Technology Plan
Mayfield Independent School District
Mayfield, Kentucky

www.mayfield.kyschools.us

Creation Date: November 1, 2017

Plan Start Date: July 1, 2018

Plan Expiration Date: June 30, 2019

Acknowledgments

Table of Contents

Executive Summary

Mayfield Independent Schools has a vision of success for our students, regardless of barriers they come into our district with. We want to meet each child where their needs are and work with them to help them reach their highest potential of learning. We want their learning experience to be meaningful and motivational so that when they graduate from our school district they have the knowledge and desire to be successful in the career or college path of their choice.

We have set forth goals and priorities for our district that will help our students in meeting their personal goals and will help us to help our students reduce any learning barriers we can. One of our goals is to offer them exposure to the freedom that technology gives to be innovative, organized and efficient, while at the same time teaching them to be responsible digital citizens. Another of our goals is to ensure that everyone in our district has access to and uses a variety of modern technology tools so that faculty, staff and administrators can model effective uses of technology on a daily basis. We realize that our students learn as much by example and genuine integration techniques as they do by fabricated lessons where technology is taught without making a connection to a real world purpose. Increasing student achievement by incorporating technology use into every curriculum area, as is appropriate for that field, will be achieved not just by helping students learn how to work the technology, but teaching them how to make the technology work for them. A final goal is to ensure that we use all technology resources available to communicate effectively and build relationships with parents and our community. We realize that when communication is open and reliable, positive relationships develop that render a great deal of support from parents, guardians and the community as a whole.

Our district needs to be able to keep all technology that we have as up to date as possible and be able to add to and replace equipment, staff, etc. as needed. We have a need for more access by every student on not just a "day to day" but an "hour by hour" basis. Our teachers need technology resources that are modern, reliable and pertinent to the subjects they teach. It will be our main priority over the next several years to address the goals mentioned above so that students and teachers have the access they need to teach and learn in the 21st century. A second priority, which is directly related to the first, will be to maintain a strong network infrastructure, including wireless capabilities to handle this increased type of use within our schools.

We realize there is no one solution for every student, every teacher or every classroom. We intend to provide solutions for the needs of our teachers and students by continuing to listen to their input and basing our purchases and plans on the requests they have for access to more equipment, a strong network infrastructure, wired and wireless capabilities, a supportive technology staff and reliable phone services. The key to these solutions is a firm, reliable and robust technology budget to operate on from year to year, as well as planning and evaluation documents in place to ensure our district is able to provide as needed and to reach our goals and address our priorities.

Planning Process and Methodology

The District Technology Plan is reviewed in-depth annually. It is the responsibility of the District Technology Coordinator to ensure the school technology committees meet and review the document, to make revisions to the document as recommended and approved and to keep an current version of the Technology Plan posted on the district's website at all times.

The School Technology Coordinators are responsible for forming a school technology committee each year, communicating to their school committee when their technology plan review meetings will be and then maintaining sign in sheets and minutes from the meetings. They use the previous year's plan as a guideline to lead their committee in discussions on the plan as a whole and then focus on what goals have been met, which need to be on-going and what new items need to be added, based on their schools situation and needs.

Once all schools have had a chance to review the plan and make recommendations for additions, corrections and changes the school technology coordinators meet with the District Technology Coordinator and the District Technician to review these requests. The District Technology Coordinator forms a yearly updated draft from all recommendations and discussions and sends that to all committee members for review, discussion and progress to approval via e-mail. The district committee members are those who serve on the school committees plus district administration that have an interest in the district's technological growth and strength as a whole.

Once everyone has had a chance to review the document, a face to face meeting of the district technology committee is called and final review takes place. The final base plan is approved at this meeting. If there are things that arise after the final plan is approved, a special meeting of the entire district committee is called and changes are discussed and made as needed and approved.

When reviewing the 2017-2018 plan, we were pleased at the progress we had made in reaching some of our goals. Those goals were as follows:

- To continue district walkthroughs to assess technology integration and equipment needs.
- To ensure the safety of all individuals using our network
- To employ full time school technology coordinators to assist with training of teachers and giving timely troubleshooting and repair for technology issues
- To offer both a high speed wired and wireless connection to all users on our network
- To provide e-mail account access to all faculty, staff and students
- To provide an informational, easy to navigate website about our school district
- To provide teachers with a standardized attendance and grading package
- To maintain a detailed District Technology Plan
- To provide local and long distance phone service to all schools and district buildings
- To obtain a "mass notification" communication service that allows us to quickly contact large groups of people.
- To offer more access to students by increasing the number of student devices per building. We realize we must be diligent to continue to plan and budget appropriately to complete this project and then maintain and/or build upon those numbers.

We feel that all of these goals are very relevant and should be goals to meet each year in order to have the best technology resources and experiences for our students and staff.

The goals that we struggled to or did not meet were as follows:

- We did not meet our goal of maintaining an active Student Technology Leadership Program in each of our schools. We have many teachers that do projects that would be worthy of being recognized at the regional and state level, but with a lack of funding for coordinators, we do not have "official" STLP sponsors that coordinate specific projects.
- To assess student and teacher technology proficiency, or the lack there of. We are struggling to create assessments we feel give valid results and are looking at all options to find something more reliable and accurate.
- We will be watching our technology staff numbers closely. We have added a great number of technology related devices and projects, but have not increased our technology staff in years. If we feel or quality of service is lacking or our faculty and staff feel that the technology we offer is unreliable due to the length of time it takes to get issues addressed, we will look at our staff to see if additions or reappropriation of duties is necessary.

We discussed the fact that we want our students to be able to have the benefits of participating in an STLP program. We realize that just as some students are interested in sports, band or art; many students are interested and very talented when it comes to using technology for entrepreneurial type things. We will be soliciting sponsors for STLP students at each of our three schools for the 2018-2019 school year and will attempt to re-build and maintain an active STLP group at each school. We realize there is a need for higher expectations and better organization from the technology department and school administrators in order to make this happen.

Current Technology and Resources

The district currently supplies the following hardware and software applications per school and/or at Central Office:

Teacher/Student Workstations

Mayfield Elementary: 1 modern teacher workstation and 5 notebooks with wireless capabilities as student workstations in each classroom grades 2-5. 1 modern teacher workstation and 5 iPads as student workstations in each classroom grades PK-1st. Resource classes have a variety of notebooks and iPads to give a diverse environment for technology integration based on student need.

Mayfield Middle: 1 teacher workstation per classroom. We have one cart of student devices per department at MMS. This allows every student to have access to a computer for classroom projects and daily instruction. All machines in place are currently working well, and we intend to address upgrades to and/or repairs of memory, processors, hard drives, etc. on an as needed basis.

Mayfield High: 1 teacher workstation per classroom. Due to classroom size and the general open layout of our high school, we will continue to have very few student workstations in classrooms as there is simply not room or electrical capability. Instead of putting student workstations in classrooms, this is another example of where we offer one cart of student devices per department. All machines available are currently working well, but we intend to address upgrades to and/or repairs of memory, processors, hard drives, etc. on an as needed basis.

As these devices age, we realize the need for even more access each day. We will begin researching the possibility of one cart of devices (most likely Chromebooks) per classroom instead of only 5 at MES and per department at MMS and MHS. This would essentially be a 1:1 option without the capability for students to take devices home. We have decided to transition to using Google Mail and Google Classroom, which means so long as students have access to the browser, they will be able to get to classroom materials and homework from any device.

Computer labs

Mayfield Elementary: We have one stationary lab equipped with 30 student stations. We also have one mobile lab, equipped with 30 notebooks. These are the computers most used by our students. It is always our priority to keep these workstations as up-to-date as possible. We updated both the stationary lab and the mobile lab during the 2015-2016 school year. We also added another stationary lab during the 2017-2018 school year. The lab assistant that has been staying with the mobile cart will be assigned to the new stationary lab and the mobile cart will be for checkout/testing only.

Mayfield Middle: We currently have two stationary labs in this school, each of these labs housing 30 stations. These labs are continuously full. We also have 30 device carts for the 5th grade wing and then Reading, English, Social Studies, Math and Science departments for 6th -8th grade students.

Mayfield High School: We currently have four stationary labs. One has approximately 30 workstations, one has 28 workstations, businesses classes have one with 20 workstations and the "mini lab" has 16 stations. We also have one mobile lab with 12 laptops that is dedicated to the science department. We have recently added a 30 device cart for the English, Social Studies, Math, Science, PLVS and Foreign Language departments to use.

Classroom Printers

Mayfield Elementary offers 1 copier/scanner/printer per teacher workstation. The MES principal is limiting the number of ink cartridges used per printer, but teachers and students prefer having the capability to print to a local printer. After reaching their limit; many teachers buy the ink cartridges on their own. Having the scanning and copying option available at the teachers' desk has cut down on travel time to the office or workroom to make single copies. Mayfield Middle School and Mayfield High School have elected to phase out inkjet printers and to house laser copier/printer/scanners in each of the core content department areas of the school.

Projectors

 We have 1 projector mounted in each classroom (including music, art and G/T). Each projector at MES and MMS has dedicated ceiling speakers and is connected not only to the teacher workstation, but also to a DVD/VCR combo and cable TV where applicable. The projectors at MHS are the same, with the exception that not all projectors have ceiling mounted speakers with them. This is not currently possible due to the layout of the building and the lack of walls and doors to help control the sound. We also have projectors mounted in the computer lab and library of MES and MMS and in two of the labs and the commons area of MHS. We have a projector on a cart with all necessary components that can be used in resource rooms, the cafeteria or gymnasium for special presentations at each school.

Interactive and/or Digital Technologies

Mayfield Elementary: 1 SMARTBoard and 1 Elmo TT-02RX document camera in each classroom. These resources have revolutionized the way teachers integrate technology into the everyday curriculum. We also provide access to flip video cameras and/or digital cameras for all teachers.

Mayfield Middle: Every classroom has a SMARTBoard and a Elmo TT-02RX document Camera. As with the Elementary School, these resources have revolutionized the way teachers integrate technology into the everyday curriculum. We also provide access to flip video cameras and/or digital cameras for all teachers.

Mayfield High: There is a small, mounted SMARTBoard in one of the computer labs at this school. There are also SMARTBoards mounted in each classroom throughout the building. Teachers also use document cameras, school pads, Mobi's or Airliners and wireless keyboards and mice so that students can have a hands-on, active part in the lessons presented using the mounted projector. All teachers have access to digital cameras as needed.

All Schools: We have Voice Recorders, Microphones and Webcam's available for checkout on an as needed basis. When demand increases from our teachers we increase the inventory of that item by purchasing more. We continue to have requests for these types of resources on a regular basis and furnish them willingly at the teacher's request.

Phone Systems/Handsets

There is one phone in every classroom that can be used for emergency communications, as well as for communications with parents and community members. These phones can also be used in classroom instruction for conference calls with specialist that might not be able to come on-site for presentations. Our phone system is becoming dated and we are making plans to replace it in the near future, either with another standard phone system, a hybrid VoIP solution or with a full VoIP solution.

Network Devices

Our district is a fiber campus with all equipment terminating at the Board Office, in the wiring closet behind the district technician's office. The fiber that connects the Elementary and High School to the Board Office is buried underground. The fiber that connects the Middle School to the Board Office is on electrical poles that run down College Street (space rented from Mayfield Electric and Water). Thanks to e-rate funding we were able to do a complete replacement upgrade to our network infrastructure (router, switches, etc.) in April 2017 and upgrade wireless capabilities in every classroom and in every public area of each of our three schools and the board office.

Servers

The district currently has a total of seven functional servers. Two of these servers are provided by KDE. They are the GDC and the BDC. The remainder of the servers are used for misc. applications. A complete list of servers, the server names, IP addresses and functionality is kept on file with the District Technician. We virtualized all servers during the summer of 2017 and did away with all physical servers not necessary after that.

Educational Software Applications

STAR, A+ Learning and CERT software is used to pre-test and post-test students in misc. core content areas. BrainPOP has also been purchased for district-wide use, offering 24/7 access to teachers, students and parents in both English and Spanish for all grade levels.

Microsoft Office Professional 2016 is used on a daily basis by both faculty and students. We are going to be migrating to Google Docs, Google Classroom and Google mail, but Office will still be available on most machines.

Student Information System

We currently use the Infinite Campus Student Information System. By doing this, we have met the district's goal to have a web-based version of an SIS that includes a grading and attendance package. We will offer on-going training on this product to help teachers and administrators learn how to use it for the benefit of better communication both in-district and with parents/guardians of our students. We use the parent portal version of this software so that parents and students can log in to check attendance, grades, homework assignments and any notices that have been posted by the school or district. Instructions on use for parents is given out at beginning of school registration each year and also posted to the district's website.

District Accounting Software

We currently use the cloud-based version of MUNIS, the state-mandated accounting software.

Other Misc. Hardware and Applications

Lightspeed: The district currently uses Lightspeed, a blocking and filtering hardware solution to help monitor inappropriate use of Internet resources within our district. Each year, faculty, staff and students sign an Acceptable Use Policy explaining district expectations of appropriate use of network privileges and the consequences of violating those expectations.

Deep Freeze: The district uses software called Deep Freeze to help with energy costs, maintain computer life and cut down on technical support issues. We use this product in all of our labs and on any other student workstations at the middle and high school levels. This has also proven to be a very beneficial addition to our district and we plan to continue to renew the licenses for this product.

WMC-TV (High School TV Station): We have a very high tech Media Department where students produce a variety of videos to be shared with the community on a local cable channel. This department is the only area in the school district where we use iMac's for the primary workstations. WMC-TV currently has seven iMac stations in use.

Staff:

The district will continue to employ a full time **Chief Information Officer/ District Technology Coordinator (CIO/DTC)** and at least one full time District Technician. These salaries will come out of the General Fund. The District Technology Coordinator is responsible for coordinating all the various aspects of technology within the school district. These aspects include, but are not limited to, overseeing and coordinating: (1) hardware/software research, purchasing & inventory, (2) duties and performance of technology staff, (3) Professional Development related to technology for all district faculty and staff, (4) attending technology meetings/trainings/conferences to enhance understanding of latest technological advances (5) other duties as assigned by the Superintendent. It is also the responsibility of the person in this position to develop and maintain a program of computer education and other technology programs in the Mayfield Independent School System that will meet educational excellence expectations in computer instruction.

The **District Technician** is responsible for troubleshooting and repairing all technical issues (2) contacting vendors to set up work orders for hardware and software repairs that cannot be taken care of by the Technician (3) attending trainings as requested to learn of new technological advances to assist the district in staying up to date (4) assisting STC's in keeping a current and accurate inventory of all equipment (5) taking care of repairs and basic maintenance on all hardware and software (5)Maintain current lists of IP addresses and other information needed to help maintain the district's network (6) other duties as assigned by the DTC/CIO.

Each school will have a **School Technology Coordinator (STC)**. For Mayfield Elementary School, this position will be a full time position. Mayfield Elementary will also continue to employ a minimum of two **computer lab assistants**; one for the stationary lab and one for the mobile lab(s). For Mayfield Middle School and Mayfield High School, this position will be in addition to holding the position as the computer lab assistant for those buildings.   Job duties for the STC will include:

- Act as the contact person within the building for technology requests, questions or problems relating to individual and network hardware or software.

- Troubleshoot network and individual computer problems.

- Manage basic hardware and software repairs and/or installations.

- Create the school's work list for District Technician on an as needed basis.

- Make requests for new hardware, software or software licensing purchases or, reporting new purchases made at the school level, to DTC.

- Managing all building staff and student Active Directory accounts.

- Assist in upholding and updating the school and district technology plan.

- Maintain current inventory of all technology-related hardware, software, software licensing, multimedia devices and peripherals. This must be kept in SchoolDude.

- Report possible Acceptable Use Policy violations to the DTC.

- Keep copies of AUP's on file for all students, staff and community members with access to the district network through resources in the building.

- Be knowledgeable of copyright laws.

- Promote a positive atmosphere for the use of technology in the building.

- Advise faculty in the selection and implementation of hardware/software within the building.

- Attend monthly STC meetings in the DTC Office

- Attend or send a designee to any district, regional or state technology meeting or training as requested by the DTC.

- Request and/or attend training sessions to develop skills to be able to better handle these responsibilities.

- Maintain their school's website

- Conduct and Coordinate teacher trainings as needed

- Create or assist in creation of training materials as needed

- Other misc. duties as requested by DTC.

The job duties for computer lab assistant can be found in the job descriptions held by the principal of each respective school. It is understood that as STC, this individual is not limited or confined to work only in the computer lab, but rather to oversee that area in addition to taking care of the daily technology needs in the classrooms, administrative areas, etc.

All technology team members' performances are evaluated by district and school administration each year. There is an official evaluation form used that is based on the criteria set forth in each tech team member's job description. Teachers and other faculty and staff are allowed to give input on these evaluations as well.

Technology is ever-changing and thus the training of the individuals that hold these positions is on-going. Training is and will continue to be offered on an as needed basis to meet the needs of all technology staff. This will ensure that they can continue to be knowledgeable in the most current hardware and software applications available. This will in turn help to meet the district goals of keeping all avenues of technology within our district as modern and up-to-date as possible. Trainings offered will include bringing trainers into the district, as well as going to trainings that will meet our districts needs.

Curriculum and Instructional Integration Goals

Goal 1

To support and encourage teaching strategies that use web-based tools and applications such as Encyclomedia/United Streaming, BrainPOP, A+ Learning Software and other applications deemed necessary and appropriate by appointed school curriculum assessment groups.

Action Plan: Projects/Activities

Project/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
To purchase and/or find free web-based applications that can be used district wide to enhance instructional activities in the classroom	Students will become more engaged by having interactive activities to participate in while learning and will have the option to have access to these resources from home as well as school, provided	Skills tests provided in A+ and BrainPOP software Observations of classrooms while activities are occurring.	07/01/2018-06/30/2019 (On-going)	DTC/CIO Instructional Supervisor Curriculum Assessment Groups	KETS General Fund

	they have a connection to the internet.				

Goal 2

To support and encourage the use of distance learning devices and resources to allow us to develop and utilize innovative strategies for the delivery of specialized or rigorous academic courses and curricula through the use of technology, including distance learning technologies

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
To research various distance learning products and resources and determine which best fit the needs of students in our district.	Students who would like to take advanced courses or those that are not offered in a traditional setting will be able to expand their learning opportunities to meet their educational needs	Research materials and meeting minutes where topic has been discussed and solutions have been brainstormed.	07/01/2018-06/30/2019 (On-going)	DTC/CIO Instructional Supervisor Curriculum Assessment Groups DPP	General Fund Grants
To offer students innovative	Students that need a more flexible	Increase in attendance	07/01/2018-06/30/2019 (On-	DTC/CIO Instructional	General Fund

opportunities to learn through 21st century resources to help encourage learning and improve attendance and dropout rates.	learning environment can have opportunities to continue their education through distance learning resources, giving them a sense of hope instead of despair.	rates/decrease in dropout rate due to online courses offered and taken advantage of by students with flexible learning needs.	going)	Supervisor Curriculum Assessment Groups DPP	Grants

Curriculum and Instructional Integration Goals – Evaluation

Development and utilization of innovative strategies for the delivery of specialized or rigorous academic courses and curricula through the use of technology, including distance learning technologies, include extensive input and review of success by all teachers throughout the year. As teachers meet in their respective PLC groups they will discuss strategies that would be appropriate and effective in their areas of instruction. School Technology Coordinators will use these meetings to meet with and discuss various technology resources and applications available and train on any that the teachers might be beneficial to them in an effort to better integrate technology into instruction.

These goals for using advanced technology to improve student academic achievement align with the goals for College/Career Readiness in that as teachers work to ensure academic standards and college/career readiness are being a integral part of their daily curriculum that technology is embedded into every part of that, as much as is practical and effective.

The evaluation process that enables the district to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise is included in the evaluation process of other academic standards inclusions. Teachers meet weekly in PLC meetings to evaluate the instruction processes going on within their grade levels and/or departments and to make adjustments and recommendations for changes accordingly. At the same time overall instruction is being discussed and evaluated, the use of technology is discussed and evaluated also. The indicators and accountability measures that will be used to evaluate the extent to which activities are effective in integrating technology into the curricula and instruction and enable students to meet challenging state academic standards will be PLC meeting notes, student performance and district walkthroughs that include observations and checklists to ensure needs of students and skills of integration are being met. The data collected in these walkthroughs will be shared with the principals of each building, as well as the PLC leaders and the district technology staff. If expected results are not met, teachers will be asked to explain what is prohibiting the integration goals that have been set before them and all efforts to remove any barriers and/or further educate them on effective integration goals will be made to ensure by the time they are evaluated again, there is a notable, marked difference.

Student Technology Literacy Goals

Goal 1

To utilize a district created Technology Skills Assessment to test 5th, 8th and 12th grade students each year to ensure students are acquiring and retaining technology and information literacy skills.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Test 5th, 8th and 12th grade students	Using the data collected we will be able to access how many of our students are acquiring and retaining technology and information literacy skills	District Created Technology Skills Assessments	September 2018 May 2019	DTC/CIO District Technician School Technology Coordinators Computer Lab Assistants	General Fund

Goal 2

To continue district walkthroughs by District Technology Staff, as well as Principals and other District Administration to review lesson plans for proof of daily technology integration and to review student work showing 21st Century skills being demonstrated.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Coordinate and complete district walkthroughs at each school as needed to evaluate	By reviewing lesson plans and student work, we can evaluate how effectively our	Hardware evaluations Lesson Plans Student Work	07/01/2018-06/30/2019 (On-going)	DTC/CIO District Technician School Principals School Technology	N/A

technology needs from both a hardware standpoint and a training/integration standpoint.	teachers are integrating technology use into the curriculum and how well the students are grasping the concepts they are being taught.	Displays/Examples		Coordinators	

Student Technology Literacy Goals – Evaluation

Using the ISTE/NETS student standards as a guideline and testing 4th and 5th grade students accordingly, we will be able to see where our students' strengths and weaknesses lie. It is our expectation that through proper demonstration and implementation of technology use in the daily curriculum, students will have the skills to meet technology literacy expectations long before they reach 8th grade. If there are specific weaknesses that need to be addressed in a formal technology class setting, we can do so accordingly during the years between 4th and 8th grade to ensure students are meeting the expectation of technology literacy by the 8th grade.

These goals support the enhancement of students' 21st Century Skills of critical thinking, communication, collaboration and creativity by empowering students and teachers to understand what technology literacy looks like from the National Standards level and will give the teachers better insight on how to incorporate these ideas into their curriculum. By evaluating the student work we will be able to identify areas of need in our students' abilities to think critically, communicate ideas, collaborate with peers and express themselves creatively. Once those needs are identified, teachers and administrators can seek out ways to use technology to enhance those skills.

The instructional materials or electronic resources needed to support strategies will be determined by teachers according to individual classroom needs. The district technology coordinator and district technician will work with teachers to ensure that they have access to all instructional devices and electronic resources needed to move forward, so long as budgets allow.

Student work, interaction and input will be gathered during walkthroughs and through their input during technology committee meetings. This information will be shared with all administrators and teachers so that necessary changes can be considered in an effort support our students in a positive and innovative learning environment. As walkthroughs continue, if expected results are not met, the district technology committee will meet to discuss what changes need to be made or teaching strategies need to be revised in order to encourage expected results. The committee members will be responsible for communicating these changes to co-workers during PLC meetings each week.

Staff Training/Professional Development Goals

Goal 1

To provide adequate staff training and professional development opportunities to ensure that faculty and staff know how to use new and existing technologies to improve education.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
To identify training needs of our faculty and staff and coordinate professional development opportunities based on need and interest.	Teachers will be more comfortable using technology and therefore better able to integrate technology into their classroom management and instruction strategies	Survey issued via Survey Monkey application.	5/15/2018-10/15/2019	DTC/CIO	General Fund

Goal 2

To continue to employ full time School Technology Coordinators so that faculty and staff can receive adequate training and support throughout the year, in addition to the formal professional development sessions/trainings that are offered during the summer and during school breaks.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
To have time slots available before and after school, as well as during planning periods for	Students will be exposed to a wider variety of technology integration, which	Test Scores Student Work Lesson Plans reflecting	07/01/2018-06/30/2019 (On-going)	School Technology Coordinators Teachers	General Fund

teachers to be able to work with STC's to learn new ways to integrate technology into their daily curriculum and/or learn new hardware functions/software applications.	will lead to more interactive learning due to the fact that the teachers are learning more about the technology resources they have available to them.	integration Sign in Sheets Materials received from conferences and trainings Tech Tickets			

Staff Training/Professional Development Goals – Evaluation

The current level of ability of staff to utilize technology is high in our district. As new technological devices have been introduced, teachers have done an exemplary job of teaching themselves and others by using on-line tutorials and peer tutoring to utilize these tools. The increases in competencies sought through professional development activities are documented through e-mail and survey monkey results in which teachers are asked to communicate the needs they feel they have in order to be able to take technology integration to the next level in their classrooms. Based on the responses teachers are placed into groups of skill level and trainings are developed based on the needs of each level to encourage them to continue to grow.

The topic(s) and nature of the training to be made available to staff at this time have been determined to be effectively integrating Intelligent Classroom products such as the Interactive software applications that come with the Boards and Slates, as well as they Classroom Performance Systems; using Social Media sites and their teacher pages on our district website to enhance instruction and general communications; and better understanding the technology standards requirements for students and teachers according to the ISTE standards referenced.

The methods to be used to provide the training will be professional development days, before and after school appointments with school and district technology team members, summer workshops, train-the-trainer sessions, conferences and setting up a library of on-line tutorials found that can be used at any time.The procedures to document training will be sign in sheets, materials brought back from trainings, presentations about things learned in staff and PLC meetings and observation of skill improvements during administrative walkthroughs.

The curriculum goals of the district are set up to incorporate and encourage the use of technology in every grade level as deemed effective and appropriate by the teacher. We encourage all teachers to use technology as a tool to enhance instruction and support diverse learning based upon the needs of each student. These trainings will allow teachers to explore and embrace new technologies and applications that can be used seamlessly in their daily instruction.

Training opportunities for technical staff will be offered monthly during regular STC meetings. These needs will be determined at the end of the 2016-2017 school year so that summer trainings can be coordinated and plans for tutorials and trainings at each of the 2017-2018 meetings can be planned in advance. The courses taken will be based on each school's needs and district projects forthcoming that the STC's will need to be knowledgeable in. Some of these will most certainly include in-depth website module training, detailed interactive classroom device training and on-line safety training so that they can positively support and encourage the appropriate use of social media sites in classroom environments.

Indicators and accountability measures that will be used to evaluate the extent to which PD activities are effective in promoting integration of technology into the curricula and instruction, enhance the ability of teachers to teach, and enable students to meet challenging state academic standards will include documented observation of classroom interactions by school and district administration, questionnaires and surveys that include inquiries as to the effectiveness of the PD being offered and the true knowledge obtained through those trainings and the documented comments from students about their perception of teachers effective use of technology in the classes they attend.

Technology Goals

Goal 1

To offer both a hard-wired high-speed network connection, as well as wireless network access to all students, faculty, staff, administrators and community members by purchasing, upgrading and/or maintaining the most current types of network components and wiring schemes within our district.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Maintain a modern network components such as POE switches and wireless connectivity devices	Faster, more reliable network and additional ease of access	Invoices listing dates of purchases and descriptions of equipment Reports generated showing daily network traffic patterns and performance	7/01/2018-6/30/2019 (ongoing)	DTC/CIO District Technician	E-rate/General Fund

Goal 2

To decrease the "digital divide" by making sure that all students, faculty, staff, administrators and community members have abundant access to modern workstations, intelligent classroom devices and software applications. We intend to do this by continuing to use all funds made available to purchase, upgrade and maintain the most current equipment styles and software applications available.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Replace/Update workstations as needed district wide	Reliable workstations for students, faculty and staff	District Tech Walkthroughs; E-mail Work Orders	07/01/2018-06/30/2019 (On-going)	DTC District Technician School Technology Coordinators	KETS General Fund
Continue to equip classrooms with intelligent classroom devices such as Projectors, Interactive Boards, slates, document cameras, Classroom Performance Systems, etc. or devices for students that would allow the same type of interactivity without the need for so many different devices.	Students will be more engaged in learning by being able to participate visually, kinesthetically and audibly in all lessons.	Monthly Wish Lists submitted by teachers	07/01/2018-06/30/2019 (On-going)	DTC District Technician School Technology Coordinators	KETS General Fund NCLB Title 2 D Grants
Continue to increase the number of student workstations by adding devices per classroom	Students will have anywhere, anytime access to instructional devices, which will increase student performance and achievement	Test Scores Student Work Attendance, Grade and Behavior reports generated from IC	07/01/2018-06/30/2019	District Technology Committee Members	KETS General Fund Grants School Funds Federal Funds

Goal 3

To ensure the safety of all individuals using our network by:

- Enforcing the District Acceptable Use Policy. All users are required to sign a User Agreement Form stating that they have read, understand and will abide by the Acceptable Use Policy,
- In compliance with Senate Bill 230 and the Federal "Children's Internet Protection act, we have in place a blocking and filtering application to filter inappropriate and offensive Internet materials (to the best of the hardware/software ability) for all of our schools and the District Office,
- Monitoring staff and student e-mail accounts to ensure acceptable use,
- Running the latest virus protection software available on all workstations and servers,
- Notifying all faculty, staff, administrators and students at the beginning of every school year to explain Internet and E-mail safety, as well as the importance of keeping user passwords private and the overall meaning of the Acceptable Use Policy.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Review AUP Annually	Making sure the AUP suitably fits the needs of the district for the safety of our students, teachers and our network.	Sign in Sheet from Review Meeting; Minutes taken from Meeting	April 2018	District Technology Committee	N/A
Conduct Beginning of	To inform and answer	Sign in Sheets;	August 2019	DTC/CIO	N/A

Year informational sessions at student and teacher meetings	any questions that might arise with faculty and/or students that will help the understand the contents and reasoning behind the AUP	Copies of Agendas and Minutes from Meetings		School Technology Coordinators Computer Lab Assistants	

Goal 4

To provide an e-mail account for all students, faculty, staff and administrators to encourage communication between all listed above, as well as encouraging communication with between district staff and parents and community members who have access to e-mail accounts outside our district.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Provide "refresher" training to staff on how to include parents and community members in regular e-mail communications	Parents will become more involved in student success	Copies of Training Materials	July 2018	DTC/CIO District Technician School Technology Coordinators	N/A
Instruct students on how to use webmail accounts to communicate with teachers for those who have not been through training before, or need a "refresher" course.	Students will learn real-life communication skills via e-mail and will have an additional avenue for communication with teachers.	Students will send "test" e-mail to instructor and properly reply to an e-mail sent to them from the instructor	September 2019	DTC/CIO School Technology Coordinators Computer Lab Assistants	N/A

Goal 5

To provide the community with an informational web site about our school district and all of the schools within our school system. Information will also be available from this web site about the variety of programs our school district has to offer to assist families and students with specific needs and interests.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Continue to maintain and update current website.	Parents and students will have a 24/7 resource to stay up to date on district and classroom news	Website Posts and monthly reviews to ensure updated information is posted.	07/01/2018-06/30/2019 (On-going)	DTC/CIO District Technician School Technology Coordinators Web Hosting Company	General Fund
Continue to pay STC's to update school home pages on website and assist teachers with learning Google Classroom for interaction with students and parents.	Parents will have up to date information available to them about school related items. Teachers will have a resource to help them keep classroom web pages up to date for parents and students to refer to.	Website Posts and monthly reviews to ensure updated information is posted; Payroll records to show stipend is paid	07/01/2018-06/30/2019 (On-going)	DTC/CIO District Technician School Technology Coordinators Web Hosting Company	General Fund

Goal 6

To support and maintain an active Student Technology Leadership Program in each of our schools.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Offer incentives to teachers to create and coordinate STLP projects at the school level for all students.	Students will be engaged in activities that will encourage the use of technology and participate in community service projects	STLP Project Reports and Student work displays/pictures/videos	07/01/2018-06/30/2019 (On-going)	DTC/CIO Teachers School Technology Coordinators	General Fund
Offer incentives for students to participate in STLP projects and submit ideas to appropriate staff that might allow STLP to help their school or community	Students will be engaged in activities that will encourage the use of technology and participate in community service projects	STLP Project Proposal Forms	07/01/2018-06/30/2019 (On-going)	DTC/CIO Teachers School Technology Coordinators	General Fund

Goal 7

To provide teachers with a standardized attendance and grading package that will be reliable, user friendly and easily accessible. Also, we intend to provide parents with web-based access to this program so that they can monitor their child/children's progress.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Continue to support	Students and parents	SIS Invoice;	07/01/2018-	DTC/CIO	General Fund

the Infinite Campus SIS that is in place and ensure that teachers and staff have been properly trained to use this application.	will be able to have reliable, up to date information available to them to help them better prepare and understand the needs for success in their classrooms	Reports ran through SIS as needed to obtain needed information	06/30/2019 (On-going)	District Technician DPP	KETS

Goal 8

To continue to employ a sufficient number of technology support staff so that all technology issues can be handled in a timely fashion, to prevent down time in instruction and administrative tasks.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
To maintain the current technology staff mentioned in this plan and offer a competitive salary/stipend to those involved to prevent high turn-over in these positions.	Technology will be reliable and readily available for faculty and students, reducing frustration and barriers that interfere with learning and technology integration	TAR Report/Salary Codes; Payroll Reports	07/01/2018-06/30/2019 (On-going)	Superintendent Payroll Clerk Finance Officer	General Fund

Goal 9

To maintain a detailed District Technology Plan. In this plan, procedures and policies will be defined that cover individual schools and programs as well as district-wide situations. This plan does not replace, but will be used as an in-depth description of and reference resource to the technology plans that are embedded in each School Improvement Plan and the District Comprehensive Improvement Plan.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Hold regular meetings with the District Technology Committee to ensure the plan is being followed and to allow them to bring updates and suggestions from their schools to add to the plan as needed	Having an organized plan will allow us to stay on track with providing the best technological environment possible for all students and teachers, thus supporting instruction through technology integration.	Sign in Sheets; Minutes from Meetings	September 2018 April 2019	District Technology Committee Members	N/A

Goal 10

To provide local and long distance phone access to all schools by maintaining a modern phone system and/or VoIP solution that will meet the needs of all district sites. This may be done by upgrading existing equipment or by replacing existing equipment with more updated devices that best serve our schools.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
Continue to search for competitive prices and reliable and efficient phone service providers.	To provide faculty and staff avenues for communication with parents to assist in planning for effective education for each student. Also to ensure student safety by making sure each classroom has appropriate phone service access in the	Web Research; Quotes/Information from Vendors	07/01/2018-06/30/2019 (On-going)	DTC/CIO	N/A

	event of an emergency.				
Provide local and long distance service to all district locations through General Fund	To provide faculty and staff avenues for communication with parents to assist in planning for effective education for each student. Also to ensure student safety by making sure each classroom has appropriate phone service access in the event of an emergency	Phone Bills	07/01/2018-06/30/2019 (On-going)	DTC/CIO	General Fund
Continue to research a possible replacement solution for the near future.	To provide faculty and staff avenues for communication with parents to assist in planning for effective education for each student. Also to ensure student safety by making sure each classroom has appropriate phone service access in the event of an emergency	Web Research; Quotes/Informational Material from Vendors	07/01/2018-06/30/2019 (On-going)	DTC/CIO	General Fund

Goal 11

To maintain the current mass notification communication service that allows us to contact parents, students, faculty, staff, community members and any other necessary entity in the event of an emergency or other situation that would require mass communication/notification in a short amount of time.

Action Plan: Strategies/Activities

Strategy/Activity	Instructional Outcome	Indicator	Timeline	Person(s) Responsible	Funding Source
To continue to fund a service that will allow us to contact faculty, staff, parents and guardians in an efficient manner	Parents will be better informed and feel more involved with their children's education	SchoolCast Subscription/Invoice	07/01/2018-06/30/2019 (On-going)	DTC/CIO	General Fund

Technology Goals – Evaluation

The activities identified above will support the district's vision for an up to date, technology-rich educational environment by ensuring that technology is seen as a high priority for success and not just a commodity. By continually monitoring performance of workstations, peripherals, and applications that promote communication to students, parents and community members we will be able to immediately address issues and prevent frustration and thus a lack of use by end users.

The technical standards used to ensure compatibility of interconnected systems will come from recommendations of the district technician and district technology coordinator based on the KETS standards for equipment and on teacher requests and input for items that don't currently have KETS standards in place.

Technology needed to maintain or enhance the current instructional environment include more student devices and newer teacher workstations and intelligent classroom devices. By keeping these on a 5 year refresh rate, we will be able to ensure that equipment does not become obsolete and unusable. This is going to require many budgetary negotiations and evaluations which will be done by the Superintendent, District Technology Coordinator and others responsible for budgetary decisions within the schools and at the district level.

The indicators and accountability measures listed in the tables above along with surveys given to teachers, parents and students will be used to evaluate the extent to which technology deployment and support activities are effective in promoting integration of technology into the curricula and instruction, as well as how they enhance the ability of teachers to teach, and enable students to meet challenging state academic standards.

Budget Summary

Acquired Technologies and Professional Development	Ed Tech Competitive Title IID	Ed Tech Formula Title IID	E-Rate	NCLB/other than Title IID	KETS	General Fund
Phone Service (Local and Long Distance)						21000
Pole Rent for Fiber						700
Tech Staff Salaries						175000
Tech Staff Travel						5000
Phone System Maintenance						5000
Workstation Additions, Upgrades, Maintenance					46000	95000
Printers					4000	
Interactive Classroom Devices					4000	
Digital Media Equipment						1000
Network Equipment/Cameras						10000
Software Renewals and Upgrades						50000
STLP Supplies						1000
Professional Development/Training Expenses						1000
Misc. Tech Expenses					6000	7000
TOTAL					60000	371700

Budget Summary – Narrative

Mayfield Independent School District realizes the need to continually purchase, replace, upgrade and maintain network components, phone systems, servers and computer hardware and software within our school system. Mayfield School District is well aware that although the KETS Offer of Assistance is a resource available to be used to purchase and maintain equipment and software, the total cost of ownership per computer is much higher than the Offer of Assistance that is allocated each year. Other money that will be considered for use in technology purchases will include, but is not limited to:

- Local Money/General Fund

- PTO funds and other school generated/managed money

- Reimbursements from Universal Service Fund (USF/Erate) Discounts

- Money from other state and federal projects/programs that have a line item included for staff/student technology purchases and/or general supplies.

- Grant writing to obtain hardware, software or training or funds to obtain these items.

It has been identified by the committee that technological expenses for hardware/software incurred by our district annually include, but are not limited to the following:

- Purchasing of new computer workstations to replace out-dated equipment.

- Purchasing materials to upgrade workstations and peripherals.

- Purchasing items to replace damaged workstation/multi-media/Interactive Classroom components.

- Purchasing servers, network equipment/wiring to ensure the fastest and most economical connection to the Internet/WAN and LAN.

- Upgrading servers, network equipment/wiring to ensure the fastest and most economical connection to the Internet/WAN and LAN.

- Maintaining servers, network equipment/wiring to ensure the fastest and most economical connection to the Internet/WAN and LAN.

- Replacing servers, network equipment/wiring to ensure the fastest and most economical connection to the Internet/WAN and LAN.

- Purchasing new printers, peripherals, multi-media, intelligent classroom devices and technological resources to aid in classroom presentation, integration and instruction.

- Maintaining printers, peripherals, multi-media, intelligent classroom devices and technological resources to aid in classroom presentation, integration and instruction.

- Upgrading printers, peripherals, multi-media, intelligent classroom devices and technological resources to aid in classroom presentation, integration and instruction.

- Replacing printers, peripherals, multi-media, intelligent classroom devices and technological resources to aid in classroom presentation, integration and instruction.

- Maintaining/Upgrading/Replacing phone system components and handsets to ensure proper phone access to administrators, faculty, staff and students.

- Purchasing/Upgrading/Replacing/Maintaining a variety of software applications for student, faculty, staff, administration and community use.

- Obtaining training for faculty, staff and students and offering Professional Development sessions for teachers to assist in learning these about these new hardware components, software applications and the integration of technology into the curriculum.

It is further agreed that all purchases will be made through the District Technology Coordinator (DTC) to ensure proper inventory documentation. School Technology Coordinators (STC) will be responsible for determining and making known technology purchasing needs and requests for hardware, software, training, networking and phone system components to the District Technology Coordinator.