

Tea Area School 41-5 District Instructional Technology Plan

1. *District Information*

Tea Area School District 41-5
 131 N Poplar
 PO Box 488
 Tea, SD
 57064

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2. *Technology Committee*

Committee Member	Title
Jennifer Lowery	Superintendent
Chris Friedrich	Technology Director
	High School Principal
David Preheim	High School Computer Teacher
Chris Fechner	Middle School Principal
Nick Berg	Middle School Math Teacher
Jamie Ihnen	Technology Integrationist
	3 rd – 6 th Grade Principal
Kristin Fechner	6 th Grade Teacher
Jessie Rasmussen	5 th Grade Teacher
Lisa Ketelhut	3 rd -6 th Grade SPED Teacher
Betsy Drew	K-2 nd Grade Principal
Scott Binde	2 nd Grade Teacher
Paul Jongeling	K-6 th Grade Computer Teacher
	Curriculum Coordinator

3. Vision

The Tea Area School District strives for the integration of information processing and the use of e-learning tools throughout the curriculum. Through this integration, students will develop e-learning skills, which they will carry with them for life, and enhance the development of their skills, knowledge and understanding across customary academic disciplines. E-Learning is envisioned as a tool students learn to use and which is applied across all areas of study to enhance students' abilities. The integration of e-learning will increase student interest in most areas of study and increase the opportunities to fully develop and understand the disciplines. The incorporation of information processing goals across curricular areas will encourage the development of application and advanced skills on the part of students, beyond recall and memorization. E-learning integrated into the curriculum will increase the chances of true learning and understanding on the part of students.

The major goals of information processing to be integrated into all areas across the curriculum include accessing information, processing information, and communicating information.

4. Needs Assessment

The Tea Area School District considers the emergence of e-learning and the combination of e-learning into curriculum materials and student and staff assessment. It provides for the participation of the instructional divisions – elementary (JK-2), intermediate (3-6), middle school (7-8) and high school (9-12)– to identify tools, systems and training needed by students and teachers.

To identify the skills students need for success the e-learning assessment will consist of input from the community, higher education (in the form of entrance requirements), current students, alumni and teachers. School level decisions (kindergarten – 2nd grade, 3rd – 6th grade, 7th – 8th grade and 9th – 12th grade) are based on student and teacher performance at each level. District level decisions are also made on district wide assessments of the success of individual schools and programs. The district administers in-house survey assessments for staff and high school students. Graduating seniors take a school developed survey consisting of questions in a variety of areas: computer access, computer curriculum, staff knowledge, future computer curriculum.

A major part of evaluation is conducted through existing staff. The technology facilitator and administration collected information on: student achievement, curriculum integration of e-learning, status of equipment and the availability of software and systems within the classrooms.

The e-learning tools within the Tea Area School District will be reviewed on a three-year cycle with annual assessments and a revision of the overall needs assessment to produce a new technology plan for each three-year period. Annual assessments will focus on the extent to which the technology plan is being implemented with a focus on the impact of e-learning on the student, teacher and classroom. In addition, there will be annual consideration made of the developing e-learning tools available in the various curriculum areas and a consideration of new tools, which may reduce costs and improve instruction. The plan developed at the conclusion of the cycle should reflect the success of the district in introducing instructional e-learning, the

needs of students, teachers, and schools and the e-learning tools best suited to deliver the Tea Area School District curriculum.

The assessments should determine the extent to which technology plan is working.

- ❖ Document the actual use on the lesson plans and consider that use relative to plan goals for students and teachers.
- ❖ Examine the effects of e-learning use relative to achievement goals for students and consider unanticipated effects in terms of the ultimate success of integration of e-learning in the classroom.
- ❖ Explore the changes in student achievement and understanding of curriculum to consider the extent to which skills learned in school will generalize and provide the skills needed for advanced education and work.
- ❖ Focus on any gaps, which may exist between needs, identified in the plan and implementation of the plan.
- ❖ Provide for a growing emphasis through the three-year cycle on outcome measures related to student accomplishment and improved instruction and successful implementation of district goals.

Information for the annual assessments and the plan must be derived from a number of sources. The data sources include measures of student achievement, observations of instruction and e-learning use, assessments of the success of implementation by teachers, and the informed opinions of the technology facilitator, administrator, administration and individuals knowledgeable in instructional e-learning.

5. Consolidated Application

Goal #3

Implement educational e-learning in the classroom to enhance the learning process done annually by the district staff at monthly teacher in-service time with assessment being principal observations and lesson plan details. pg. 18

Teachers will use e-learning resources to enhance teacher productivity annually by the district staff at monthly in-service time being assessed by principal observations and lesson plan details. pg. 18

Goal #5

To purchase, train and implement educational software to enhance student learning, especially in the areas of reading and math, across the district with assessment being by teacher implementation, principal observations and details of lesson plans. pg. 18-19

Funds will be used to train teachers and administrators in effective reading and math strategies that includes training how to use technology to deliver these strategies. Training on technology integration will assist the teacher to develop new teaching methods and techniques to enhance student learning. Professional development opportunities will include all areas of K-12 curriculum as well as technology training. With this training, it will lead to more performance based assessments and authentic learning for the students.

6. *Three Year Goals and Objective*

Improving Student Academic Achievement

Goal: The goal of Tea Area School District is to implement e-learning in the classroom to enhance the learning process and to expand the skills and capabilities of all students and staff.

Not only do the objectives include the student and staff ability to use software application such as databases and spreadsheets as problem solving and decision-making tools. But also comprises those standards set in the South Dakota Technology Standards which goes beyond our traditional thinking of technology.

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
All core K-12 teachers create and maintain a website with lesson plans	Teacher inservice time provided	continuous	Observation, evaluation	n/a	n/a Teacher inservice time	n/a

Professional Development

Goal: Teachers will be able to use a variety of e-learning resources to support the curriculum appropriate to their teaching assignment: word processing, spreadsheet, database, presentation and instructional software, scanners, multimedia, telecommunications and distance learning. Teachers will be able to use e-learning tools to support their personal and professional productivity through administrative applications and communication with parents and colleagues including electronic mail.

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
All core K-12 teachers create and maintain a website with lesson plans	Teacher inservice time provided	continuous	Observation, evaluation	n/a	n/a Teacher inservice time	n/a

Improve Integration into Curricula and Instruction

Goal: The goal of the District is to acquire InterWrite Boards and projectors for K-12 core classroom teachers. This project will assist the educators to capture and include students into their curriculum.

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
Maintain subscription to STAR software	Purchase subscription	Yearly	Purchase	Student population	\$0.47/stdnt/yr \$400 per site/yr	General
One-to-One 7 th & 8 th Grade	Purchase device	2013-2014	Purchase	Approx 220	\$70,400 (\$320/device)	Capital
One-to-One 9 th -12 th Grade	Purchase device	2014-2015	Purchase	Approx 420	\$134,400 (\$320/device)	Capital

Distance Learning, DDN, SILDL, Online Learning

Goal: The Tea Area School District is a member of the SILDL consortium. Our goal is to increase the number students and courses we receive through this consortium.

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
Increase number of students who receive courses	Promote courses at student meetings for registration for next school year		Observation	n/a	n/a	General

Projected DDN Usage

Activity	Timeline	Quantity if applicable	Projected Cost	Source of Funding
Coach meetings	yearly	varies	0	n/a
Technology meetings	yearly	varies	0	n/a

Improvement of Infrastructure and Technology

Goal: The goal of the District is to have one network between all buildings. Within the next five to seven years a separate Intermediate School will be built between the existing elementary and the middle/high school building. With new buildings being added the goal will be to keep adding the new building to the other buildings already existing network.

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
Connect new building to network	Purchase installation	2015-2016	Hardware		tbd	general
Interwrite Boards and mounted projectors in new building	Purchase boards, projectors, installation of boards and projectors	2015-2016	Hardware	10 classrooms 1 lab	15,0000	general
Wireless access in new building	Purchase installation	2015-2016	Purchase		tbd	Capital
Teacher tablets	Purchase	2013-2018	Purchase	Approx. 100	110,000	Capital
One-to-One wireless environment in middle/high school	Purchase	2013-2014	Hardware, Purchase		\$25,000	Capital
Partial wireless environment in elementary school	Installation	2013-2014	Hardware		n/a	
Full coverage of wireless environment in elementary school	Purchase	2014-2015	Hardware, Purchase		\$25,000	Capital

Telecommunication Services and Equipment

Goal: The goal of the District is to maintain communication between our buildings, existing and future. Within the next five to seven years a separate Intermediate School will be built between the existing elementary and the middle/high school building. With new buildings being added the goal will be to keep adding the new building to the other buildings already existing network.

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
Connect new building to network	Purchase installation of communication with existing buildings	2015-2016	Hardware	1	tbd	Capital

Use of Technology to Promote Parental Involvement and Increase Communications with Parents

Goal: The District's goal is to continually improving communication with parents and promote parental involvement.

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
Increase parent communication	Renew subscription to School Reach phoning service	Continuous	Feedback, observation	n/a	\$3/student/yr	General, Parent Teacher Organization
	Maintain parent email distribution lists	Continuous	Feedback, observation	n/a	n/a	n/a
	Maintain school website	Continuous	Feedback, observation	1	\$2,500/yr	General
	Maintain online school calendar	Continuous	Feedback, observation	1	\$99/year	General

7. Inventories

For District inventory please see the K12 Data Center survey.

The Tea Area School District keeps a record of specific details of equipment. The District knows the general details of any given machines. The information that is recorded: Location/Building, Teacher, Brand, Desktop/Laptop, Processor, Speed, RAM, Hard Drive Size, CD Burner, NIC (wired/wireless), Software Installed (Microsoft Office Pro/Standard, Norton Antivirus, Microsoft Publisher, Microsoft FrontPage, Other Software).

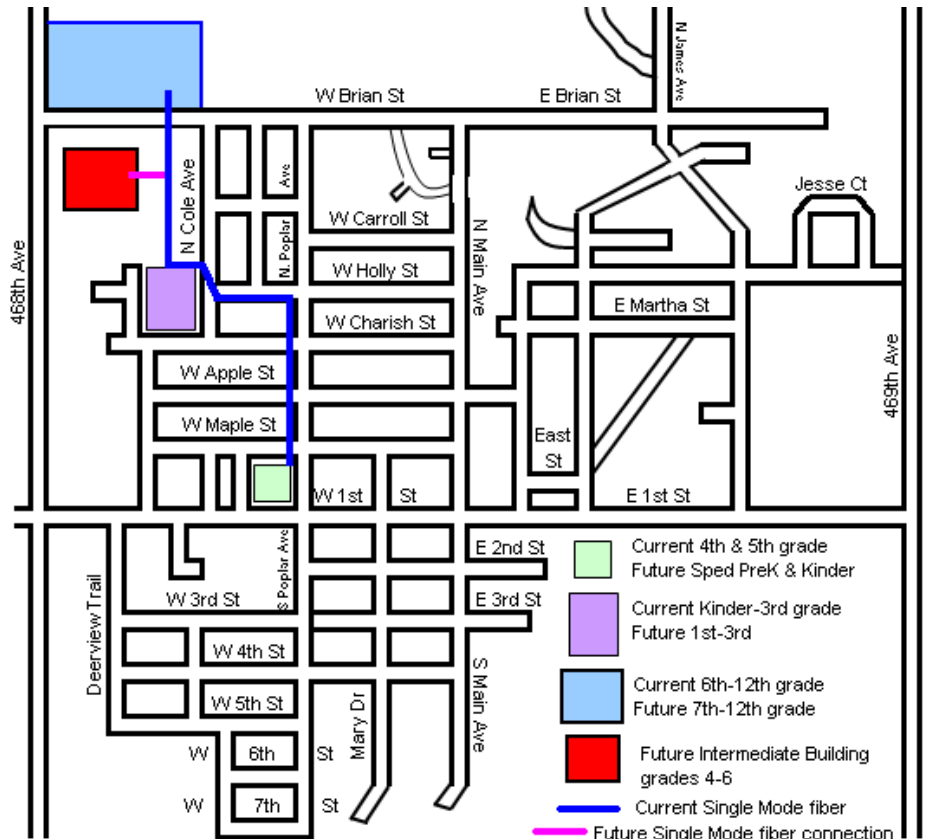
Adobe DreamWeaver	500	Microsoft FrontPage 2003	69
Adobe InDesign	10	Microsoft Office (<i>newest version</i>)	ESS
Adobe PhotoShop Elements 4.0	42	Microsoft Visual .NET (Basic)	10
Adobe PhotoShop Elements 5.0	1	Microsoft Operating System (<i>newest version</i>)	ESS
Adobe PhotoShop Elements 5.0	35	Microsoft Windows Server 2003 Standard	3
Adobe PhotoShop Elements 6.0	30	Microsoft Windows Server 2008	3
Adobe Professional 6.0	1	Microsoft Windows Client Device Access	ESS
Adobe Professional 7.0	1	Oregon Trail 5th Edition	2
Adobe Professional 8.0	8	PaperCut v6	unlimited
Broderbund Kid Pix Deluxe CD	52	Reader Rabbit Learns to Read 1st & 2nd	3
Follett Destiny (JK-2 nd)	1	Ren Learn Ren Place STAR, 4-6	subs.
Follett Destiny (3 rd -6 th)	1	Ren Learn Ren Place STAR, 8-12	subs.
Follett Destiny (7 th -12 th)	1	Ren Learn Ren Place STAR, K-3	subs.
Heartsoft K8 Library	site lic	Roller Coaster Tycoon 3	1
I Love Math	1	School House Rock! Super Value Pack	1
I Love Science	2	School Zone 2nd Grade Deluxe Edition	1
I Love Spelling	1	Symantec Ghost Suite	550
I Love the USA	1	Trudys Time and Place House	1
Jump Start Advanced 3rd Grade	2	Ulead Gif Animator	1
Learning Company Reader Rabbit	5	WASP Mobile Asset	5
Math Missions K-2	1		
Microsoft FrontPage 2002	46		

Replacement of software will be based on need and what the equipment will run. As new computers are purchased and are capable of handling more intense software new software will be considered at that time.

The District maintains its goal to connect all district buildings to one network. Single Mode fiber is buried to connect the buildings. A new elementary building (located in Sioux Falls city limits) will be added by the fall of 2015. The connection type to the existing network has yet to be determined. Two options at this time: 1. Lease fiber from SDN or the State 2. Connect using wireless technology with a one-time purchase (FluidMesh)

The District has implemented a DHCP server on a Windows 2003 platform, back-up domain controller, WSUS Server, student file server, staff file server, business office server and a print server.

Consideration in the future will be given to the number of users, devices, storage space, and back up strategies that will be connected to the network.



8. **Acceptable Use Policy**

The District controls Internet and email access to staff and students through a Fortinet firewall. All staff and students are filtered using the same 'rules'. Students are not allowed any access to email. This includes web based email and State provided email. If a student is taking a class via distance learning accommodation is made for that student that needs email access. The students are also able to use WebCT. The staff is limited to using only State provided email. This helps keep the probability of viruses to a minimum.

All student work is owned by the District and will indicate so on any printed document or website. Any material owned by staff that is printed or posted on the school's website is granting permission to any other staff member or student to freely use.

The administration, faculty, and staff of Tea Area School may request the system administrator to deny, revoke, or suspend any specific Internet and computer user's privilege. Each issue is handled case-by-case. Depending on the severity, determined by administration, faculty, and staff, privileges may be taken away for week(s), quarter(s) or school year.

Confidentiality of records/information by staff is to be communicated directly to the staff responsible by verbal communication or state email. Student confidentiality of personal student/staff information is addressed in our Acceptance Use Policy under **Netiquette**.

Tea Area School District 41-5 Staff Network Acceptable Use Policy

Staff members using the school district's network are responsible for using this technology appropriately and in an ethical manner. Failure to do so may result in disciplinary actions if deemed necessary.

The use of technology must be in support of education and research. Therefore, computer and network resource use must be consistent with the academic goals of the district.

The staff member will be able to:

- Access the school's electronic equipment.
- Use the internet for educational purposes.
- Utilize the file server for data storage.
- Print in moderation for classroom use only.
- Use external storage devices if virus scanned prior to use.
- Access a personal K12 Email account and webpage provided by the state of South Dakota.
- Check out school equipment through the libraries or with prior Network Administrator approval.

The staff member will be prohibited from:

- Bypassing the internet filter to gain access to blocked websites unless temporarily granted access by the Network Administrator.
- Transmitting, receiving, viewing, or housing obscene materials.
- Allowing students to use their teacher workstation.
- Allowing other individuals to use their username and password to access network resources.
- Utilizing school equipment for personal financial gain (selling on E-bay, stock brokering etc)
- Bringing programs or games from home or other sources.
- Installing non-approved or inappropriately licensed software on school computers.
- Using tools or programs capable of disrupting the network.
- Accessing real time audio or video streaming unless temporarily granted access from the Network Administrator.
- Vandalizing equipment or attempting malicious harm to destroy data.
- Downloading non-educational files from the internet.
- Using P2P (Peer to Peer) services.
- Chat or instant message services on school equipment.
- Housing MP3 files or executables on the server.
- Bringing outside electronic devices to access the school's network.
- Sending emails to all members of the K12 Data Center global address book.
- Using school computers to place phone calls.
- Printing materials for personal use on the school district printers.

The staff member's internet use can be tracked and is monitored on a regular basis.

Files on any of the Tea Area School District computers or data servers are not private and therefore, subject to inspection.

Misconduct:

The building and/or network administrator are responsible for applying disciplinary actions when the Acceptable Use Policy has been violated.

If deemed necessary, law enforcement agencies will be involved.

STAFF NETWORK USER AGREEMENT

Access to network services is given to staff members who agree to act in a considerate and responsible manner.

Access to Tea Area School District computers is a privilege, not a right.

After reading the *Network Acceptable Use Policy*, please complete this form to indicate agreement with the terms and conditions outlined. The signature of the staff member is mandatory before access may be granted to the network. This document, which incorporates the Tea Area School District Network Acceptable Use Policy, reflects the entire agreement and understanding of all parties.

As a user of the Tea Area School District computer network, I have read and hereby agree to comply with the Tea Area School District Acceptable Use Policy.

Staff member name: (Please Print) _____

School _____ Position _____

Staff signature: _____ Date: _____

Please complete and return to your school secretary.

9. Distance Learning Policy

The Tea Area School District currently is only receiving classes through the SILDL. As this is the case the District is following the policy of the SILDL.

SILDL POLICY

A. Assets and Valuation

1. The assets of the Southeast Interactive Distance Learning Project shall be all telecommunications system equipment necessary for the two-way interactive audio/video network between Participants, located in the Participants' building and at the main telecommunications hub located in Viborg.
2. All assets shall remain the property of Southeast Interactive Distance Learning Project.
3. The equipment shall be leased to Participants at each Participant site.
4. The cooperative shall keep a list of all equipment at the Cooperative offices and a list shall be provided to each Participant.
5. Participants are responsible for maintenance and liable for any damages caused to the leased equipment.
6. The value of the assets assigned and leased to each Participant shall initially be \$55,000. On July 1 of each year, the value of the leased assets shall be reduced by 10% to a minimum value of \$10,000. The Board may adjust asset values annually to reflect upgrades, replacements or other changes to the assets that affect the value of the assets.

B. Membership Rights

1. All Participants who are members in good standing of the Southeast Interactive Distance Learning Project shall be entitled to the following:
 - a. Access to educational and other related programming and events broadcast of the SILDL interactive video system.
 - b. Services of the SILDL coordinator and other consultant services contracted for by the SILDL Board.
 - c. The leasing of equipment necessary for the two-way interactive audio/video network between Participants

C. Withdrawal of Participants

1. A Participant may withdraw from the Southeast Interactive Distance Learning Project if they do the following:
 - a. Adopt a resolution by a majority vote of the governing board of the Participant requesting withdrawal
 - b. Notify the Cooperative before September 1 of the last year of membership
 - c. Notify the appropriate telecommunications provider of its intent to withdraw in accordance with any agreement(s) in effect with the Southeast Interactive Distance Learning Project and/or the Participant.
 - d. Agree to remain liable for its share of payments and/or assessments of the Southeast Interactive Distance Learning Project.
 - e. Agree to forfeit all rights to property and assets unless purchased by the withdrawing Participant pursuant to the valuation established pursuant to any policy of the Southeast Interactive Distance Learning Project.
 - f. Make payment for equipment to be retained prior to the end of the last year of membership unless the Board approves other arrangements.

D. Additional Members

1. Organizations, other than Participant School Districts, may become new Participants and members of the Southeast Interactive Distance Learning Project. Additional Participants and members must be accepted by majority vote of the Board and must:
 - a. Be a non-profit organization or educational agency serving the elementary, secondary or post secondary educational needs of its community.
 - b. Execute a cooperative agreement with all existing Participants.
 - c. Agree to be responsible for all costs associated with the purchase of their own equipment, studio, and linkages needed to activate the telecommunications system network with existing Participants.
 - d. Agree to pay an equal share of shared costs of the Southeast Interactive Distance Learning Project.
 - e. Agree to be bound by and responsible for its share of any costs that the Southeast Interactive Distance Learning Project is obligated to pay under the terms of any outstanding lease or contract.

E. Associate Members

1. The Board may approve of associate members connecting to one or more Participant School Districts. Associate membership requires Board approval and does not entitle the member to any voting rights or membership on the Southeast Interactive Distance Learning Project Board. The associate member must:
 - a. Submit an application to the Board stating its reasons for desiring membership.
 - b. Provide and be responsible for all of its own telecommunications equipment that allows it to be capable of connecting with and being compatible with the network.
 - c. Pay for all telecommunication linkage costs for its connection to the network.
 - d. Pay an annual fee equal to ½ of the annual fee for full Participant members. The fee is payable in advance and is non-refundable.

10. Three Year Telecommunications Services and Equipment

The Tea Area School District telecommunication equipment usage is to be used for school district business only. We do not have maintenance agreements for any individual pieces of equipment; however, we do have a maintenance company check out all of the systems during the summer months to insure that they are ready for the new school year. Upgrading of telecommunications equipment (cell phones, pagers, radios, answering machines and voice messaging) happens on an as needed basis to improve efficiencies and reduce operating costs. Budgeting for such expenditures occurs annually along with the normal budget preparation.

The District's plan to maintain the equipment will continue with the annual inspection and as needed replacement or repair. The District will investigate new e-learning tools and the value of these tools for the district and include it in the normal budget cycle when financially feasible.

As the District grows and the buildings expand, the District will install the most up-to-date e-learning tools that is fiscally responsible. The District will continue to look for business partners in the surrounding communities to help obtain up-to-date e-learning tools and will continue to communicate with other school districts in the area through various administrative and staff organizations to share ideas on those e-learning tools. Additional equipment will continue to be acquired through donations from the business community and through purchases utilizing property tax revenues and state-aid funding. The District will continually search for grant-in-aid opportunities and apply for them whenever possible.

11. E-rate Document Retention Policy

The Tea Area School District retains E-rate documentation, to the extent applicable, for five years after the last date of service. Last date of service is the last day of the service delivery period of the E-rate funding year for recurring services. Last date of service for equipment purchases funded through E-rate is the latest date of (1) date of purchase of equipment; (2) installation date; or, (3) the date of the E-rate funding commitment decisions letter.

12. Children's Internet Protection Act

Students in the Tea Area School District who use the Internet are regulated by the following procedures:

- ❖ Filtering software
 - LightSpeed Rocket
 - The filtering categories/websites are updated every day
- ❖ Every person in the Tea Area School District who has access to a computer/Internet is required to login to the school's network.
- ❖ Acceptance Use Policy:
 - Only State K12 email is allowed for students
 - No visiting chat rooms by students and staff
 - No outside (web based or home) email by teachers and staff
 - No visiting sites that may be deemed unsuitable by the school
- ❖ Tea Area School District has a proactive stance on Internet Use and compliance with federal, state, and local regulations.

Public Meetings:

April 4, 2013
 February 8, 2011
 February 24, 2010
 November 11, 2007
 March 13, 2006

13. Collaboration with Adult Literacy

Not Applicable

14. Evaluation

The Tea Area School District's Technology Plan will be evaluated by the technology committee. At the end of each school year the committee will meet to determine if goals were met, exceeded or need to be reevaluated for the next school year.

A teacher from each school has been chosen for the committee and will be able to continually evaluate the student performance at his/her school based on his/her classroom and feed back from other teachers. He/she will bring that knowledge to the meetings for the evaluation. If and when adjustments need to be made based on the evaluation by the committee the additions/changes/deletions will be made yearly to the technology plan. Some of the evaluations being used at different schools include but not limited to: documenting the actual use, examining the effects of e-learning in the classroom, exploring the changes in student achievement and understanding, participating in online and in-house surveys.