GENERAL INFORMATION

Executive Summary

Sandy Fort Middle School has developed a technology plan to serve as the framework for delivery of the best forms of technology and technological tools available. This is offered to the students and faculty at this school. Sandy Fort Middle School already has instructional and informational technology integrated into all sectors of the school, but it has not been updated for a few years. With the dawn of ever-rising forms of technology, it is important for Sandy Fort Middle School to remain at the forefront of the latest technological innovations for learning and expansion. The school's technology lab and computer classes are not up to date. The faculty expresses the need for updated resources in their classrooms as well as the latest software to help advance learning and engagement with the students. The director of Information and Instructional technology at Sandy Fort Middle School is responsible for day to day supervision, management, and leadership of all technological aspects that Sandy Fort represents.

Vision Statement

The vision of Sandy Fort Middle School includes having content related to instruction held to high standards, and all of this to encompass the latest technological software advancements and tools, to best prepare each student for a post-secondary education and life after high school graduation. The vision for the advancement of technological integration in the school includes the use of all forms of technology that can encompass growth and nurture learning.

Mission Statement

The mission of Sandy Fort Middle School is to encompass all paradigms of learning through technological forms of learning. This will ensure growth, progression, and advancement to the students and staff by offering high-value content and technological resources. The resources and tools offered will be the latest forms of software, applications, and hardware. This includes the advancement of technological resources where needed, introduction of full access to technology for the students and faculty, training offered to the faculty for new forms of technology, and a new technology lab. The goal of this mission is to deliver, offer, and provide students a nurturing form of learning using technology integration and other related services so that each student can have full access to the latest technology for learning purposes and meet their full learning potential.

Demographics

Sandy Fort Middle School includes grades 6th-8th as well as a behavior modification classroom, a study skills classroom, and a special education (self-contained) classroom. Sandy Fort Middle School is located in the town of Monahans, TX. Monahans has a population of about 9,000 residents and the nearest town is 77 miles away. It is rural, small kind of town where most everybody knows everybody. The town does have its own public sectors such as courthouse, hospital, one elementary, middle, and high school.
Sandy Fort Middle School has 531 students from 6th-8th grade. There are 31 faculty which include teachers, librarian, principal, assistant principal, two secretaries/bookkeepers, two school counselors (one male and female), two computer teachers, and a few SPED and Speech teachers who travel from each school every day.

The student demographics consists of 47% Hispanic/Latino, 32% Caucasian, 20 % African American and 1 % other race. Most of the students are from middle income to lower income families with limited or no technological tools available at home.

Parent involvement is mediocre to average. The community does offer a great deal of support to the schools through fund raisers, community festival, library programs for summer break, Toys for Tots etc..

Committee Membership

Courtney Isgett- Instructional Technology Director

James Marcer- Reading Specialist

Samuel Baker- Language Specialist

Thomas Josh- Principal

Tammy Anderson- Vice Principal

Nakita Niolet- Parent

Ebony Benton- Community Representative

Brianna Folton- Librarian

Casey Springer- Senior Secretary

Julie Klein- Secretary/Bookkeeper

Mark Hefler- ICT I Teacher

Susan Kendrick- ICT II Teacher

Brad Bueller- Art/ P.E./Coach Teacher

Charles Bronson- Counselor

Nita Hartsell- Counselor

Jaycee Hardnell- Math Curriculum Coordinator

Julie Chang- Reading Curriculum Coordinator

Christina Davis- SPED Director

Needs Analysis

Needs analysis was conducted at Sandy Fort Middle School to investigate the needs of the school, its support personnel, faculty, and students. All of the faculty were provided with a questionnaire to determine their needs for technology in the classroom. Surveys were also given to the students to determine the basic literacy of the student's technological awareness, understanding, and abilities.

 A demographics form was sent home with each student at Sandy Fort Middle School for the Parent/Guardian to complete. This form included basic information such as number of people in household, income, questions about technology availability at home, demographic related questions etc…

The curriculum coordinators and SPED director offered insight by answering a questionnaire about students, services, how they are working (or not), and questions about technology in the classrooms.

LEADERSHIP AND SUPPORT

Legal Aspects

Sandy Fort Middle School is invested in offering technology to all staff and students. With technology comes very important legal aspects concerning it, its use, and safety of students. Below is information pertaining to the policies, their framework, and guidelines for the use of technology at Sandy Fort Middle School which include copyright, plagiarism, FERPA, privacy, and guidelines for use of services.

Copyright Compliance

Copyright is defined as the legal right for someone to decide how and to whom their work is accessed and published under federal law. This can be in the form of print, publish, film etc…Protecting the copyright of all materials accessed for learning purposes through technological tools and devices is important. Sandy Fort Middle school strives to meet high standards of excellence in relation to the use of others materials. For a full disclosure of copyright law visit https://www.copyright.gov/title17. All staff and students are to follow the copyright laws and guidelines for fair use by obtaining permission from the owner of the materials when needed. The sharing and using of other materials under copyright will be of utmost importance. That is why the requirement of all staff to complete the copyright seminar and pass the copyright exam within 12 weeks of employment.

Staff can copy and save works available in the fair use through limited use of the materials without having to contact the owners of the work to seek permission, but it is still to be used with caution and an understanding of the copyright laws in general. If the materials are not offered under fair use, then the staff must obtain permission from the owner for use of materials in the classroom or for learning purposes.

If a staff member or student is found to be violating copyright law by unlawfully scanning, saving, recording, or any use of the materials without the permission of the owner, then that person will be reprimanded depending on the issue at hand. This can result in termination, suspension, or incident permanently added to their record.

Plagiarism Policy

The copying of someone else's work and pretending to make it your own is plagiarism. Plagiarism can include many forms such as the entire work or just a section of a piece. If it does not belong to you, you can not copy it as your own. Period.

Staff will provide the definition of plagiarism to students at the beginning of the year. Students will be given examples of plagiarism in different forms. The staff will reiterate the importance of plagiarism and its policies throughout the school year. The staff will use plagiarism detection software such as Turnitin to check for authenticity. Staff will always require students to cite every source they used for their assignments. The staff will check the sources for relativity and relation to the information cited in the assignments.

Acceptable Use Policy

The technology offered at Sandy Fort Middle School includes internet usage and hardware access to technological devices. The district and Sandy Fort Middle School allows for the use of distance education tools to increase, nurture, and improve the learning experience of the staff and students. With this comes policies that are used to guard the technology network that is being utilized for learning. This includes software, servers, hardware, network communications, email, etc…

Student and Staff Responsibilities. The users of the technology network, tools, data, and hardware are expected to follow a code of conduct similar to that mentioned in the handbook. The social and behavioral norms outside of technology usage are still the same with technology. This means all rules for language, communication, and other ways we conduct ourselves inside of school are the same when it comes to the use of technology as well.

Authorized users are responsible for the security of their passwords and accounts. Under no conditions should a user provide his/her password to another person or use another person's password, nor should users ever share accounts, or let someone else use the computer with their login information. There is no saving of

passwords to any devices. Teachers are not to use their login info for students to access the internet. If the student lost or forgot their login information, then send the student to the IT coordinator for new login information.

District Responsibilities.

The district follows all guidelines pertaining to FERPA and the Child Online Protection Act. FERPA refers to the Family Educational Rights Privacy Act. Under FERPA, Sandy Fort Middle School and the school district may authorize the release of certain information for internal administrative purposes only. Parental permission must be obtained prior to the sharing of student information. If the parent does not want their child using internet services while at school, then the parent must provide a handwritten note objecting to it.

The Child Online Protection Act ensures software is used to limit exposure to inappropriate content within internet usage services. The software will offer filtering components that will limit the accessibility to derogatory and other harmful information that can be found on the internet. Students will be monitored while using any form of technological tools for learning purposes to ensure they are using it correctly. The school district monitors the use of all technological software across the board.

Policies and Internet Usage Contract

Please provide the requested information below.

Date_____

Full Name _____

Last 4 digits of Social Security Number _____

School/Grade _____

 I certify that I have read the copyright policy, plagiarism policy, and acceptable usage policy for Sandy Fort Middle School. I agree to abide by these terms and conditions. I know that if I do not that will cause me to be in violation of these policies and I will be subject to disciplinary action or loss of technology privileges at Sandy Fort Middle School. I also understand that violation of some of these policies can constitute illegal activity and thus lead to a criminal offense.

Signature: _____

School Resources, Public Relations, and Support from the Community

Sandy Fort Middle School will provide technology services through grants, state funds for technology, the involvement of local businesses, Churches, organizations, and community.

After the state funding for technology services at Sandy Fort Middle School is applied the remainder will be up to other volunteers, organizations, business, and others who want to help raise the funds needed to secure the remaining technological services needed.

The Toshiba grant for teachers awards up to $5,000 for technological services to schools that have grades 6-12. Although Toshiba no longer makes computers, they are still devoted to the use of technological support in classrooms to garner and nurture learning. Teachers from our school district will apply for this grant.

Nakita Niolet is a parent of three students who attend Sandy Fort Middle School and runs a local business called Computer Solutions. Her business offers computer and other technological repairs, in addition to providing IT and system integration services to the local area. Computer Solutions also sells refurbished devices. Nakita has generously agreed to supply all computers with the most up to date monitoring software, antivirus, and Microsoft Office. Nakita has also arranged for 10% of all purchases made between the months of August and October to be donated to Sandy Fort Middle School for the technology department. Nakita also agreed to donate three desktop computers with all accompanying hardware to Sandy Fort Middle School for the School year.

The local H-E-B food-mart has partnered with Computer Solutions to donate five computer tablets to Sandy Fort Middle School.

The local church and Alexander Hardware have joined forces to organize a fund raiser by having a church yard sale. All profits from items donated for the yard sale by the community and church members will go to Sandy Fort Elementary, Middle, and High School to help purchase the remainder of the hardware, storage carts, tablet hard cases, and new computer tables for the ICT classrooms.

The faculty will volunteer their time in all fundraisers for the technology services for Sandy Fort Middle School. Parent involvement and student participation will

be appreciated. Students can donate items for the church yard sale to the school. The school will offer a free homework pass for every five items donated and a drop the lowest grade pass for every ten items donated. For fifteen or more items donated, the school will allow the student to attend a Pizza Party at the end of the fundraiser.

Special Needs Support

The use of technology in the area of Special Education, the Gifted Program, and other special needs support at Sandy Fort Middle School is important because technology should reach all types of learners and those with disabilities. Everyone should have the ability to use technology for learning purposes at Sandy Fort Middle School and that includes technology that can assist and nurture different learning styles such as speech delays, physical impairments, cognitive deficiencies, social, and emotional issues.

Under the Americans with Disability Act, (ADA) all forms of public education receive federal funding but in order to do so, must meet certain criteria for those with physical, mental, learning, and emotional disabilities. The federal civil rights law prohibits discrimination against people with disabilities in everyday activities, including school. All students are to receive a Free, Appropriate, Public Education (FAPE) under federal law. The use of special needs support services ensures those with disabilities receive a Free, Appropriate, and Public Education with 'appropriate' being the keyword.

Assistive technology helps to address these impairments in learning. Through technological tools, devices and forms of media, students with special needs support can ensure that everyone receives the same adequate level of learning.

Different forms of assistive technology such as speech to text software, reading text software, screen magnifiers, modified assignments, closed captioning, adaptive switches, screen readers, and voice reignition software are all examples of assistive technology that can be integrated into the classroom for those needing special needs support.

Gifted Program

Gifted Students enrolled in Sandy Fort Middle School's Gifted Program also receive special needs support. This is due to their exceptional learning capacity and

ability to excel beyond an average level. Gifted programs offer a wide variety of tasks built to nurture their gifted abilities through enrichment and acceleration. The use of technology services, tools, and other forms of media can enrich the learning process and are important to Sandy Fort Middle School.

Equipment/ Facilities

Sandy Fort Middle School is in a rural location with limited amounts of properties at their disposal. With those limitations, the technology environment Sandy Fort harvests is a positive and proactive one. The use of technology is integrated into everyday lessons and into each classroom. The school's personnel are always searching for the newest, but affordable, and most importantly realistic technological advancements related to education. Some advancements are not easily acquired, whether its funding limitations, space restrictions, or simply something that is not worth the investment. Not all forms of technology are needed by Sandy Fort, this school has learned to persevere and make do with very little but keeping current with the times is also very important.

The parents are always working to find ways to donate or raise funds for new equipment, software, and other technological tools that can increase learning. The kindship between community and school system is really something special. The faculty are interested in finding new ways to keep the students engaged and proactive in their own educational advancement. Administrators tend to look at the expenditure and outflow of funds to see how they can get the most out of the yearly designated funds set aside for Sandy Fort Middle School.

Overall, technology is considered a very crucial tool in advancement, learning, and growing at Sandy Fort Middle School. With colleges offering online degrees and the job market expanding its use of technological tools every day, here at Sandy Fort Middle School we feel we hold the responsibility of bringing our students the proper tools to help nurture the learning process and also decrease the need for remediation.

Technology Available

Each general education classroom (Math, Reading, Science, History, Art) are equipped with four HP desktop windows-based computers, keyboards, and headphone/microphone sets. The Special Education, Gifted, STEM, and two

remediation resource rooms are each equipped with two HP windows-based desktop computers with accompanying accessories as mentioned above. Each HP desktop computer includes a webcam. Each classroom also has a Promethean SMART board.

The library includes sixteen HP desktop computers and keyboards. Students are required to bring their earbuds when using the library computers. The library also includes two Promethean SMART boards as well as a projector, and four printers/scanners/copiers (all in one series).

The three computer classes, ICT and ICT II each include 25 desktop HP computers and keyboards, with webcams. They also each have with two 3 in 1 series printers and a Promethean SMART board.

There are two computer rooms that are used for only I-ready and state testing (that's computer based.) They each have 32 HP Laptops, which are stored in a laptop cart under lock and key. Each laptop is numbered and assigned to a student. When the students enter the computer room the laptop is on the desk, the students sign the paper for that particular laptop. This is to keep track of who uses which laptop and when. The students are to bring their own earbuds for the allocated time for the weekly I-ready practice. At the end of the day the teacher accounts for all laptops, places them in the correct slot of the computer cart, locks the computer cart, and returns the keys to the front office. Again, these two computers rooms are only used for state testing and I-ready.

The faculty development lab/teacher room includes two industrial printers that the teachers can send their lessons to during off period. There are no computers in this room due to each teacher having full access to the one in their own classroom. There are also two telephone sets where teachers can make calls using the school phone number and not their personal number. If a teacher meeting or staff meeting is held, it is done so in the library where there is a SMART board.

The two counselors, Principal, Vice-Principal, senior secretary and bookkeeper all have their own computers in their offices as well. They each have a desktop DELL computer with keyboard. Everyone also has their own phone in their office with everyone sharing the main office printer and fax machine.

Special Education

As mentioned above, each of the two SPED classrooms and the gifted classroom each are equipped with two HP windows-based desktop computers, keyboards, and headsets. Each HP desktop computer includes a webcam. Each classroom also has a Promethean SMART board.

The two SPED classrooms also include one handheld video magnifier, a large display calculator, and a braille KWERTY keyboard for those with vision impairments.

For hearing impairments, each of the two SPED classrooms will include one handheld speech to text device. This device will record conversations and lessons. It then delivers the speech recorded into a text form for a person to read, save to their USB, email, or print out. A listener pro device will also be included in the two SPED classrooms. This device allows for recording of conversations and lessons with the ability by the user to use certain settings that fit their needs. These settings include the ability to filter out white noise, reduce background noise, and increase the hearing range to up to 25 meters away. The student can save the conversations, send them to the handheld speech to text device and print out the information if needed.

Those with physical disabilities can request the use of the joystick switch or the head switch for use in communicating in the classroom.

Those with other disabilities or learning differences can benefit from the use of the type to speech device, which takes what a person types and presents it in a speech form for everyone to hear. This along with the speech reading software can be great for those who have emotional, sensory, and/or speech disorders.

Assistive Technology

The different type of software systems Sandy Fort Middle School uses ranges depending on those with an impairment. Many of these software systems can have multiple uses. The text to speech software can be used for those with emotional, mental, sensory, or speech disorders. This software takes the text typed and presents it in a speech form for everyone to hear. Another software Sandy Fort Middle School will implement in the SPED classrooms will be the magnifier/speech software. This software allows for the ability to zoom in on any form of text and multiply it to the desired size by the user. It can also read the text aloud. Screen reader software will

be used on all computers as well. All devices will be kept in the SPED classrooms, if students need them outside of the SPED classroom they can request to take it with them to those other classes but in they need it is up to the faculty to keep up with all of the devices. The software will be pre-installed in the computers.

Software Systems

The software used at Sandy Fort Middle School helps make learning happen for everyone. The email software system will be used for all faculty and students. The software allows for the students to log in to the email software platform and also be given(by the teacher at the beginning of the year) an email with their first.lastname@sfmiddleschool.com This allows for the emails to be monitored or access gained if need be by admin. This login is available for all access and to all computers at Sandy Fort Middle School. Each student will have their own personal login that has to be entered in order to access any computer systems.

Windows software will be installed on all desktop and laptop computers. The windows version will be Windows 10. Each computer will come with Microsoft Office 2019. Office 2019 includes access to Word, Excel, PowerPoint, Spreadsheets, Notes, Publisher, Visio and more.

Sandy Fort Middle School switches classes seven times a day. The school uses the I-ready competency software to help students are prepared for the end of the year state testing. This software is for reading and math and is based upon common core competency standards for every grade level. Each week students have to complete 55 minutes of I-ready. Every other week the subject will switch back and forth from math to reading and reading to math to ensure all students get equal exposure to each subject.

Adobe photoshop will only be available in the ICT I and ICT II classrooms and in the gifted classroom. Photoshop will be pre-installed in each of the ICT computers before school begins. Photoshop allows for students to enter the popular word of digital effects and design, which is a competitive environment.

The software called Microtype will be used on all computers. If students have spare time, it is encouraged that they study, work on other assignments for other classes, or practice their typing skills on Microtype. Microtype has typing lessons and games for the students to play. They can play each other or other students from around the world.

Other Information

ATT in conjunction with the E-rate Program offer data transmission and telecommunication services to schools that meet the eligibility requirements and is based upon two categories. Sandy Fort Middle School was deemed eligible to receive a 80% discount on all telecommunication and data services under the second category. This includes the installation and use of related hardware such as modems, fiber optic cables, LAN, ethernet, DSL line, broadband etc…

Sandy Fort Middle School pays only 20% of the actual bill for all internet services and telephone services. The federal program, E-rate, takes care of the remainder each month. This saves the school an ample amount of money and therefore those funds are allocated towards the purchase of and to help maintain the use of technological tools for learning and teaching purposes.

Maintenance

Sandy Fort Middle School will work hard to maintain the technology equipment, hardware, software and other related supplies. Each nine weeks the Technology director will monitor and track down all equipment to ensure nothing is missing, damaged, or needing replaced. Courtney Isgett, the technology director will have a spreadsheet with all allocated technological listing for each school on it. This spreadsheet will have the location of the item and a brief description of its condition. If an item is misplaced, that will be the time to track it down, with the help of the teacher(s) and school staff.

The maintenance service will be conducted by myself as well. Teachers are able to submit a ticket for repair if any technology has an issue. I will travel to the elementary, middle and high school as needed to provide service for maintenance on equipment and software.

Each year I will provide training to the faculty at the elementary, middle, and high school. This training will include information on simple troubleshooting tips for the internet and its possible issues. The training will also include ways to reset the computers if needed, how to change the bulb in the promethean board, how to un-jam the printer how to change the ink cartridges in the teacher room printer, how to send a fax, and just the basic computer troubleshooting tips. I will also provide

training on how to use the promethean boards and projectors. I will explain the importance of submitting a ticket for repair as soon as possible, to stop further damage from happening, which can be rather costly.

I will also work with the PTA (parent teacher association) at the elementary, middle, and high schools. At the beginning of the year I will offer a presentation on the technology plan for tat year. I will ask for any questions, suggestions, or concerns from those in attendance. I will cover budget maintenance issues that could arise, how the funds are allocated etc…

Floor Plan for ICT I
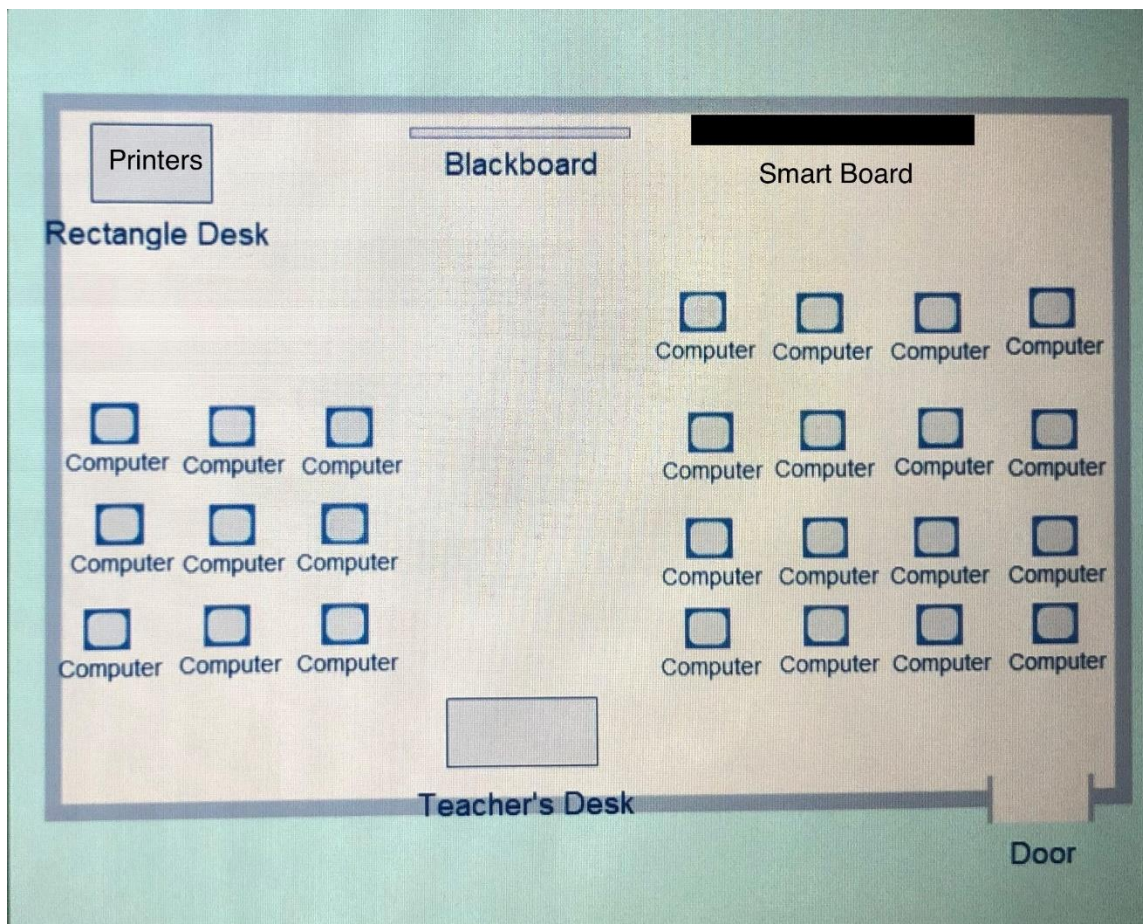
Technology Plan Budget for Computer Lab ICT I

This technology plan budget is for one computer classroom, ICT I. This classroom is for the 6th and 7th graders to learn basic computer competencies and information. This course nurtures growth and allows the students to work hands on with different forms of technology. The computer lab for ICT I can be used by teachers and students for many different purposes. If a computer is needed for an assignment and the teacher does not have enough, they can request to use a computer in any of the ICT rooms.

This lab contains 25 HP desktop computers. Each computer is placed side by side on a long computer desk. Each desk will hold approximately three computers. Each computer has a keyboard, cover for the keyboard, headset, and speakers.

Each computer will have all the necessary software needed for an ICT class. Including Adobe Photoshop, email services, and Microsoft Office 2019.

Hardware

Budget Item	Notes	2010/2011	2011/2012	2012/2013
Desktop Computers	25 HP desktop computers are already available in the ICT I classroom.	$0	$0	$0
Network Servers and Hardware	Server upgrades for all software, Hubs Etc. for 25 computers	$700	$700	$700
AV Equipment	The SMART board is already available in this classroom but speakers for the computers need to be replaced. The	25 speakers $10.99 each $275	25 Headsets 10.99 each $275	$0

	class needs 25 headsets.			
Telephones	Each classroom has intercom in it	$0	$0	$0

Software Budget

Budget Item	Notes	2010/2011	2011/2012	2012/2013
Educational Software	Networked software applications such as Windows 10, Adobe Photoshop, Microtype, Microsoft Office, etc…	$2,000	$2,000	$2,000
Individual classroom applications	I-ready software for reading and math that is shared with all the students.	Included in the Educational software budget	-	-
Productivity Software	Email package, Screenwatch software (for the teacher), and other productivity tools.	$300	$300	$300
Networked Applications	Calendar software, group wise	$400	$400	$400

	communication system, Server Operating Systems and applications.			

Telecommunications & Internet Access (discounted via E-rate)

Budget Item	Notes	2010/2011	2011/2012	2012/2013
Phone Service	Phone service for local and long distance calling, call waiting, and three way calling.	$25 a month for 12 months $300	$300	$300
Internet Access	Payments made for Internet Service Providing (i.e. Wiscnet, Charter, AOL)	$39 a month for 12 months $475	$475	$475

Assistive Technology

Budget Item	Notes	2010/2011	2011/2012	2012/2013
Software	Magnifier/Speech software, Screen reader software, closed captioning software, text to speech software, speech to text software etc…	**$1,500**	**$1,500**	**$1,500**
Training	Training to instruct staff in the use of assistive technology	$800	$700	$500
Hardware	Braille KWERTY keyboard, Video magnifier, Speech to text handheld device, Text to speech handheld device, etc…	$500	$500	$500
Support & Consulting	Some Districts are a part of an Assistive Technology Consortium Through their CESA's	$200	$200	$200

Coordination, Maintenance, and Support

Budget Item	Notes	2010/2011	2011/2012	2012/2013
Staffing	Salary and Fringe for Support Staff	$900	$900	$900
Training	Training for Support Staff	$1,000	$1,000	$1,000
Supplies	Supplies for providing maintenance and support	$700	$700	$700
External Funding	Grants, community resources such as E-rate federal program and other teaching grants	$4,000	$4,000	$4,000

Professional Development

Professional Development is important to any field of work because it offers educational experiences in relation to the field of work. For educators, professional development allows them to stay current with the latest and best teaching strategies, learning paradigms, and methods used to counteract student participation. Without professional development in the education system, teaching quality would decline. With technology involved in almost every aspect of our lives, it is very common for professional development to be utilized by education systems in order to advance educators technological understandings. With technology it is important to keep up with the latest advancements and uses. School systems are always working to improve parent participation, student learning and engagement.

A school needs to utilize their technology plan in the best way possible. Sandy Fort Middle School uses many methods for improving teaching and student learning. Through professional development, Sandy Fort Middle School plans to increase the use of technology throughout the school, and for this to be done, education of the technology itself needs to be delivered to the faculty.

Plans and Procedures

Professional development is crucial to any type of workforce, in an education setting professional development not only affects the faculty but also the students. This makes the designing, implementation, and delivery of professional development even more crucial. With professional development, Sandy Fort Middle School plans to improve learning for faculty and students.

Teachers face new challenges all the time. They must follow federal and state guidelines for the content they teach, they must keep up their teaching license and often must attend forms of professional development in order to keep it current. Teachers must learn about and apply the best strategies for their teaching methods, forms of assistive technology, classroom management, and curriculum. Professional development offers so many positive contributions overall, and especially so in an educational setting.

Professional development for technological purposes is essential. This is due to the training needed for the faculty to be able to effectively operate the new forms of technology that are integrated into Sandy Fort Middle School.

YEAR 1

Creating a Classroom Website and Teacher Web-Page.

This training will be offered to the teachers at Sandy Fort Middle School during the week before school begins. It will focus on how to create a teacher webpage using Google classrooms. At the beginning of the year teachers will give parents information about Reminder 101 and the teachers website. The Reminder 101 is a text messaging service that parents can sign up for to receive text updates from the teacher throughout the year. The teacher can send general information, due dates,

up-coming tests, school events and such. The teacher web-page is an important tool for teachers to upload weekly lesson plans, homework assignments, and more. Between the technological tools such as Reminder 101 and the teacher web-page in Google classrooms, parents and students alike can stay up-to-date with important information.

Integrating Technology into the Classroom.

All teachers will attend this workshop at the beginning of school once a year. With the use of desktop computers in every classroom at Sandy Fort Middle School, along with SMART promethean boards, it is crucial that the faculty are given proper training on how to operate all forms of technology in their classroom. If a teacher does not utilize that form of technology, it is a waste of money and resources. If used effectively technology in the classroom can be vital in increasing student participation and engagement.

The training will focus on computer basics. This includes how to utilize Microsoft Office 2019 for educational purposes. Also, software that is used on the computers will be explained and the faculty will learn how to successfully utilize them as well.

Assistive Technology tools that will be issued in the inclusion and self-contained classrooms needs to include the correct training for the faculty. This is essential in Special Education because adaptative devices, tools, ad software's are essential in helping those with special needs receive the FAPE (Free Appropriate Public Education) under Federal law and ADA (Americans with Disability Act).

Troubleshooting Technology.

Each year all faculty and teachers will complete a training course on ways to troubleshoot technology. Before the teacher submits a work order request for repair, they need to have completed the basic troubleshooting tips. This is done to save valuable time and resources of having a technician come out to repair a simple fix that could have been done by the teacher.

There is also the issue of technology and network failure and how it impacts students learning. Teachers will be given explicit step by step directions for the desktop computers and SMART promethean board if problems are to arise.

Plagiarism Policy, Copyright Laws, and other Resources.

Each year teachers will attend a mini-half day workshop related to copyright laws, plagiarism, and safety internet usage. Teachers and assistants will be given resources where they can legally use certain works for teaching purposes. Teachers will be given information about when it is necessary to obtain permission for certain works. The teachers and assistants will also be given examples and steps to follow to correctly obtain permission from the owner.

It is also important to touch on plagiarism and the legal effects it ensues, which will be discussed during this mini workshop. Teachers and assistants will be expected to provide their students with this information as well. In this training teachers will be given resources to help combat plagiarism in the classroom.

Internet safety is another issue that will be discussed in this mini workshop. Teachers and assistants will explain how internet usage is monitored by Sandy Fort Middle School and the school district. The teachers will obtain information regarding internet usage policies.

YEAR 2

Updating Teacher Website and Web-Page.

This training will take place once a year, during the first few weeks of school beginning for this year. It will touch on recent changes regarding the teacher web-pages that all teachers are to upload important classroom information weekly for parents and students to be able to access at any time, if needed. Also, the criteria for that year will be discussed and due dates for the changes each week.

New technology and Computer Software in the Classroom.

This will be a ½ day mini workshop that will be attended by all faculty (not assistants) and teachers at Sandy Fort Middle School. This training will include any new information related to new forms of technology software that may be implemented and a review of the present technology applications. This an include the software update for the student database, which will affect the school nurse, counselors, secretary, school resource officer, bookkeeper etc.. So, all faculty is required to attend except for the teacher's assistants.

Troubleshooting Technology.

A review of the basic troubleshooting tips teachers and faculty are to take before submitting a work order for repair.

Plagiarism, Copyright, and Acceptable Use Policy.

A review of the school districts copyright laws. Plagiarism detection and compliance, and internet safety for the students.

YEAR 3

Integrating Technology and Computer Software into Teaching.

This will be a ½ day mini workshop that will be attended by all teachers (not assistants.) This training will introduce teaching strategies, methods, and other paradigms that could be helpful when teaching using technology.

Plagiarism Policy Updates, Copyright Standards, and Internet Safety.

This will be a review of the schoolwide plagiarism, copyright, acceptable use policy, and internet safety policies and procedures.

Troubleshooting Technology.

A review of the popular troubleshooting issues related to technology and internet. What to do when the technology fails will be discussed as well as when to submit a work order for repair.

Evaluation of Training

Sandy Fort Middle School will use an existing computer technology classroom to set up a test class for the faculty. In this room, there will be issues arise, whether it has to do with internet security, firewalls, software downloads, viruses, computer malfunction, hardware service etc… the faculty will work together in groups to assess the issues and come up with possible solutions. This will be overseen by the IT specialist. Any issues that arise can be discussed and explained further. Teachers will be expected to meet once a month during the school year to converse together and discuss any issues they may be having with any of the technology tools, software, databases, email etc…

The faculty at Sandy Fort Middle School will have a monthly meeting to discuss upcoming school events such as state testing, new resources, schedules, students, and so on. This will also be a time for any updated training to take place if hardware is suddenly replaced or a new system utilized. If this is the case, the technology specialist will attend the meeting.

At the monthly faculty meeting (does not include assistants, as they are hourly employees and any overtime is strictly monitored) It is expected that teachers relay all information gathered from any professional development meetings, trainings, or workshops to their assistants as needed.

Each monthly meeting will announce the teacher of the month for each grade at Sandy Fort Middle School. The teacher of the month will have access to the "Teacher of the Month" reserved parking space, will be relieved of morning and afternoon car rider or after school duties, and receive duty free lunch for that month.

Other incentives will be funded by the climate control committee. This committee raises money throughout the year from the faculty at Sandy Fort Middle School for extra incentives. For example, teachers can pay 20$ a year to wear jeans every Friday. The money raised from this campaign is voluntary and will be used

throughout the year as needed for teacher appreciation week, teacher of the year etc…

Budget for Professional Development

Budget Item	Notes	2010/2011	2011/2012	2012/2013
Workshop Fees	½ day mini workshop at school district main office or all faculty	$900	$900	$900
Conference registration fees	1day conference for 6 teachers (2 lead teachers per grade)	$200	$200	$200
Substitute teachers (for K-12)	40 substitutes a year x $50 a day	$2,000	$2,000	$2,000
Refreshments	For ½ day mini workshop and conference	$250	$250	$250
Travel (food, lodging, mileage)	6 teachers for 1day conference. $200 per teacher.	$1,200	$1,200	$1,200
Instructor Fees/travel for workshops	Will be held by school district personnel	0	0	0
Training Materials	Notepads, pens, highlighters, other materials	$250	$250	$250
Facility fees	Will use school facility	0	0	0
Associated Technology costs	PD will use technology available at the	$500	$500	$500

	school, for conference only.			
Awards/Incentives	Money raised through the climate control club will be used for incentives and awards. If an estimated 50 out of 70 employees contribute $20 a year, $ 1,000 will be raised.	0	0	0

Evaluation and Implementation

When pursuing advancement in relation to technology, it is important to offer teaching sessions through various forms of professional development. Seminars, workshops, mini-workshops, and team meetings all are important ways of teaching new technology. At Sandy Fort Middle School, we are proud to include all of those in our technology professional development meetings.

Implementation Timeline

YEAR 1

Summer break into the first and second nine weeks of the school year:

Goal: To implement and present the technology plan for Sandy Fort Middle School through means of effective demonstration and delivery of the technological tools available.

Professional Development will be offered through the means of a workshop at the school districts main office. It will include all teachers and administrators from all schools in the district. This workshop will focus on integrating technology in the classroom. The teachers will be given specific resources, demonstrations, and

related information regarding all forms of software/hardware/ teaching technology available in the classroom. Administration will be there as well because it is important for those in a supervisory role to understand the role technology plays in their schools' educational environment. Participants will be given ways to troubleshoot technology and steps to take when technology fails. This also includes information related to plagiarism, copyright laws, and internet safety for students.

Teachers and administration will be evaluated using participant reflections through oral communication and demonstrations of understandings.

Goal: Provide effective and meaningful demonstration, information, and materials related to the creation of a teacher webpage and classroom website at Sandy Fort Middle School.

Since the students are to be enrolled in at least one ICT course during each grade at Sandy Fort Middle School, the students need to use the technology they are learning about in everyday life situations. Therefore, each teacher at Sandy Fort Middle School will be required to have a classroom website. The students can converse and include the knowledge obtained from ICT to complete assignments for other classes. For example: Word, Excel, PowerPoint, Adobe etc… The classroom can work as a means of applying prior knowledge to advance knowledge. Teachers will be provided with training related to creating a classroom website, Reminder 101, and teacher webpage during a training offered at Sandy Fort Middle School the week before school starts in August.

Each nine weeks teachers will provide student portfolios presenting the use of the different forms of technology in the classroom's lessons.

January to May:

Goal: To aid the faculty and administration regarding any IT issues at Sandy Fort Middle School.

As Christmas break is wrapping up, teachers will report to work the day prior to students coming back for the new year. This teacher workday will be a schoolwide professional development meeting regarding many topics. This meeting will include any changes, new information, and offer the chance to bring up any questions, comments, or concerns regarding teaching and learning. It will be important for the technology director to be present during this workday to address any IT problems, questions, suggestions, or concerns from the faculty and administration before the next half of the school year begins.

Teachers will complete a survey of their experiences using the different forms of technology.

YEAR 2

Summer break into the first and second nine weeks:

Goal: Implement technology plan into Sandy Fort Middle Schools classrooms through effective means of training, assisting, and demonstrating proficiency of IT related tools, software, hardware, and networks.

This goal will ensure that all forms of training are delivered to the faculty and administration and other support staff in relation to any technological tools used in the classrooms or the school for the purposes of delivering an effective learning environment to all students. This includes a conference for all teachers that offers information and demonstration of how to effectively operate the technological devices in each classroom. The teachers will be given explicit step-by step directions on how to operate the equipment and software, how to implement them into their teaching, how to use them to engage students through participation, and troubleshooting tips.

Participants will demonstrate efficiency and knowledge of how to properly use the different forms of technology in their specific classroom. Each nine weeks teachers will provide student portfolios presenting the use of the different forms of technology in the classrooms lessons.

Updating teacher webpage and website:

Teachers will be required to attend a workshop regarding updating their current teacher webpage and website, which includes any new changes, information, and updates.

Plagiarism, copyright laws, and internet safety:

This workshop will identify possible internet safety concerns and ways to combat internet safety issues while teaching. Plagiarism policy will be examined as well as copyright laws. Information will be provided on how to legally obtain and use other works for teaching and learning purposes.

Evaluation will be through participant reflections.

January to May:

Goal: To aid the faculty and administration regarding any IT issues at Sandy Fort Middle School.

Teachers will report to work the day prior to students coming back for the new year. This teacher workday will be required to provide updates, new information, new policies, plans, procedures etc…for the remainder of the school year. Staff will also have the opportunity to voice their opinions, questions, comments, and concerns regarding anything, including technology aspects of teaching and learning. The IT director will attend this teacher workday to offer support and assistance regarding any issues or concerns that may need attending to.

Teachers will complete a survey of their experiences, including suggestions, using the different forms of technology.

YEAR 3

Summer break into the first nine weeks:

Goal: To implement the schools technology plan for the school year and to aid in demonstration of effective teaching through different forms of technology included in the classrooms.

Half-day mini workshop related to the integration and implementation of new technology software to teaching:

This workshop will offer information related to the new forms of technology and software, including updates, that will be available for use in the classrooms at Sandy Fort Middle School. Teachers are strongly encouraged to integrate technology and its tools into their lesson plans, teaching methods, and strategies. Classroom management is strongly encouraged to use technology applications that encourage model behaviors and positive responses from students. This workshop will provide information regarding teaching strategies and methods that are proven to be effective when using different forms of technology as well as how to use the new forms of technology in the classroom teachings.

Teachers will be given training on how to update and change information through the schoolwide teacher webpage and classroom website policy.

Evaluation will be through participant demonstration and each nine weeks teachers will submit student portfolios demonstrating the use of different forms of technology in the lessons.

January to May:

Goal: To aid the faculty and administration regarding any IT issues at Sandy Fort Middle School.

Teachers will report to work the day prior to students coming back for the new year. The IT director will attend the teacher workday in order to assist to answer and issues, comments, questions, or concerns raised by the staff.

Teachers will complete a survey of their experiences, including suggestions, using the different forms of technology.

Appendix and Resources

Guidebook - NCTP. (n.d.). Retrieved March 01, 2019, from

  http://www.nctp.com/downloads/guidebook.pdf

Research in Science & Technological Education. (2017). *Research in Science & Technological*

  Education, 35(4). doi:10.1080/02635143.2017.1378501

U.S. Department Of Education Releases National Education Technology Plan: Next steps lead to

  a new golden age in American education. (2005). *PsycEXTRA Dataset*.

  doi:10.1037/e471252006-001

Whitehead, B. M., Jensen, D., & Boschee, F. (2013). *Planning for technology: A guide for school*

  administrators, technology coordinators, and curriculum leaders. Thousand Oaks, CA:

  Corwin, a Sage Company.

Teacher and Administration Survey

Using the scale, please indicate your feelings regarding how the technology director offered valuable, relevant, and important information regarding the use of different forms of technology in the classroom and accompanying troubleshooting tips?

Q 1: How often do you use technology for teaching and learning purposes?

Q 2: Please indicate your personal thoughts regarding the different forms of technology provided by the school district for teaching purposes.

Q 3: I was given proper instructions, effective demonstrations, and supporting materials regarding new forms of technology that were being integrated into my classroom.

        No, I was not   Somewhat   Yes, I was

Q 4: Please rate your overall experience regarding availability and response to inquiry for technological issues and repairs using a scale of one to five, one being low, five high.

1_____2_____3_____4_____5_____

Q 5: Please provide any comments, questions, or concerns regarding the implementation, delivery, and success of this year's technology plan for Sandy Fort Middle School.