Clifton Public Schools

2016-2019 Technology Plan

"Technology Planning for Digital Learning"

Technology Plan components CHECKLIST

County/District Code: 31 - 0900		
School Name: Clifton Public Schools		
NJTRAx PARCC Technology Readiness Rating: 6.0		
NJTRAx Digital Learning Readiness Rating: 5.3		
STEP		Page(s)
1.	The District-level vision is included in the School-based Plan.	3
2.	NJTRAx technology readiness system for this school was updated.	Appendix
3.	NJTRAx Digital Learning surveys for this school was completed, if applicable.	Appendix
4.	School-based S.M.A.R.T. Goals, Strategies, Objectives and Indicators that evaluate the completion and success of the goal(s), strategies, and objectives are included for this school.	5-8
5.	The action plan identifies the person(s) responsible for ensuring goals, strategies and objectives are completed within the specified time frames. A.K.A "Action Items".	5-8
6.	The submitted plan addresses the task of reflecting on the results of the activities, and adjusting the plan accordingly for this school at targeted time intervals.	9
7.	A budget is included that supports the activity plan.	9
8.	The plan for digital learning through the infusion of technology within instruction and/or the curriculum is clearly understood in this school.	9
9.	The signed STAKEHOLDER ASSURANCE is included.	10

District Mission Statement:

The mission of the Clifton School District, in an open and reciprocal community partnership, is to provide all students with a quality education to develop the skills necessary to become literate, life-long learners who are responsible and productive citizens contributing to a democratic society in an ever-changing world.

Purpose of this Plan:

The purpose of the 2016-2019 Local District Technology Plan is to establish goals, objectives, and action items that the district will take to facilitate the ongoing transition to a digital learning environment. In doing so, this plan will address many of the focus areas of the district's strategic plan. This plan was created with the input of various stakeholders, including curriculum leaders, building administrators, teachers, students, and parents. The overall theme is to reinforce the idea that technology is now used as an integral piece of the learning process and is no longer considered an auxiliary entity or add-on.

Input:

The NJTRAx Technology Readiness System (database of district hardware devices and network capability) was updated in October 2016. The NJTRAx Digital Learning surveys (completed by parents, students, teachers, and administrators) were also completed and compiled in October 2016. These two information sources were combined and were used to create the NJTRAx Digital Learning Report.

In addition, the district has also completed the initial phases of the US DOE "Digital Ready Schools" process, which also collects information from a number of stakeholders to produce additional reports and recommendations regarding digital learning.

Planning Givens as per NJ DOE guidelines:

There are many components of effective planning for the use of technology within an LEA. In reflecting on the areas below, it is expected that the items are currently in place or in the process of being in place in every LEA in NJ. The technology planning for digital learning process will move the LEA beyond implementing the items noted below.

- The goals included in The Plan are aligned to and support students meeting Standard 8.0 indicators.

- NJTRAx PARCC Technology Readiness database is updated.

- Resources are available for teachers that reflect scientifically-based research and promising practices focused on improving student achievement.

- The development and utilization of innovative strategies for the delivery of specialized or rigorous academic courses and curricula through the use of technology are encouraged by the administration. All students have access to take online PARCC and/or DLM assessments.

- Policies and procedures related to maintenance of hardware, software, infrastructure and security are in place and documented for all to review.

- Policies for accessing equipment and resources are in place and documented for all to review.

- Policies (in existence or pending) are available that determine or monitor how technologies are to be used by students, staff and community members. They cover the expectations of use of technology and access to resources. These policies cover after-hours or extra-curricular activities involving technology resources.

- Classroom technology management for the teacher is focused on learning rather than troubleshooting technology issues. Adequate technical support is available to the classroom by technical (IT staff) and non-technical people.

- Professional learning opportunities are available for administrators and teachers specifically for the purpose of increasing effective integration of technology into instruction. This should also be tied to the School and District Professional Development Plan.

- The LEA's Technology Plan for Digital Learning is reviewed and updated on a yearly basis by a diverse group of stakeholders from the LEA community.

Goal # 1

Increase digital communication between students and teachers in a safe and reliable manner.

Objectives and Strategies:

- Students in grades 9-12 will utilize electronic mail to communicate with other students, teachers, and subject area experts worldwide. Access to email will be phased in, beginning with district-only email by June 2017 and expanding to "full" email privileges (granted after policy signoff) in the 2017-2018 school year.

- Students in grades 6-8 will utilize electronic communication between and among other students and staff only. Currently, email is completely disabled. The tech department and tech teachers will introduce email for middle school students in phases between now and June 2017.

- Students in grades K-5 will participate in more structured digital learning environments (ex: Google Classroom and/or MOODLE) and will communicate with teachers and other students via document and project sharing. After the rollout of email to 6-12 graders is analyzed in the 2017-2018 school year, the district will consider expanding email to K-5 students in the 2018-2019 school year.

Action items:

- The Supervisor of Instructional Technology will enable access to email for students as per the above objectives by December 2016

- Classroom teachers will use email with their students as they see fit for the remainder of 2016-2017 school year.

- Email use will be required for all 6-12 students in the 2017-2018 school year.

- Evaluation for expansion will take place and will be discussed among the tech department, curriculum department, and building administrators throughout initial phases as per above. Adjustments to timelines will be made as needed.

Goal # 2

Enhance the support system for teachers and students as they transition to a digital learning environment.

Objectives and Strategies:

- Create designated technology lead teachers for all K-5 buildings in the 2017-2018 school year. These leaders will be the first to learn of new technology initiatives and programs and will be expected to run trainings in their buildings. They will also be designated as technology "first-responders" to expedite the response time for minor tech issues and questions. They will also act as a conduit between the faculty and staff of the elementary buildings and the district technicians.

- A formalized schedule will be developed in the fall of 2016 for the district Technology Trainer / Facilitator to visit the K-8 schools in order to model new instructional programs and techniques with the students and staff. This program will allow teaching staff to prepare questions in advance of the visits and will better familiarize building staff with the district tech department.

- Beginning in the summer of 2016, the schedule of technology PD courses will be shuffled to offer additional training opportunities in local K-12 buildings and not just centralized training centers.

Action Items

- The Technology Trainer/Facilitator will coordinate her schedule with building principals several months in advance, beginning in November 2016.

- The Technology Trainer/Facilitator will announce visits to building staff and will provide an agenda as well as an opportunity for building staff to ask questions or state concerns for areas of focus they would like help with.

- The Technology Trainer/Facilitator will schedule summer and after-school training opportunities in de-centralized areas for 25% of future PD.

- The Supervisor of Instructional Technology and Director of Curriculum will include "Tech Leader" stipend in the 2017-2018 budget request. Upon approval of that budget, they will advertise the opportunity throughout the district via PN and then proceed with interview and hiring process. Tech leader orientation will take place during the summer of 2017 in advance of the 2017-2018 school year.

Goal # 3

Find and use non-traditional funding sources for technology expansion.

Objectives and Strategies:

- The district will utilize the "one time only" E-Rate category 2 opportunity for upgrading and maintain internal data network. By the summer of 2016, the project will be awarded to the winning bidder as per federal E-Rate rules as well as NJ state purchasing rules. Immediately upon receipt of funding commitment (estimated to be fall of 2016), equipment will be ordered and preliminary work will be scheduled. Project is to be completed by June 2017.

- The district will review all current annual expenditures to determine the cost effectiveness of all instructional and media related subscriptions. Ineffective programs will be cut from budget to offset costs of expansion of effective and new programs.

- By June 2018, subject-area supervisors will explore both micro (classroom scale) and macro (building or district scale) grants offered by both government and corporate entities.

Action Items:

- The Supervisor of Instructional Technology will determine the available E-Rate budget in early 2016. The Supervisor of Instructional Technology and network technicians will create project RFP to address replacement of aging network equipment. The winning bidder will be notified by way of an award letter, contingent on formal USAC funding commitment by June 2016. Immediately upon receipt of funding letter from USAC, the Supervisor of Instructional Technology will create requisitions and will direct the vendor and staff to commence work.

- The Supervisor of Instructional Technology will meet with proper subject-area supervisors, principals, media staff, etc. to evaluate the use of current subscription services in November 2016. The determinations will be compiled and used to adjust the 2017-2018 technology budget requests which will be finalized and submitted by December 2016. This process will repeat in Nov/Dec 2017 and Nov/Dec 2018.

- The Supervisor of Instructional Technology will meet with Home and School Associations and other community education support groups to plan technology purchases when donations are offered.

Goal #4

Facilitate the use of a growing number of digital learning resources.

Objectives and Strategies:

- By June 2018, the district will utilize a "SSO" (single sign-on) product to enable access to as many web services as possible through one centrally-managed username/password per student.

- By March 2017, the list of sites/resources for K-5 students will be updated on each school's website. The site formerly known as "Media Resources" will now be known as "Digital Learning Resources".

- By June 2017, the list of sites/resources for 6-12 students will be updated on each school's website, organized by subject area. The site formerly known as "Media Resources" will now be known as "Digital Learning Resources" and will include both media database links as well as subject-specific curriculum sites.

- The finalized list of sites will be pushed out to Chromebooks in the form of bookmarks as per the above schedule.

Action Items:

- The Supervisor of Instructional Technology will evaluate two or more popular SSO solutions that can leverage our existing AD database or Google Apps database. After a product is selected, the Supervisor of Instructional Technology will enter into a contract and will work with vendor to bring as many of our digital learning sites into the new system. The Technology Facilitator will create directions for accessing the sites via SSO.

- The Technology Facilitator will compile a list of sites not compatible with SSO and create a quick-reference card for each grade level for students and teachers to use to keep track of student usernames and passwords for all digital learning sites in use.

Budget Information:

The 2016-2017 budget accounts for all action items listed in this plan for year one. That budget has been formally adopted and is in use. The Supervisor of Instructional Technology will be working with the Curriculum Director and Business office to create the 2017-2018 budget throughout November 2016. It is estimated that the only expense above and beyond the status quo would be the creation of a stipend for the building technology lead teachers referenced in goal # 2. That amount (approximately $7,500) will be included with the 2017-2018 technology budget request and will be completely offset by the proposed savings in streamlining our digital subscription services.

With regards to the network upgrade project that will leverage E-Rate funding, as with all E-Rate projects, the district will be required to pay a small percentage based on existing E-Rate funding formulas. The district's share of the project costs was included with the approved 2016-2017 budget and is still available for use in the appropriate accounts.

Plan for Sharing:

Once approved, the Supervisor of Instructional Technology will present the plan to all building administrators and curriculum leaders during a Leadership Meeting in early 2017. The Supervisor of Instructional Technology will also speak to the progress of the plan during a Leadership meeting once in the Fall of 2017 and once again in the Fall of 2018. During those meetings, evaluations will take place as to whether or not all action items have been completed and adjustments will be made to the plan as needed.

Stakeholder Assurance

I agree to the contents in this educational plan, and the assurance that I will be involved in the implementation of this Technology Plan for Digital Learning. Involvement in the implementation of this Plan may include: reviewing the progress of meeting the goals and objectives, being responsible for completing one or more activities in the action plan, participating in the revisions of the plan. Stakeholders associated with the district and school levels (i.e., each principal from targeted schools) should sign.

Stakeholder Name	Stakeholder Title	Stakeholder Signature
Richard Tardalo	District Superintendent	
Mark Tietjen	Asst. Superintendent	
Judith A. Bassford	School Board Member	
Rosemary L. Pino	School Board Member	
Janina Kusielewicz	Curriculum Director	
Chris Hoey	Network Engineer	
Jeff Horn	Media Specialist	
Jennifer Lucas	Principal	
Katie Zinsmeister	Technology Trainer / Facilitator	
Danielle Liebi	Teacher	
Eric Mountain	Technology Supervisor	