

**Hampshire Regional School District**  
19 Stage Road  
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**2011 – 2013  
Technology Plan**

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## **Vision Statement**

Hampshire Regional School District recognizes that the intellectual use of technology enhances curricular goals and enables students to experience a variety of ways of learning, as well as connecting faculty, administrators and the community at large. We envision Hampshire Regional graduates who are comfortable with and proficient at using technology in all forms. We also envision that the school's faculty will leverage technology and have the skills necessary to use them for the process of effective education. It is also our hope that the school's administrators will be able to take advantage of technology for the efficient management of school business.

## **Mission Statement**

The mission of Hampshire Regional is to empower students to be capable and confident and prepared to meet the challenges of life. In partnership with our five towns, we create a supportive and respectful environment that fosters cooperation, critical thinking, and creativity. We encourage our students to explore opportunities that develop the knowledge and skills needed to be life-long learners and responsible participants in society.

## **Technology Leadership**

Leadership and planning for technology at Hampshire Regional School District will primarily come from the Information and Technology Advisory Committee (ITAC). The committee is made up of representatives from each department and is chaired by the Director of Information Technology. The principal and curriculum coordinators also play vital roles in providing leadership and direction for subject and grade level technology utilization and planning.

### Technology Planning, Implementation and Assessment

The implementation of technology plans is a joint effort requiring periodic reviews of the ongoing technology planned activities. ITAC, faculty, staff and other district administrators, along with the Director of Information Technology, will be responsible for planning, implementing and assessing technology plans.

ITAC will use various sources in their on going effort to successfully navigate Hampshire Regional's IT plans. These resources consist of state and federal technology assessment tools, professional white papers and peer institutional reviews. Primary among these resources is information gathered from *The Consortium for School Networking (CoSN)* and the International Society for Technology in Education (ISTE), both non-profit associations promoting the use of technology to improve K-12 learning.

To guide the assessment process of the IT Plan, ITAC will use the "Guidelines for Assessing Technology in Elementary and Secondary Education", written by the Office of Educational Research and Improvement – U.S. Department of Education. This assessment tool will help the ITAC members focus on key issues throughout all phases of the Technology Plan.

## **Funding Structure**

The Hampshire Regional School District recognizes that technology is an ongoing budget item and has identified various expenditure categories for budget purposes. These include:

- Personnel (administrative, technical, and instructional)
- Staff development
- Hardware
- Software
- Infrastructure (including contractual services)
- Consumable technology supplies
- Internet Connectivity

### Funding Sources:

The eRate program is an essential funding source for the school's Internet connectivity related costs. eRate dollars represent approximately 10% of the IT budget.

Fiscal operational funds and various grants cover the other 90% of the IT budget.

It is also recognized, within the school's Finance sub-committee, that there will be ongoing requests for capital funds to replace aging and broken technology equipment. These requests are part of the "Hardware Replacement Plan" (see below).

## **Student Access**

The Massachusetts Department of Education (DOE), as a goal for all schools, has set the ratio of 5:1 for the number of students per "A" and "B" computers. The designation of "A, B, and C" are given to computers by age and capability as listed annually by the DOE—"A" being the most capable.

The Hampshire Regional School District shall work toward providing a maximum overall ratio of five students per each fully-functional, Web enabled, computer. These computers shall be of sufficient quality to be within the "A" or "B" designation listed by the DOE. The ratio calculation shall be based on the total student population (7-12) divided by the total number of functional networked computers within instructional spaces.

The planning and implementation model for student-focused technologies within each department shall be a collaborative process involving the representatives officially on the ITAC committee, curriculum coordinators, the principal and the Director of Information Technology. No single model is expected to work for all departments.

### Action Plan:

2011-2013 Procure additional laptop carts for student use

## **Curriculum Integration**

The process of integrating educational technologies into the Hampshire Regional School District curriculum shall be achieved through the thoughtful linking of curriculum goals to appropriate technologies. Successful integration will become the focus of future staff development and appropriate budget planning for its dissemination.

Evaluating the use of technology for instructional goals shall be an item reviewed during the curriculum review process for each discipline.

In order to achieve successful integration in all areas of the curriculum, a full time Technology Integration Specialist position needs to be investigated.

### Action Plan:

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|-----------|--|
| 2011-2013 | Showcase/demonstrate successful classroom technologies to the faculty and to the Hampshire Regional School Committee                       |
| 2011-2013 | Work with the curriculum coordinators/department heads on promoting the use of technology in the classroom.                                |
| 2011-2013 | Work on increasing professional development opportunities for the faculty to create a cohort of in-house technology integration “experts”. |
| 2011-2013 | Procure web based content and learning management system to provide district supported web 2.0 tools to teachers.                          |

## **Staff Access**

The Hampshire Regional School District shall provide access to a computer, an e-mail account, and high speed Internet access for every professional staff member. Staff will be provided ongoing professional development opportunities to utilize the resources available to them in pursuit of their work at Hampshire Regional. As a general philosophy, the Information Technology Department will strive to provide anytime/anywhere access to staff. This philosophy recognizes that staff computing should be mobile.

### Action Plan:

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|-------------|--|
| 2011- 2013  | Purchase additional LCD projectors for classroom use.  |
| 2011 - 2013 | According to the Hardware Rotation Plan, purchase laptop computers to replace desktop computers. |
| 2011-2013   | Ensure wireless coverage within the building.  |

## **Professional Development**

Staff will be provided with professional development opportunities. The goal of staff development in technology will be to ensure that our staff can:

- Actively utilize technology tools for instructional management and personal productivity.
- Employ technology tools for the delivery of instruction.
- Provide skills instruction in technology literacy where called for in the curriculum.
- Guide students in academic and productive uses of technology

Action Plan:

- 2011-2013 Dedicate Professional Development day(s) to Technology Integration.
- 2011-2013 Create opportunities for faculty to take workshops, as well as graduate level technology courses, designed to support technology integration.

**Administrative Efficiency**

Technology will be used to increase communication with and among the staff at Hampshire Regional. Information systems for record keeping and reporting will also be explored for implementation throughout the school.

The DOE has mandated the use of online forms for various reports system wide. All administrative and appropriate support personnel will be given the access and training needed to meet the DOE reporting requirements.

Administrative software, such as student information systems, special education database systems, personnel records systems, and financial systems will be evaluated and upgraded as needed to meet the needs of the school system.

The Hampshire Regional web site will be used to increase the communication with parents and community.

Action Plan:

- 2011-2013 Implement on-line Parent Access to student information system (SIS).
- 2011-2013 Annually, re-evaluate and update Acceptable Use Policy to include new technologies.
- 2011-2013 Implement vertical SIF with DESE
- 2011-2013 Investigate cost effective horizontal SIF strategies.

**Support Personnel**

Hampshire Regional shall employ a variety of staff to ensure the efficient deployment, sound infrastructure and thoughtful integration of technology. This shall include the necessary technical support personnel to maintain the productive use of technology as well as expertise in the integration of technology tools into the curriculum.

Hampshire Regional shall employ personnel with the functional skills to enable the creation and maintenance of Internet and Intranet resources to facilitate the best possible communication throughout the school/district and community.

Hampshire Regional shall employ staff with the functional skills to manage the student information system, user training, and DOE reporting.

Action Plan:

- 2011-2013 Continue internship program for students to assist with technology support.

### **Hardware Rotation Plan**

Computer equipment has a limited useful life. The Hampshire Regional School District shall consider computer equipment older than five years since purchase as due for immediate replacement. To achieve this result, it is prudent to budget for the replacement of 20% of the total computers within the school/district each year. Part of HRHS's replacement plan is covered by a low cost leasing and purchasing program which is family funded. Between Dec. 2007 and Dec. 2008 approximately 200 parents leased or purchased laptops for their student(s) to be used at school. The Director of Information Technology will explore possibilities of rotating usable computing equipment to classrooms, as well as the Elementary School Districts.

An inventory database of technology equipment is kept and used for the long-range budget planning of hardware, infrastructure, and rotation. The School's finance sub-committee is aware of, and anticipates, requests for the replacement of computer equipment.

### **Infrastructure**

The Director of Information Technology will assume the leadership role for the management of the Hampshire Regional local area network (LAN). This will include the creation of standards (physical layer, protocol layer, IP address schemes), and will manage the switching, routing, V-LAN configurations and firewall for the LAN. As new network services are proposed, (e.g. telephony, video conferencing, etc.), planning will be done in coordination and cooperation with all appropriate departments.

Network electronics throughout the infrastructure will need periodic upgrades and expansion. Infrastructure improvements will be identified and included in technology budget planning, and capital requests.

#### Action Plan:

- 2011-2013 Investigate and plan for MBI for WAN possibilities for connecting the high school to each elementary school for the purpose of data exchange, leveraging resources and creating other potential cost savings.
- 2011-2013 Upgrade telephone system to VoIP system