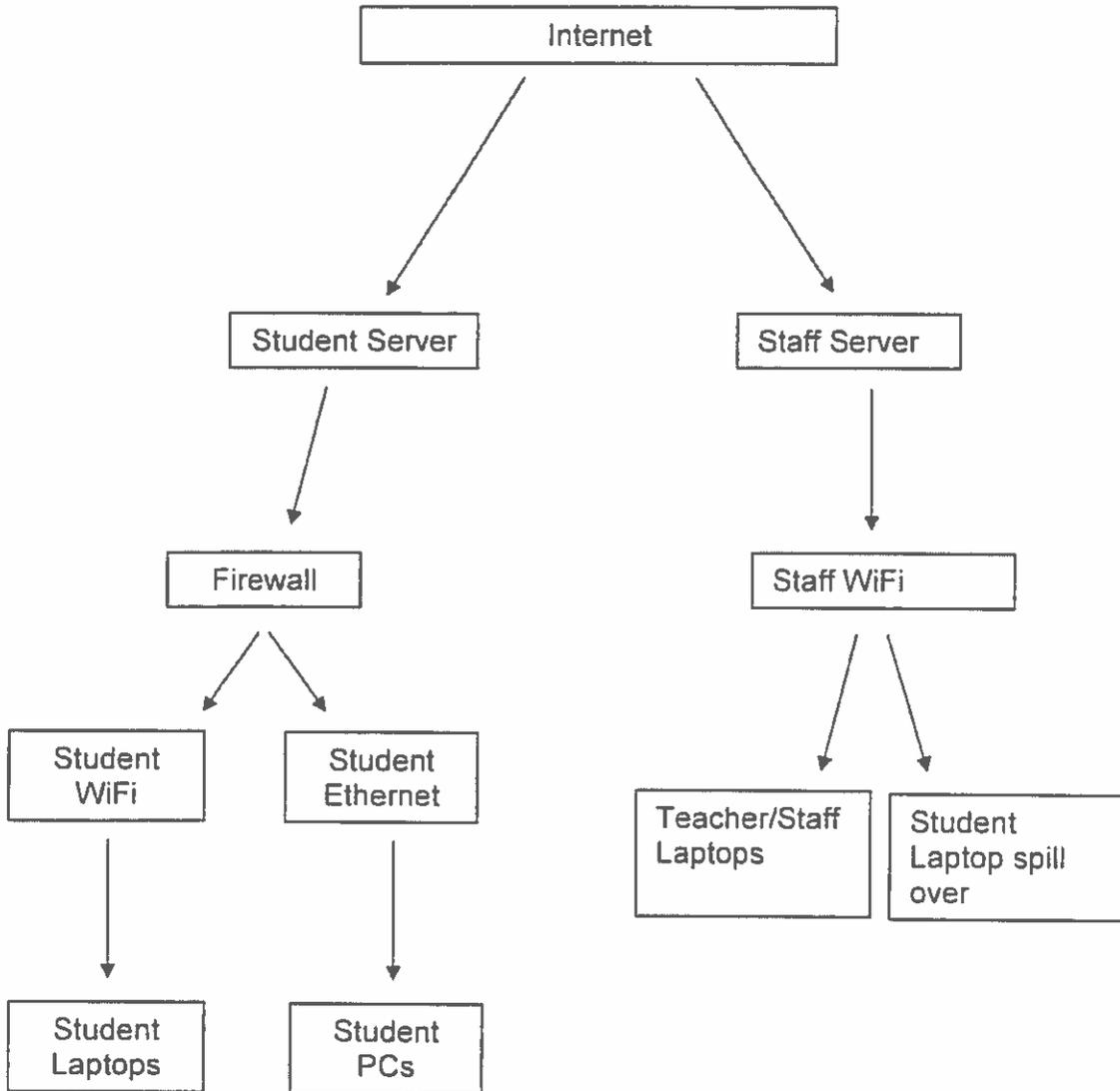
- CCTV (Closed Circuit Television Equipment)
 - Nightowl security cameras

- Staff skills and competence levels
 - Staff demonstrate competency with Windows programs and software
 - Graphics teacher has expert command of digital design software FlexiSign
 - Collision teacher has expert command of ICAR program

Technology Staff Skills

Ability	Skill needed	Skill Available In-House?	Contracted additional tech support?
Technical Staff Skills			
PC Skills			
Install & Configure hardware		In House	
Load & update software		In House	
Troubleshoot & repair problems		In House	Contracted
LAN Skills			
Design Network			Contracted
Install & configure hardware			Contracted
Load & update software			Contracted
Troubleshoot & repair problems			Contracted
WAN Skills			
Install & configure hardware			Contracted
Load & update software			Contracted
Troubleshoot & repair problems			Contracted

Attachment 2: Network Diagram



Attachment 3: Internet Use Policy – Revised and approved 8/2014

Technology and Internet Acceptable Use & Policy

Palmetto Academy for Learning Motorsports program is dependent upon a significant amount of technology, Web-based access, Internet usage, Email, and other technology related curriculum resources. All students and teachers have access to Web-based information resources in each classroom, the library/media room, and off campus computer access (such as home or public access computers). Student access is for educational purposes only. All students are required to read and discuss the expectations of Acceptable Use and Policy with their parent/guardian prior to starting education at Palmetto Academy for Learning Motorsports. A "Technology and Internet Acceptable Use and Policy Agreement Form" is attached and must be signed by both the student and parent as part of the full student packet prior to attending the school. Failure to read this agreement and sign the form results in an incomplete student file and will delay the student start date.

Student email is not established as a public access service or as a public forum. Palmetto Academy for Learning Motorsports has the right to place restrictions on the material you access or post through the system. You are expected to follow all rules set forth in the Code of Conduct at all times, including Acceptable Use policies. Email and all other electronic files created using Palmetto Academy for Learning Motorsports resources are the property of the school, may be accessed and reviewed at any time by school administration at the direction of the school principal or designee, and are stored on school resources.

Permitted Uses of Email –

- Student email is limited to educational purposes. The term "educational purpose" includes classroom activities, career development, completing applications to colleges and post-secondary learning opportunities, and other high-quality learning deemed "appropriate" by the school. Classroom activities supersede the importance of appropriate non-classroom activities.
- Students may download text and other non-executable files attached to email messages that are specifically related to educational purposes. When a student is unsure about the authenticity of a file, they should contact their teacher or other authorized staff member to determine if the file should be launched.
- Students are required to check their school email account at the beginning and end of each school day. Specific time will be included in

the schedule for this activity. Students are expected to delete and archive any emails that are unwanted immediately and to stay within the email quotas. The system administrator will automatically delete emails at any time, therefore it is important that students develop appropriate folders and archive files properly. Technology training is a part of every student plan, and organizational techniques for email and files will be included in the student training plan.

- The school has the right to restrict your speech in all communications including email. Profanity or inappropriate email discussions are a violation of the Code of Conduct.

General Prohibitions –

- You may not use your email account or any school resource for commercial purposes. This means you may not offer, provide, or purchase products or services through your student email account. Palmetto Academy for Learning Motorsports will not be responsible for any obligations resulting from any unauthorized use of the systems
- You may not use the email system or any other school resource for political activities
- You will not post/forward/email chain letters or engage in spamming. Spamming is defined as sending unnecessary messages to a large number of people.
- You may not use your email account for personal use, with the exception of contacting a parent/guardian for emergency or school administrator authorized purposes.

Personal Safety –

- You will not post personal contact information about yourself or other people unless it is in conjunction with a specific teacher approved assignment or an approved college/career communication. Personal contact information includes your address, telephone/cellular number, school or work address
- You will not agree to meet with someone you have met online without your parent's/guardian's approval
- You will promptly disclose to your teacher or other school employee any messages that you receive that is inappropriate or makes you feel uncomfortable

Illegal Activities –

- You will not attempt to gain unauthorized access to the student email system, the school website, or any other computer system in Palmetto Academy for Learning Motorsports email, Intranet, Internet, curriculum vendor, or and/or network access.
- You will not attempt to perform functions that exceed your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal and will be prosecuted.
- You will not make deliberate attempts to disrupt the computer system, destroy data, spread viruses, or by any other means. These actions are illegal and will be prosecuted.
- You will not use your student email account or other school resources to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, bullying, or any other illegal activity whether intended as a joke or prank, or otherwise. Illegal activity will be reported to the local law enforcement officials.

System Security

- Do not share account information (User ID and/or password with others.
- Do not attempt to log into another user's account
- Any sharing of User ID or password will result in immediate removal of account privileges and will be reported to the principal for disciplinary consideration. (IT staff and the principal may compel a student at any time to relinquish or disclose User ID and/or password information – should a request be made by either the IT staff or the principal, the student is required to immediately comply)
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not actively seek security problems, but report immediately any potential issues that are found.
- You will not knowingly use portable data storage devices which contain viruses, or in any other way knowingly spread computer viruses
- Students will not upload any programs, software (including music or movie files) to any computer, system, or other school resource without specific written permission from a specific teacher

Use of Inappropriate Language –

- Restrictions against inappropriate language apply to public messages, private messages, and any material posted on Web pages or any other school resource

- You will not use obscene, profane, rude, vulgar, lewd, inflammatory, derogative, threatening, or gang-related language, symbols, or statements
- You will not post information that could cause damage or danger or disruption
- You will not engage in personal attacks, including prejudicial or discriminatory remarks
- You will not harass another person. If you are told by another person to stop sending messages, you must stop whether it is the recipient or another person
- You will not bully or degrade another person using email, web site postings, or any other school resource
- You will not knowingly or recklessly post false or defamatory information about a person or an organization

Access to Inappropriate Material –

- You will not use your student email account to access material that is profane or obscene (e.g. pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g. hate literature)
- If you mistakenly access inappropriate information or images, you should immediately tell your teacher or another school employee
- Your parent/guardian should instruct you if there are additional materials that he/she thinks would be inappropriate for you to access.

Respect for Privacy –

- You will not repost a message that was sent to you privately without permission of the person who sent you the message
- You will not post private information about another person

Penalties for Misuse of Student E-mail –

- You should expect only limited privacy in the contents of your personal files on the district system. The contents of your e-mail account are property of the school. Your parent also has the right at any time to request in writing to see the contents of your e-mail files.
- Routine maintenance and monitoring of student e-mail may lead to discovery that you have violated this policy, the "Code of Conduct" or state and federal law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the "Code of Conduct" or state or federal law. The investigation will be reasonable and related to the suspected violation as outlined in district policy.

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the student e-mail system.
- In the event there is a claim that you have violated this policy or the "Code of Conduct" in your use of your student e-mail account, you will be provided with notice and opportunity to be heard in the manner set forth in the "Code of Conduct"
- Misuse of your e-mail account will result in restrictions being placed on your use of student e-mail, with the possibility that your e-mail privileges may be temporarily or permanently revoked. School IT personnel, teachers or other school personnel, your parent or guardian, or other school administrator, may request restriction or removal of your e-mail account. The School reserves the right to act upon such requests as it sees fit. This may include immediate restriction of access to e-mail or other electronic resources pending further investigation.
- If the misuse of your e-mail account also involves a violation of other provisions of the "Code of Conduct" it will be handled in the manner described in the "Code of Conduct"

Limitation of Liability –

The School makes no warranties of any kind, either express or implicit that the functions or the services provided by or through the school system will be error-free or without defect. The School will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system.

Distributing Written Material –

Students may not distribute written materials to other students at school unless the material was produced at school with the guidance and permission of school officials or the principal has given prior written permission for the handout

If the principal denies the student's request for distribution, it may be appealed through the student complaint policy (see Policy JII).

If a student fails to follow rules for distributing material, he may be subject to disciplinary action under Level II Offenses of the Code of Conduct (Other Unlawful Activities).