 East Coast Academy

Inspiring academic excellence since 1862

##### Technology Plan 2012-2014

##### GILT – 514

##### Ariel Myers

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Maria Mates (Technology Implementation Coordinator)

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Mission Statement

*“We guide all students in their pursuit of academic achievements within the twenty first century and to support them in their exploration of technology through intellectual, artistic, physical and social expression to become life-long learners.”*

Vision Statement

We envision our learners to excel in the community, work place and our global society with the use of twenty-first century skills. As educators from diverse backgrounds, we share common goals and initiatives for the future of technology in the classroom as well as to become one functioning and cohesive learning community. The teachers will reinforce technological advances in our everyday curriculum and faculty will incorporate technology to differentiate their instruction to accommodate learning needs of each student. Students will be academically challenged through the use of technology and will master the skills that are required to be a successful and globalized citizen.

Goals

**Student development:** All students will gain a proficient knowledge of necessary technology tools needed to excel in our 21st century society.

**Staff development:** All educators and paraprofessionals will be leaders in appropriately integrating technology into their curriculum through relevant and ongoing staff development.

**Technology acquisition:** There will be a continuous process of evaluation of effectiveness of the use of purchased educational technology tools and their efficiency to increase student achievement, in accordance with the mission statement.

**Student learning:** An increase in meaningful student learning will be established through the use of technology by creating a more relevant, rigorous and differentiated curriculum.

Action Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action to be taken | Person Responsible | Time Frame | Progress Expected | Progress Measured |
| Maintain current technology as well as in corporate new resources. | Administration, Teachers | Summer 2013 | Students and faculty will have access to current and new technology. | (Not yet evaluated.) |
| Add additional professional development days for exclusive technology training. | Administration, Technology Coordinator | Fall/Winter 2013 | Faculty will become more familiar and knowledgeable with new technology. | (Not yet evaluated.) |
| Create activities incorporating new technologies to give students and opportunity to work with them. | Teachers | Fall/Winter 2013 | Teachers will use technology to improve student learning in areas they feel were lacking. | (Not yet evaluated.) |
| Supervised lab time will be available before , during and after school. | Administration, Technology Coordinator, Teachers | Spring 2014 | Student learning will improve due to increased access of technology. | (Not yet evaluated.) |
| Student achievement will be increased at all levels. | Administration, Teachers | Spring/  Summer 2014 | Student test scores will increase due to new technologies. | (Not yet evaluated.) |

Lab Construction and Configuration

This computer lab is essential for our school because of the high demand. Student accessibility to computers is a part of our school mission. This will allow student work to broaden with technology. Up-to-date equipment will allow the most current capabilities. Twenty-four computers will allow one classroom at a time to utilize the Computer Lab. The use of computers in school will give students advantages in their education. The Computer Lab will available for teachers to sign-out in the lab for their class. When the lab is not being signed out by a teacher, it will be available for student use by having a faculty member supervise the class during a duty period. The computer lab will also be available before and after school to students. There will be a teacher monitor that will allow the teacher to view the screens of all students to make sure that they are on task with the given work and using class time responsibly. These computers can be used as a class presentation tool, research center, learning center, development station and combination of configurations.

Allowing one-to-one computer access can also limit ineffective use of class time for group projects. The printers will also allow students to print multiple pages. The black and white printers will allow students to print up to 30 pages per minute, double sided. The students will be able to access notes or important e-readings and print them out efficiently and effectively. The color printer will allow the students to print 21 pages per minute in color on many types of media. The Inspiration program will allow students to create illustrative works such as brain webs, timelines, and story outlines. The Adobe software will allow the students to create and edit PDF files and prepare projects that are secured.

Executive Summary

The purpose of the East Coast Academy 2012-2014 Technology Plan is to successfully plan, implement and maintain, and continually evaluate the effective and efficient use of technology in our school. The technology plan was created to create a technology committee, improve upon data collected from students and faculty, plan and implement an action plan, recognize critical issues and their solutions and evaluate the technology plan. The 3 year goal is centered around meeting our goals of student development, staff development, technology acquisition and student learning.

Demographics

# Background Information

**Location:** West Hampton, New York

**Student Enrollment**: 2,000 students

**Degree Level of Educators**: at least a 4 year degree

**Average Household Income**: $72, 320

**Average Income Per Capita**: $33, 251

# Community Employment Rate

**Blue Collar Workers:** 54%

**Professionals:** 38%

**Unemployed:** 8%

# Ethnicity K-12

**White/Caucasian:** 45%

**Asian:** 32%

**African-American/Hispanic:** 15%

**Multiple Ethnicities:** 7%

**Native-American**: 1%

# Gender K-12

**Female:** 56%

**Male:** 44%

# Graduation Rates

|  |  |  |
| --- | --- | --- |
| Year | East Coast Academy | New York State |
| 2011 | 166 (94%) | 185,536 (74%) |
| 2012 | 158 (96%) | 182,238 (74.5%) |
| **Projection** | -------------------------- | ------------------------------- |
| 2013 | 143 (96.7%) | 178,323 (75%) |
| 2014 | 139 (97%) | 174,370 (75.8 %) |
| 2015 | 128 (97.2%) | 169,883 (76%) |
| 2016 | 121 (97.7%) | 169,348 (76.6) |

Committee Membership

|  |  |  |  |
| --- | --- | --- | --- |
| Member | Department | Role | Technology Plan Responsibilities |
| Dr. Patrick Hogan, Dr. Author Epstein, Dr. David Carbonara | Administration | Provides input on curriculum integration, professional development, and grants. | Responsible for curriculum integration and professional development within school district. |
| Dr. Deborah Scigliano | Curriculum Director | Develops K-12 curriculum with department heads and administration | Responsible for coordinating and overseeing appropriate integration of technology in the curriculum |
| John Kirkland, Maria Mates | Technology Director | Provides input from the technology department. | Responsible for establishing committee and sharing committee suggestions. |
| Ariel Myers, Kaitlin Evanson, Samantha Slifer | Teacher/Faculty | Provide input from a faculty stance point of view. | Provides feedback on technology implementations in classrooms. Makes suggestions for needed improvements and changes. |
| Dana Macrino, Elizabeth Smith | Parent | Provide parent information on integration of new technological resources. | Make suggestions to committee about technology integration from parent perspective. |
| Bill Gates, Timothy Tebow | Student | Provide student information on integration of new technological resources. | Make suggestions to committee about technology integration from student perspective. |

General Introduction

East Coast Academy is a school currently serving 2,000 students and employing 580 faculty and staff members.

Our school began as a small independent school on the East Coast of our beautiful country. ECA is a school which was started by a man that believed in education for our future. This man’s name was Dean Hartman. After beginning the school with money he had earned as a street performer in New York City, Dean’s dream of a better education for the future finally became reality. Now, over 150 years later, our school is one of the most prestigious and well-recognized academia in the entire country.

Our goals for the future of our education have revolutionized since Dean Hartman founded the school in 1862. We have recognized the use of technology within our school will determine our continuous success for the future. Our school is meant to serve students that have a desire to learn, and be active participants in their future.

Data Collection

To identify our need for updated technology resources in our school, we conducted a survey of students and facility to determine the level of urgency. The survey we conducted consisted of open ended questions which allowed the recipient to answer honestly and anonymously.

Reporting

Participants in our survey identified that:

* + 36% of Students feel confident using a computer
  + 39% of Staff reported they used technology in the classroom
  + 81% wished that ECA had better implementation of technology (majority with students)
  + 93% recognized that our school’s technology was not on par with other schools
  + 97% feel that Apple products (iPad) would better aid their academic/educational needs

Analysis

The current status of programs, courses, student achievement and technology in one word would be outdated.

* + 2004 Microsoft Word
  + Computers bought in 2002
  + Outdated systems
  + Outdated programs
  + No interactive technology
  + No courses that used up-to-date technology
  + No courses that were based on technology
  + Little or no interaction with technology in the classroom

After realizing this, we analyzed our values, created our visions, enhanced our mission, and set high goals for our school’s future.

Plan Preparations

# Goals

1. **Student development:** All students will gain a proficient knowledge of necessary technology tools needed to excel in our 21st century society.
2. **Staff development:** All educators and paraprofessionals will be leaders in appropriately integrating technology into their curriculum through relevant and ongoing staff development.
3. **Technology acquisition:** There will be a continuous process of evaluation of effectiveness of the use of purchased educational technology tools and their efficiency to increase student achievement, in accordance with the mission statement.
4. **Student learning:** An increase in meaningful student learning will be established through the use of technology by creating a more relevant, rigorous and differentiated curriculum.

# Objectives

1. Improve student learning through technology.
2. Improve staffs knowledge and skills to integrate technology into daily lesson plans.
3. Improve equitable access to appropriate technologies.
4. Improve instructional uses of technology through research and personal evaluation.

Timeline

# 

Critical Issues

There are many recognizable issues that can come about that if not addressed will deter the success of an effective technology plan. To effectively plan against these critical issues, we have preventative strategies that are put into place in our technology plan. The priority of the issues are in no given order.

# Critical Issues: Public Relations

Public Relations can be very expensive and selecting the most appropriate media is very difficult. To solve this problem, East Coast Academy TV will interview teachers who are pioneering the use technology in their classrooms as well as the technology interns. There will also be a teachers using technology section on the school website and articles in the e-newsletter that goes out to community members.

# Critical Issues: Implementation

At East Coast Academy we believe that proper implementation is the most critical part of a successful and effective technology plan. The technology committee is dedicated to develop and act upon a strategic plan. Staff will have monthly after-school software and technology training. Technology Interns and the teachers of the technology committee will also help teachers to use appropriate technology and will create online resources such as start-up sheets, that are accessible to staff.

# Critical Issues: New and Emerging Technologies

The field of educational technology is continuously changing. To accommodate and prepare ourselves for these changes, members of the technology committee will be attending conferences and workshops regularly to see the new technology of the field. East Coast Academy commits itself to being leaders in the technology field.

# Critical Issues: Professional Development

Continuous staff development is essential to keep teachers up-to-date on the necessary technology tools. Teachers will receive ongoing staff development and East Coast Academy will have monthly after-school training for staff. Technology interns will also be utilized to train teachers and teachers on the committee will also be available to train teachers.

# Critical Issues: Incentives/Rewards Systems

Teachers like to be recognized and receive credit where it is deserved. To encourage teachers to use the most cutting edge technology tools, there will be a technology teacher of the week that will be posted on the technology resource website and school website. There will be a technology teacher of the month that will be interviewed by East Coast TV, published in the e-newsletter and will announced at the monthly faculty meetings. The technology teacher of the year will also receive a personal iPad at the end of the year, donated by the PTA.

# Critical Issues: Purchasing

Purchasing equipment involves a good budget, comparing prices and doing research to avoid unwanted costs. The technology directors will meet with the administration monthly to give their input for the purchasing of hardware and software. The administration will then meet with the committee to pitch the potential purchases.

# Critical Issues: Community Resources

The community can act as a great resource not only for funding but public relations and ideas. The PTA will act as a bridge between the parents of the school community and staff. The e-newsletter will also go out to parents, alumni and all community members that wish sign up to receive it.

# Critical Issues: Legal Aspects

To ensure that no copyright laws are in violation and minimum specifications are being used, all students will receive an Acceptable Use Policy before using the internet and hardware. During staff orientation, staff will be educated on copyright laws as well.

# Critical Issues: Curriculum, Instruction and Evaluation

*“Learning may occur in the absence of teaching, but teaching does not necessarily mean learning has occurred!” (Guidebook, 1996, p. 26)*

* Curriculum needs to address multiples intelligences and all types of learners. The curriculum will be redeveloped yearly by the curriculum committee that consists of the curriculum director, administrators and department heads.
* Instruction needs to be effective for the students to learn. Teachers will collaborate within their departments, with the technology interns and with members of the technology committee. There will also be content-specific resources on the technology page.
* Evaluation of the technology plan will be a continuous process through the commitment of the technology committee and administration. Hardware, software and implementation will be closely monitored so that the technology plan is always effective and efficient. Feedback will be taken from staff and students to ensure that we are pioneers of the field.

# Critical Issues: Philosophy

A school’s philosophy should be evident in throughout the technology plan and should not be put into jeopardy because of a technology plan. At East Coast Academy, it is our belief that our mission, vision and goals are consistent and cohesive in our technology plan so that we can be leaders of the field.

# Critical Issues: Networking

The network is the hardware and software and its accessibility of resources and data to communicate. At East Coast we will continuously upgrade the network and continue to provide safety and security within our network as well as our network in the New York’s network. Our classrooms of the future will allow nationwide and worldwide two-way safe communication to encourage our learners to be globalized and responsible citizens

# Critical Issues: Maintenance

It can be very difficult and costly to keep up with the continual maintenance to hardware and software to keep the resources cost effective. To avoid this problem we will keep all hardware clean and safe for users, keep an equipment log for each computer lab and monitor all computer labs with cameras and staff.

# Critical Issues: Special Needs Learners

We will use other resources such as state funds, donations and alumni money to obtain the equipment to accommodate all learners with special needs and to adhere to the American Disabilities Act of 1990. At East Coast we believe **all students** should be able to fulfill the exploratory nature of our mission.

* Along with appropriate professional support, the following is available to our students with special needs:

|  |  |
| --- | --- |
| Leaner’s type of need | Resources available |
| Visual Impairments | Large monitors, Speech synthesizers, Talking computers, textbooks and worksheets in Braille, Scanners and scan-reading software |
| Physical Impairments | Voice recognition systems, Enlarged or mini keyboards, joysticks |
| Hearing/ Speech Impairments | Communications software which displays dialog on computer screens, Speech output devices |
| Learning Disabilities | Appropriate resources for their specific IEP and/or 504 plan |
| Exceptional Students (also available to all students to meet their specific interests) | Software for the following: Weather maps and forecasting, Astronomy and geography, Electronic publishing and on-line technology, Music, the arts, and literature, On-line discussion and news groups |

# Critical Issues: Community Involvement

Community involvement is very important to create a tight-knit school community. Community involvement can help to build community support and resources. To promote community involvement, East Coast Academy will do the following:

* + Hold a Technology Family Night
  + Hold workshop classes for community members that charge a small fee
  + Send out an e-newsletter monthly
  + Encourage students to blog about their technology use and what they are doing in class.
  + Encourage teachers have to class websites; Have a “Ways to Get Involved” section on the school website

# Critical Issues: Security

It is of the upmost importance to keep the highest security of personal, data and facilities so they are not harmed, misused or destroyed. There will be cameras in the computer labs which will also be monitored by staff at all times, faculty and students will be given usernames and temporary passwords and there will be restricted websites that are not accessible to students.

# Critical Issues: Funding

Funding is essential in a technology plan because of the costly expenses of maintaining up-to-date software and hardware. To aid with funding, money will be set aside for a technology fund. Resources are from:

* + Alumni
  + State resources
  + Grants
  + Fundraisers
  + Local College and University Partnerships
  + Technology Scholarships
  + Piloting Programs

# Critical Issues: Fine Arts

At East Coast Academy we view the fine arts as a core subject and all students must meet a credit requirement for graduation. Some of the resources available to our students are:

* + Multimedia software such as Garage Band and Photoshop
  + Musical Instrument Digital Interfaces
  + Software for information and the works of artists, composers, writers, architects, etc.
  + CAD laptops

# Critical Issues: Support

Support is very crucial in creating an effective technology plan and setting a good foundation for future technology plans. While creating and updating our technology plan, the technology committee considers finances, training, incentives and legal issues to support an efficient technology plan.

# Critical Issues: Life-long learners

Life-long learning is something that is very important and as educators we inspire our students to become life-long leaners are well. To be life-long learners we do the following:

* + Hold technology training for faculty monthly
  + Hold classes for the community that charge a small fee
  + Inspire students to explore and discover their interests; Guide and support the students to follow their interests and passions

# Critical Issues: Facilities

Facilities to house and power technology equipment need to be safe for users and secure. Data will be backed up daily onto a server in Pittsburgh, PA so no data is lost in the case of a natural disaster. All wiring of networks will be internal of the walls and not exposed the students. The facilities will always remain safe and clean for users as well.

# Critical Issues: Other

Another issue that we are passionate about is being green and eco-friendly. To aid in this conservation of our natural resources, we are doing the following:

* + Using recycled paper in our labs
  + Having student user drives that are accessible from home so students are not using paper
  + E-books for grades 9-12, if available, will be installed on student iPads

Budget

|  |  |  |
| --- | --- | --- |
| Computer Lab | Total Cost | Cost Per One |
| 24 Dell Computers (Microsoft Office 2010 Installed) | $16,000 | $749.99 |
| 3 HP Black Printers | $749.97 | $249.99 |
| 1 HP CE957A LaserJet Pro 400 color M451dn | $420.00 | $420.00 |
| Inspiration 9 Download with CD backup | $1,560 | $65 |
| Adobe Software (Acrobat X Pro) | $2,856 | $139 |
| Internet Connection | $299.99 | $69.99 |
| 2,500 IPad 2 (without data plan) | $9,999.75 | $399.99 |

Evaluation

