

2006-2011

*Building the foundation for a community
of learners and leaders.*

2006-2011

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Boxford Public Schools Technology Plan 2006- 2011



Boxford Mission Statement

The mission of the Boxford Public Elementary Schools is to maintain a learning community based on developmentally appropriate objective standards that: respect the individual and collective needs, similarities, and differences of all it's members: and challenges its members to engage in a continuous process of learning: thus enabling them to reach their intellectual, social, emotional and physical potential.

Overview

Student learning is at the heart of all we do in the Boxford Schools. It is our belief that student learning is improved with the use of technology. This plan begins with a vision for student learning, a rationale of our mission and outlined goals.

Mission

The Boxford Public Schools is committed to the effective integration of technology to support, enrich, and extend teaching and learning. Through integrated learning experiences, students will develop the technology literacies needed to acquire and manage knowledge, to succeed in school, and to thrive in an ever changing world. All members of our school community will use technology to excel as learners and develop as leaders as they skillfully use technology to access, retrieve, and use information school-wide, community-wide, nationally and internationally.

Vision

Over the next decade, the United States will face ever increasing competition in the global economy. To an overwhelming extent, this competition will involve the mastery and application of new technologies in virtually every field of human endeavor. It will place particular emphasis on the need for heightened skills in mathematics and science. Our students need the critical thinking skills enhanced from the guided use of technology in our schools. It is the responsibility of our community to help secure our economic future by ensuring that our young people are adequately prepared to meet the challenges of the future.

Success in a global economy requires a rethinking of the tools available to support an ever changing world. Schools need to effectively employ technology to better meet the changing needs of students, parents, teachers, and administrators. Best practices employ technologies to streamline processes and bring the availability of online instruction and virtual schools into classrooms. Library/ media initiatives and technology must be woven together seamlessly. New student data management systems facilitate the collection of data for more effective design and management of instructional programs. Ongoing professional development and adequate staffing support implementation and growth. An investment in keeping technology up and running and a plan to keep our base from becoming outdated is crucial. Additionally, sufficient technical support is vital. These challenges cannot be met without the necessary funding. However, if we are to prepare our children to succeed in the future we must give them the tools to be the generation of more dreams than memories. To be the generation that wakes up each morning and not only imagines how things can be better but also be the dreamers that can act on their imagination every day.

Boxford Elementary Schools Technology Action Plan Worksheet June 2006

Goal # 1

Continue to use and evaluate technology tools that support the curriculum and promote higher level thinking and problem solving skills

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<ul style="list-style-type: none"> • Continue to provide curriculum driven, technology rich activities that align with frameworks and support curricular areas • Provide on-going training to Teaching Staff to ensure that the above goal is attainable • Document activities and create written lesson plans for the above activities • Implement above throughout each grade level 	<ul style="list-style-type: none"> • Curriculum Specialists, Technology Specialists, SPED staff, Teaching staff, Library/Media Specialists • Technology Specialists, Curriculum Specialists • Grade level teams, Curriculum Specialists, Technology Specialists • Grade level teams, Curriculum Specialists, Technology Specialists 	<ul style="list-style-type: none"> • On-going • On-going • On-going • On-going 	<ul style="list-style-type: none"> • Finished products documented and used within grade levels • Classroom teachers are providing the instruction • Finished lesson plans documented and accessible • Completed lesson plans stored in computer lab for future reference

Boxford Elementary Schools Technology Action Plan Worksheet June 2006

Goal # 2

Continue to use technology as a tool which will help meet different learning styles and ability levels

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<ul style="list-style-type: none"> • Develop activities in support of remedial programs in reading, math and other subjects • Develop activities in support of students with disabilities in reading, math and other subjects • Provide necessary training to instructional staff to insure that the above tasks are attainable • To provide an opportunity for children who have shown mastery in a given curriculum area to investigate, in depth, a related topic 	<ul style="list-style-type: none"> • SPED staff, Technology Coordinator, Teaching staff K-6, Curriculum Coordinators, Academic Aides, Library/Media specialist • Technology Specialists, Curriculum Specialists • Teaching staff K-6, Technology Coordinator, Curriculum Coordinator, Academic Aides, Library/Media specialist, students 	<ul style="list-style-type: none"> • On-going • On-going • On-going 	<ul style="list-style-type: none"> • We have appropriate, technology rich support materials in use in our reading support programs, math support programs, resource rooms, and other appropriate programs • Our staff is fully trained in the use of available support materials and knowledgeable in the process of finding technology -rich support materials • Our children are participating in special programs, independent study, or distance learning opportunities.

Boxford Elementary Schools Technology Action Plan Worksheet June 2006

Goal # 3

Continue to involve students in productive learning, such as projects that reach the world beyond the classroom and reinforce classroom work in an exciting and interesting way.

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<ul style="list-style-type: none"> •Each classroom teacher will incorporate an Internet component in a long-term project connected to a curricular objective •We will incorporate best-practice models of global learning projects and distance learning opportunities when they meet our curricular objectives •The above opportunities will be shared between teachers within the grade level, as well as teachers in other grade levels when appropriate. 	<ul style="list-style-type: none"> •K-6 teachers, Technology Specialist, Curriculum Specialists, Library/Media Specialist, Students •K-6 teachers, Technology Specialist, Curriculum Specialists, Library/Media Specialist, Students 	<ul style="list-style-type: none"> • On-going •On-going 	<ul style="list-style-type: none"> • Students have mastered measurable skills with the help of Internet sites devoted to areas of curriculum (such as mathematics, English/Language Arts, or research projects) •Students will be participating in global projects offered by organizations such as the Annenberg Foundation, cooperative learning projects with students from other schools within our district as well as schools from other districts. •In depth discussions of best practices, what works, what doesn't between teachers across the grade levels at staff meetings, grade level meeting and other times when the opportunities arise.

Boxford Elementary Schools Technology Action Plan Worksheet June 2006

Goal # 4

To maintain professional development in technology, and use technology to provide professional development in all subject areas when cost effective and appropriate.

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<ul style="list-style-type: none"> •Use technology to provide professional development in curricular areas of need •Provide professional development in the use of new technologies as they are procured by the district •Align with the Professional Development committee to provide a continuous catalog of technology based opportunities •Continue mini-training courses and workshops in content areas on site to advance knowledge of available software and technology tools 	<ul style="list-style-type: none"> •Identify core curricular areas of interest with the Professional Development Committee and Staff •At least one member of the technology committee serves as a liaison to the Professional Development Committee. •Survey staff for needs / wants with TSAT 	<ul style="list-style-type: none"> •On-going •Beginning annually in September and then monthly thereafter •TSAT-Administered in September bi-annually •(September 06,08,10) 	<ul style="list-style-type: none"> •We have on-going Professional Development activities in areas of need. •Teachers are trained and using new technologies appropriately as they become available •Professional development activities planned include a technological component when appropriate •Mini-courses are offered and attended •Survey is administered, collected, analyzed and recommendations made

Boxford Elementary Schools
 Technology Action Plan Worksheet
 June 2006

Goal # 4

To maintain professional development in
 technology, and use technology to provide
 professional development in all subject areas
 when cost effective and appropriate.

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<p>Investigate fee-based resources including teleconferencing tools, the Annenberg Foundation, and others</p>	<p>Create web pages with links to available resources</p>		<p>Meeting Professional Development Committee goals and obligations with high tech tools when appropriate.</p> <p>We have completed at least one distance learning course and evaluated the effectiveness of the course and proceed accordingly.</p>

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Goal #5

To identify uses of new technological tools to meet changing curricular needs and provide necessary training for professional staff.

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<p>New tools will be shown at in-service and other professional development meetings. The benefits for improved teaching or data production will be shown.</p>	<p>Technology Coordinators, Staff, Library/Media Specialist, Tri-town Staff when possible</p>	<p>On-going</p>	<p>New technologies are available to the school</p>
<p>Training on new assessment database tools as introduced to the staff</p>	<p>Director of Curriculum, Report Card Revision Team, and Technology Coordinators, School Committee budgetary support</p>	<p>On-going</p>	<p>Staff are trained and using new technologies as they are developed and become available.</p>
<p>Update the list of existing hardware and software tools; publish and share with staff along with uses of tools to improve teaching and post to the Educators Exchange website for accessibility</p>	<p>Technology Coordinators and Media Specialists will inventory current and available programs that will assist staff at all levels.</p>	<p>Annually</p>	<p>List is updated, shared, and published and maintained regularly.</p>

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Goal #5 - continued

To identify uses of new technological tools to meet changing curricular needs and provide necessary training for professional staff.

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
Migrate to Sagebrush, a library cataloging system. and set up access to the invisible web reference materials available through NMRLS (Northeast Massachusetts Regional Library System)	Technology Coordinators, Library Media Specialists	Fall 2006	Sagebrush is the library tool in place, and invisible web resources are accessible through our in-house computers
Staff and students will be trained in the use of Sagebrush and online reference material including NMRLS.	Technology Coordinators and Library Media Specialists	Fall 2006 - 2007	Staff are trained and using Sagebrush, invisible web resources and other online reference materials
ELMO		Fall 2008 - 2009	Introduce staff, train and integrate ELMO

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Goal # 6

To provide practical professional development in the use of the existing technology tools in order to make all technology goals achievable.

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<ul style="list-style-type: none"> • Teachers will use technology for research, problem solving and communication by locating, evaluating, collecting and processing information about teaching and learning from a variety of resources. 	<ul style="list-style-type: none"> • Technology Integration Specialist, Curriculum Specialist, Internet, ERS, ERIC, Distance Learning, Tri Town Professional Development Web Page, Curriculum Maps on Web Page • Technology Integration Specialist will work in tandem with teachers to utilize resources that support the implementation of curriculum maps. • Research MASS ONE 	<ul style="list-style-type: none"> • Technology Integration Specialist and Curriculum Specialist will meet with each grade level in September, January, and March • When appropriate, teachers will use technology as a resource for implementing their action plans. IE Researching the web for appropriate writing materials. • Teacher to Teacher Study Group, Summer 07 	<ul style="list-style-type: none"> • Grade level and staff meetings will include ongoing conversations about the effective, comprehensive use of technology to evaluate progress.

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Goal # 7

To employ technology for communication and collaboration among peers and staff in order to foster professional growth and implement best practices.

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<ul style="list-style-type: none"> • Create standardized email accounts for staff to connect between schools, community, administrative union, and among others in the Tri Town area; web page. • Most of our communication will be shared electronically via email and posted to individual school websites or tri-town school union website • Establish and share a list of email addresses to be used as a communication tool between classes and teachers from the Tri Town • Share work and collaboration of work on web site. 	<ul style="list-style-type: none"> • Network • Teacher to Teacher • Create list serves, electronic blackboards, teacher WebPages... • Create a WAN (Wide Area Network) between Cole and Spofford with appropriate security and maintenance • Current development projects 	<ul style="list-style-type: none"> •Academic year 2006-2007 •Ongoing •Academic year 2006-2007 	<ul style="list-style-type: none"> •Staff members who use online services to communicate will increase be at least 15% •Less paperwork

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Goal # 7 Continued

To employ technology for communication and collaboration among peers and staff in order to foster professional growth and implement best practices.

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<ul style="list-style-type: none"> •Research, recommend, and adopt a web based student assessment database to improve teaching and learning. Train staff to use the database. •Investigate and share web sites that will advance content area knowledge. Staff and curriculum meeting discussions and staff bulletins will be used to share information with others. •Develop study and focus groups that will share development of web pages that integrate curriculum •Increase staff implementation and use of web pages that integrate grade level curriculum. 	<ul style="list-style-type: none"> •Hire outside contractor with budget support •Technology Integration Specialist, Library Media Specialist, K-6 Teachers, Students •Technology Integration Specialist, Library Media Specialists, K-6 Teachers •Technology Integration Specialists, K-6 Staff, Administration 	<ul style="list-style-type: none"> •Fall 2006, Winter budget cycle, training provided subsequent to adoption •Ongoing - all year with staff •Ongoing throughout the 2006-2007 school year. •Ongoing 	<ul style="list-style-type: none"> •Staff uses data to inform instruction •Catalogue of web sites links tied to content areas will be posted on school web sites, and also placed in grade level binders •Links on grade level web pages; web quests •Track the number of visitors to the web pages

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Goal # 7 Continued

To employ technology for communication and collaboration among peers and staff in order to foster professional growth and implement best practices.

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<ul style="list-style-type: none"> •Inclusion of “promising practices” published in weekly memos, and creation of a booklet to be uploaded onto schools’ web sites (tied to unit of study) that have been tried and used effectively 	<ul style="list-style-type: none"> •Technology Integration Specialists and interested parent and community volunteers. 	<ul style="list-style-type: none"> •2006-2011 	<ul style="list-style-type: none"> •Catalogue of “promising practice” for different units of study
<ul style="list-style-type: none"> •Maintain and update web sites on a regular basis 	<ul style="list-style-type: none"> •tritownschoolunion.com 	<ul style="list-style-type: none"> •Ongoing 	<ul style="list-style-type: none"> •Check web sites to make sure the links work
<ul style="list-style-type: none"> •Teachers utilize Tri-Town Union web page to access professional information and opportunities 	<ul style="list-style-type: none"> •Technology Integration Coordinator and interested parent and community volunteers. •Tri-Town web page, Director of Curriculum 	<ul style="list-style-type: none"> •Ongoing 	<ul style="list-style-type: none"> •Hit counter on web site

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Goal # 8

To make continuous system improvements and to support timely replacement of hardware and software based on needs and costs.

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<ul style="list-style-type: none"> •Evaluate current status of video equipment and determine necessary upgrades. •Work with BEST and other sources to provide DVDs, Smart Boards and laptops for classrooms, mobile hardware, and other technologies for classroom use •Evaluate and implement administrative procedures and technologies that enhance communication and increase productivity. •Training for administrators and support personnel to make the above task attainable 	<ul style="list-style-type: none"> •Technology Integration Coordinators, Computer Staff and Library Media Specialist •School Administration, Director of Curriculum Development, Technology Integration Coordinators •Administrators, technology coordinators, and office support staff •Technology Integration Specialist, Director of Curriculum 	<ul style="list-style-type: none"> •Annually •Ongoing •Ongoing •Ongoing 	<ul style="list-style-type: none"> •Equipment will be updated and will meet the needs of the school. •New equipment in place and operational •Budget resources, maintenance, ease of use, seamless integration. •Administrators and support personnel are trained and self-sufficient

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Goal # 8

To make continuous system improvements and to support timely replacement of hardware and software based on needs and costs.

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<ul style="list-style-type: none"> •Maintain and upgrade annual replacement cycle of all district owned technology resources including those acquired through outside sources, ie. BEST, PTO 	<ul style="list-style-type: none"> •Principals, Technology Coordinators, 	<ul style="list-style-type: none"> •Annually during budget process 	<ul style="list-style-type: none"> •Superintendent reports the findings of the Department of Education Technology report to School Committee

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Goal #9

To configure the scheduling of classroom teachers, specialists, aides, library and computer lab(including portable carts) in a way that supports the technology vision.

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<ul style="list-style-type: none"> •To arrange the library media center and computer lab schedules with open blocks of time during which classes may sign up and use them, and their specialists, as educational resources in conjunction with classroom lessons and research. • Schedule curricular projects that integrate technology and library media at each grade level. 	<ul style="list-style-type: none"> •School administrators, Library Media Specialists, Technology Integration Specialists, specialists, curriculum specialists and classroom teachers •Technological resources as well as teaching specialists will be available for learning purposes as the learning is happening in the children's classrooms. 	<ul style="list-style-type: none"> •On-Going •Plan due to principal each October of each school year by grade level teams, curriculum specialists and technology coordinator . 	<ul style="list-style-type: none"> •Students and teachers are using the library media and computer labs as resources for research and other projects. •Availability of the schedule and list of identified projects.

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Goal # 10

**Continue to provide sufficient financial and human resources
from the town and other sources.**

Tasks	Resources/Task Force	Estimated Timeframe	Assessments
<ul style="list-style-type: none"> •Evaluate current personnel needs to ensure the success of the technology vision. •Annual evaluation of required human and financial resources to meet technology plan goals ▪Use technology plan as a guide to revisit goals and established priorities and actions among key stakeholders, school committee and local organizations such as BEST, PTO and other benefactors 	<ul style="list-style-type: none"> •School administrators. •Technology team, Library Media Specialist, School Committee. •Principal, Superintendent, School Committee 	<ul style="list-style-type: none"> •Reviewed Annually •Annual Budget Process 	<ul style="list-style-type: none"> • Goals set forth in the technology plan will be met. •Goals set forth in technology plan will be met ▪Priorities and goals work in consort to effectively implement technology plan

**Boxford Elementary Schools
Technology Action Plan Worksheet**

June 2006

Goal # 11

To increase parental and community awareness of and participation in the positive role technology can play in their children's learning

Tasks	Resources/Task Force	Timeframe	Assessment
<ul style="list-style-type: none"> •To develop or expand our acceptable use, internet and website content policy to reflect the evolution of technology. •Refine and maintain a web page for each school •Train and assist teachers in creating their own web sites to provide classroom information. •Set up an maintain online parent resource section on the schools' and district web sites so that parents can get information about school activities 	<ul style="list-style-type: none"> •School Committee and Stake Holders •Technology Coordinator, Technology staff •Technology Coordinator and staff, K-6 teachers •Technology Coordinator, Technology staff, teachers, administration, PTO, Central Office Staff 	<ul style="list-style-type: none"> •Spring 2007 •Submission to School Committee for adoption •Ongoing •On-going as requested •Ongoing 	<ul style="list-style-type: none"> •Policy implemented Fall 2007 and included in school handbook •Site accessible •Increased number of teachers creating and updating websites for students, parents, and community •Site up-to-date

Goal # 11 (continued)

To increase parental and community awareness of and participation in the positive role technology can play in their children’s learning.

Tasks	Resources/Task Force	Timeframe	Assessment
<ul style="list-style-type: none"> •Incorporate technology into parent open houses and curriculum nights •Invite parents to become computer lab, library, or classroom volunteers. •To inform parents to the risks associated with internet use through Cole Connection, Spofford Time News, Curriculum Nights etc. •Maintain Connect Ed Database. 	<ul style="list-style-type: none"> •Hardware, Technology Specialist, Curriculum Specialists •Technology Coordinator, Technology Staff, K-6 teachers •Technology and Library/Media Specialists, Administration, Guidance Counselors, Central Office •Technology Committee Members, Technology Coordinator, Staff, and Central Office Personnel 	<ul style="list-style-type: none"> •On-going, as needed, based on presentation schedules •Ongoing •Ongoing •Ongoing 	<ul style="list-style-type: none"> •Teacher presentation include technology •Volunteers are in schools •Feedback to School Committee •Database is available and utilized