Calcasieu Parish School System Louisiana Technology Plan

July 1, 2014—July 1, 2017

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Section II: Assessment and Strategies Components

Instructions: Add your responses by typing into the document below.

Technology Needs Assessment.

Describe the processes(s) used to determine the technology needs for the LEA for 2014-2017 and briefly summarize the needs that have been determined. Make sure to include any technology needs that will be supported through E-rate discounts, such as telephone, telecommunications access, Internet, and other E-rate eligible services:

Through the district's yearly evaluation surveys, utilization reports, and goal setting process, the district will derive a current state and needs analysis. Based on our districts current 2014 analysis and goals we have determined the following priorities and needs will be addressed throughout 2014-2017.

- Expanded technology capacity for student, teachers and leaders through increased Internet, WAN and LAN bandwidth, provide high density high availability wireless / WIFI access, increased device and resource access both in and out of school, increased access and use of communication tools, including but not limited to phone, email, VoIP, texting, Lync, and mobile apps.
- Expanded access and use of online instructional delivery methodologies.
- Provide anywhere, anytime access to files, materials and educational digital resources though both hosted and on-premise data storage and sharing services.

Goals and Strategies:
List the specific goals and strategies for 2014-2017 that address how your LEA will use technology to deliver education and assist with school administration:

Goal 1: All educators and learners will benefit from technology-rich environments that promote maximized student achievement and produce lifelong learners able to excel in a digitally-connected, information-based society.

Strategies:
- Increase the district's current 100 mb/s Internet bandwidth to our administrative and school sites based on both State and SETDA recommended bandwidth targets and the actual utilization needs of our district to support technology integrated instruction and online assessments.
- Provide all administrators, teachers, and students with access to computers and other digital tools and resources which support instruction and expanded learning options
- Build robust wireless networks for all schools and administrative offices, ensuring both coverage and density.
- Maintain and upgrade internal connections (connections include, but are not limited to, servers, switches, access points, wiring and related components, and uninterruptible power supplies) to facilitate data transport to all schools and administrative offices.
- Provide high-quality internal and contracted technical support to manage and maintain computer networks and plan for future needs.

Goal 2: Leaders and teachers will support systemic change and participate in effective professional development to ensure that technology and other educational resources available in schools are being used to enhance student learning.

Strategies:
- Establish and maintain district-wide systems of communication that support the effective use of electronic communication and remote collaboration.
- Provide each teacher and administrator with an up-to-date computer, software and appropriate training to ensure its effective use.
- Conduct a technology needs assessment of each school and establish a plan for technology professional development for leaders/aspiring leaders.
- Provide a plan to systematically update equipment which keeps pace with the changing world of technology.
- Include an indicator that monitors and evaluates not only the use of classroom technology but curriculum integration with technology on required observation, evaluation or walk-through district forms.
- Recommend implementation of technology-based applications for maintaining and reporting student grades, attendance records, scheduling, and other necessary record keeping.
- Utilize e-mail as a main source of communication.

- Encourage teachers to learn and use correct technology vocabulary.
- Provide teachers with access to appropriate software and hardware in order to integrate technology into daily instruction to facilitate and enhance student learning.
- Recommend a Technology Liaison serve as a member of the school improvement committee.
- Utilize state-provided tools and evaluation instruments for determining teacher technology proficiencies.

Goal 3: All educators and learners will benefit from organized online instruction (E-learning) and and "virtual" classes and schools, making it possible for educators to receive high quality professional development and students to receive high quality academic and enrichment courses that meet requirements for high school graduation and entrance for higher education.

Strategies:
- Inform district and school administrators, teachers, and students of E-learning opportunities provided for them by the district and state.
- Allocate federal, state and local funds and resources for E-learning.
- Offer students the opportunity to take E-learning courses during the entire school year, including summers.
- Disseminate information about and promote the enrollment of students in virtual classes and schools.
- Collaborate with legislators, State Board of Elementary and Secondary Education (SBESE) members, Board of Regents members and other policymakers to identify and secure funds to support E-learning.
- Allocate sufficient funds and resources for high quality professional development and technology support personnel for training personnel in using and creating E-learning opportunities and resources.
- Offer incentives to teachers and administrators who complete E-learning classes and/or workshops.
- Provide all high school students with the opportunity to complete at least one online E-learning experience prior to graduation.

Goal 4: All stakeholders will benefit from improved access to high-speed, high-capacity hardware, software, and broadband communications and technology usage empowering educators to transform teaching through integrated, interoperable data systems that are current and well-maintained.

Strategies:
- Seek local funding through property tax and sales tax revenues.
- Participate in state contract purchasing opportunities that support the school system.
- Continue to support CPSS budgeted line items for technology bandwidth and infrastructure.
- Seek bundled software packages with software vendors in order to lower costs and increase support.
- Collaborate with other local and state educational entities for purchasing power by establishing a clearinghouse for local bids that can be accessed by schools and systems.
- Participate in E-Rate to maximize the funds available for technology.
- Seek federal, state and corporate grant funding for technology.
- Encourage tracking of bandwidth utilization for district and school network environments.
- Continue to expand the computer education courses of study for students.
- Use data from both administrative and instructional systems to understand relationship between decisions, allocation of resources and student achievement.
- Maximize use of remote real-time monitoring and technology repair tools for technology support in order to enhance user experience.

Professional Development Plan:
Describe the professional development strategies you have in place for 2014-2017 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

Goal 1: All educators and learners will benefit from technology-rich environments that promote maximized student achievement and produce lifelong learners able to excel in a digitally-connected, information-based society.

Strategies:
- All education/administers/leaders will regularly participate in leadership and professional development offered by recognized authorities in instructional technology leadership.
- All current education administrators/leaders will routinely model appropriate use of technology resources to support administrative and instructional functions.

- All current education administrators/leaders will use a variety of emerging technology (i.e. E-mail, instant messaging, learning management systems, online assessments, digital content and resources, voice technologies) as primary sources of communication and teaching.
- All current education administrators/leaders will include components of effective technology integration in the development and implementation of school and district strategic plans.

Goal 2: Leaders and teachers will support systemic change and participate in effective professional development to ensure that technology and other educational resources available in schools are being used to enhance student learning.

Strategies:
- Provide funding and technical support for leaders at all levels to enable participation in ongoing professional development activities.
- Move toward web-based lesson plans, podcasts, webinars, and videos to communicate more effectively with parents and provide them with access to information relative to student learning and classroom activities.
- Recommend educators at all levels model technology integration.
- Recommend authentic assessment of the technology proficiency of returning and newly hired personnel.
- Recommend school websites include homework, weekly content focus of instruction, parent resources to help support curriculum, student products, and other appropriate information.
- Seek all possible alternative sources of funding through strategic partnering with other programs/initiatives at the district and school level.
- Allocate sufficient funds and resources for professional development and technology support personnel.
- Provide opportunities for all teachers to enhance their educational technology knowledge and skills by developing and providing access to professional development programs, funding stipends and substitutes, and providing travel assistance.
- Provide technical troubleshooting training for teachers.
- Require all teachers to complete appropriate technology integration training(s) to become technology proficient by 2017.
- Recommend that school-based, monthly, grade-level meetings include activities that address the integration of technology into the curriculum.
- Send regular email messages/electronic newsletters about sound educational websites, technology lesson plans and resources, and instructional tools.
- Provide access to various levels of technology lesson plans and instructional resources (beginner to advanced) within the school and district.
- Provide access to a school-based Technology Integration Specialist to assist faculty with job-embedded staff development opportunities and needs, classroom modeling, and development of technology integrated curriculum.
- Recommend and support participation in professional organizations (i.e., LACUE, NECC, ISTE, CoSN) by providing financial assistance to staff.
- Incorporate Universal Design for Learning strategies emphasizing accessible technology/curriculum into professional development initiatives.

Goal 3: All educators and learners will benefit from organized online instruction (E-learning) and "virtual" classes and schools, making it possible for educators to receive high quality professional development and students to receive high quality academic and enrichment courses that meet requirements for high school graduation and entrance for higher education.

Strategies:
- Create E-learning opportunities for educators and learners that support goals and benchmarks provided by the state, district, and local levels.
- Encourage teachers and principals to participate in local, state, and national initiatives that provide E-learning experiences.
- Provide after-hours' access to technology resources.
- Offer incentives to teachers and administrators who complete E-learning classes and/or workshops.

Evaluation:

Explain the evaluation process for your technology plan for 2014-2017, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met:

Goal 1: All educators and learners will benefit from technology-rich environments that promote maximized student achievement and produce lifelong learners able to excel in a digitally connected information-based society.

Goal 1 Evaluation:

Monitoring/Evaluation Tool	Person/People Responsible	Timeline
Technology Footprint	Produced by LDOE	Bi-Annually
Technology Readiness Tool	Chief Technology Officer	Bi-Annually
Bandwidth Utilization Reports	District Technology Staff	Monthly
Storage Utilization Reports	District Technology Staff	Weekly
Classroom Observations	School Principal/Curriculum Coordinators	Quarterly
Teacher and Student Portfolios	Teachers and Administrators	Quarterly
Reports to Calcasieu Parish School Board or other state and federal agencies	District Staff	Quarterly reports in SHARE / Annual Report
System Technology Plan associated with grant and/or E-Rate applications	Chief Technology Officer	Fall
Enrollment in state/national leadership network programs (i.e. NSBA, ISTE, CoSN, LACUE, iNacol, ASCD)	Chief Technology Officer	Fall, Spring
District and school-level monitoring as it relates to educational technology leadership	Chief Technology Officer, School Principal/Curriculum Coordinators	Fall, Spring
Appropriate system reports (i.e. Title funds, E-Rate, etc.)	Central Office Staff, District Technology Staff	Fall
Budget reports (federal and/or state grants)	Chief Financial Officer, District Technology Staff	Fall, Spring

Goal 2: Leaders and teachers will support systemic change and participate in effective professional development to ensure that technology and other educational resources available in schools are being used to enhance student learning.

Goal 2 Evaluation:

Monitoring/Evaluation Tool	Person/People Responsible	Timeline
Technology Footprint	Produced by LDOE	Bi-Annually
Technology Readiness Tool	Chief Technology Officer	Bi-Annually
Reports to Calcasieu Parish School Board or other state and federal agencies	Chief Technology Officer, District Technology Staff	Quarterly reports in SHARE / Annual Report
System Technology Plan associated with grant and/or E-Rate applications	Chief Technology Officer, District Technology Staff	Fall
Certificates or sign in sheets showing participation in teacher professional development opportunities	Chief Technology Officer, District Technology Staff, School Principal/Curriculum Coordinators	Fall, Spring
Appropriate system reports	Central Office Staff, District Technology Staff	Fall
District and school-level monitoring of professional development plans as it relates to educational technology leadership	Chief Technology Officer, School Principal/Curriculum Coordinators	
Teacher professional development portfolios	School Principal/Curriculum Coordinators	Fall, Spring
Classroom observations	School Principal/Administrators	Fall, Spring

Teacher presentations at conferences	School Principal/ Administrators	Fall, Spring, Summer

Goal 3: All educators and learners will benefit from organized online instruction (E-learning) and "virtual" classses and schools, making it possible for educators to receive high quality professional development and students to receive high quality academic and enrichment courses that meet requirements for high school graduation and entrance for higher education.

Goal 3 Evaluation:

Monitoring/Evaluation Tool	Person/People Responsible	Timeline
Student enrollment and course number offerings	Management Information Services	Fall, Spring, Summer
Carnegie Units awarded for online course offerings annually	School Principal, Curriculum Directors	Fall, Spring, Summer
Professional development enrollment	District and School Level Staff	Fall, Spring, Summer
Number of E-learning communities	Chief Technology Officer, District Technology Staff	Fall, Spring, Summer
Number of active E-learning users	Chief Technology Officer, District Technology Staff	Fall, Spring, Summer
Needs assessment	Chief Technology Officer, District Technology Staff	End of School Year
Local, state, and national presentations	District and School Level Staff	End of Fiscal Year (July)

Goal 4: All stakeholders will benefit from improved access to high-speed, high-capacity hardware, software, and broadband communications and technology usage empowering educators to transform teaching through integrated, interoperable data systems that are current and well-maintained.

Goal 4 Evaluation:

Monitoring/Evaluation Tool	Person/People Responsible	Timeline
Report tracking bandwidth utilization of districts/schools	Chief Technology Officer, District Technology Staff	Fall and Late Spring
System technology plan updates	Chief Technology Officer, District Technology Staff	Spring
Human resource records of IT personnel	Central Office Staff, District Technology Staff	Late Spring
Appropriate state and system reports	Central Office Staff, District Technology Staff	Late Spring
Classroom observations and evaluations	School Principal/Administrators	As Conducted
Technology departmental and network statistics	Chief Technology Officer, District Technology Staff	End of Fiscal Year

Optional Links:
Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan:

Links and Resources:
- http://www.louisianabelieves.com/schools/digital-schools
- http://www.setda.org/priorities/equity-of-access/the-broadband-imperative/
- http://www.setda.org/wp-content/uploads/2013/11/Class-of-2020-Action-Plan-for-Education.pdf
- http://www.setda.org/priorities/digital-content/out-of-print/
- www.iste.org/standards.aspx
- http://www.cpsb.org/domain/193
- http://www.cpsb.org/Domain/87

Section III: IT Infrastructure and Telecommunications Plan Components

List all telecommunication services and IT equipment being procured for the funding year(s) indicated within your technology plan. Be sure to include both E-Rate and non-E-Rate services and equipment that will be obtained to ensure full utilization of all requested E-Rate services. A basic list of services has been included to assist you in this process.

Additionally, included in Appendix A, is a worksheet

Service	Goals & Strategies	Professional Development	Monitoring & Evaluation
List all services/equipment, as described in the E-Rate Eligible Services List, being procured during the FY 2012-13 funding year. Be sure to include any non-E-Rate services or equipment that will be purchased or implemented to ensure full utilization of requested E-Rate services. Please provide specific quantities and type of service	Provide a clear goal and a realistic strategy for using the requested services and internal connections to improve the delivery of educational services. *Note: If you have already described your goals and strategies within your technology plan – just write "see plan and the page number" below*	Provide all professional development strategies being instituted ensure staff and students are able to fully utilize the requested service to improve the delivery of educational services. *Note: If you have already described your professional development process within your technology plan – just write "see plan and the page number" below*	Provide a description of the evaluation process the school will utilize to monitor progress toward the identified goals and make mid-course (i.e. mid-year), corrections in response to new developments and opportunities as they arise. *Note: If the process described in your current technology plan is very general, that description may not be sufficient to meet the expectations of the E-Rate program.*
E-Rate eligible services/equipment included on either form 470 and/or 471			
Local and Long Distance Telephone Services (POTS)	**Goal:** to provide services that facilitate and enhance voice communication between school/district staff, parents, students and other education stakeholders. **Strategy:** Provide the appropriate number of telephone lines per school site and one phone line for each administrative user. Increases or decreases of lines needed by school and staff will be based on school/district population statistics and determined annually.	Yearly staff in-service on new and existing technology	District/School Staff will monitor actual use through billing and call logs as well collect a yearly survey from users to determine changes or upgrades that may enhance the productivity and effectiveness of these services. The survey will also inform the district about increases or decreases of services required.
Internet Access	See Section 2, page 4	See Section 2, page 4	See Section 2, page 4
WAN Services for 72 sites @ 100 mb/s burstable to 1 gb/s (6 sites)	See Section 2, page 4	See Section 2, page 4	See Section 2, page 4
E-mail services	**Goal:** to provide a service to all students, teachers and administrators which will transmit both text and other embedded data communications between school/district users and their intended audiences **Strategy:** Utilize hosted email services for 36.000 users; increasing or decreasing this number based on school/district population statistics	Yearly staff in-service on new and existing technology	Technology staff will monitor and collect a yearly survey from users to determine the current effectiveness of communication strategies being used and to determine if new or upgraded delivery methods are required to meet communication goals.
E-Rate eligible services/equipment where E-Rate funding is not being sought			

Storage Area Network	See Section 2, page 4	See Section 2, page 4	See Section 2, page 4
Ineligible services/equipment			
iPads and Laptops	See Section 2, page 4	See Section 2, page 4	See Section 2, page 4
Support and maintenance of student devices	See Section 2, page 4	See Section 2, page 4	See Section 2, page 4