Thomas Starr King Middle School
Technology Plan
2004-2006

Vision Statement

Our vision is to use technology as a tool to maximize our students' learning. We will encourage and enable our students to use technology to achieve California State and Los Angeles Unified School District student learning standards and to promote higher student achievement.

Thomas Starr King Middle School will provide students and staff a cost-effective, high-speed, campus-wide/worldwide technology support system. We will continue to expand student access to technology, upgrade our system and provide professional development and teacher support.

Goals

Thomas Starr King Middle School will use technology as a tool to enhance our reform efforts through theme-based multidisciplinary projects, taught in a collaborative manner.

At each grade level students will demonstrate a proficiency in the use of technology in many forms by the situation-appropriate use of: computers, scanners, printers, video cameras, digital cameras, televisions, monitors, video cassette recorders, calculators, projectors, CD-ROM players, audio tape recorders, and other audio visual and electronic devices.

Students will demonstrate keyboarding skills, use of appropriate ergonomic practices and use various application programs and operating systems. Technology will be used in various combinations to complete interdisciplinary projects of increasing complexity and workmanship throughout the three year educational program at Thomas Starr King Middle School. To the greatest extent possible and at varying degrees of proficiency:

Sixth grade students will:
- develop keyboarding skills and editing skills
- produce illustrated printed reports or assignments
- create simple interactive multimedia presentations
- use a search engine and the Internet to locate resources for reports
- develop and apply appropriate technology vocabulary and terminology
- develop and use appropriate ergonomic practices

Seventh grade students will:
- produce illustrated printed reports or assignments
- create and present interactive multimedia presentations
- produce and present video presentations
- establish an Internet account and use e-mail to communicate with others
- use a search engine and the Internet to incorporate located resources in projects
- develop and apply appropriate technology vocabulary and terminology
- develop and use appropriate ergonomic practices

Eighth grade students will:
- produce illustrated printed reports or assignments
- create and present interactive multimedia presentations
- produce and present video presentations
- create an Internet home page
- generate a research project utilizing Internet resources
- develop and apply appropriate technology vocabulary and terminology
- develop and use appropriate ergonomic practices

Prioritizing the Use of Computers

Goals:

1. Keep priorities in conformity with State and District standards.
2. Keep priorities in conformity with the ideals of middle schools.
3. Keep priorities in conformity with the long-range goals of the Technology Committee.
4. Maintain continuous access for the greatest number of students and teachers.
5. Provide as much equal access as possible for all grade levels, subjects and programs.

Assumptions:

The following priorities are predicated on the assumption that the computer labs will provide technology tools training for all new teachers and entering sixth grade students on all tracks during the first eight weeks of school in the use of computers and major software applications. Teachers and students may undertake any review as necessary in self-initiated review sessions as their free time permits. The Technology Coordinator will develop a schedule for lab use. Lab use priority will go first to classes that contain no computer technology. Any teacher utilizing the lab for the purposes of instruction *must provide that instruction* based on previously submitted lesson plans. The Technology Coordinator will only be available for technical assistance as necessary, and to provide guidance to the teacher on lesson design when requested and arranged in advance. All teachers in the school will have access to the technology lab based on the formula developed by the technology coordinator. Teachers with a +9 classroom will have access to the lab only on days when no other classes have been scheduled.

Deployment of Computers and Technology
1. Teachers using computers in the classroom will be required to take an one-hour training session on loading the operating system and quick fixes for frequently occurring problems. This will enable them to keep their computers operating with the least amount of down time. This course will be offered during professional development time.
2. The Technology Labs will be updated on an ongoing priority basis because they serve the greatest number of students, including all grades and special programs, and are used for teacher training.
3. +9 classrooms and +9-type classrooms will be set up as a result of a teacher, regular and special programs, proposal for their use. The proposal should include a list of anticipated projects and lesson plans that incorporates the use of computers and indicate standard(s) met by doing the projects or lessons. The type of computer assigned will be based on the requirements of the projects being planned. Not all projects require the newest and most advanced computers.The Technology Committee will review the proposals on a first-come, first-served basis. The Committee will recommend the disposition of the proposal for final action by the school administration.
4. Once deployed to classrooms, the instructor is responsible for recording inventory data as needed during the school year. Additionally, the instructor will be responsible for monitoring software

licensing compliance in their own room, and will answer surveys regarding software compliance in a timely manner. Also, instructors are responsible for maintaining a close vigilance on the well being of the computers and peripheral equipment. If computers are constantly being broken/damaged because of a lack vigilance, reassignment of classroom computers to other classrooms will be considered.

5. Computer systems will be assigned to classrooms using the general ratio of one computer system per four students and one computer system for the instructor. Peripheral equipment such as scanners, printers or projectors will be assigned if resources are available.

6. Purchases of technology and parts to maintain or update campus equipment and network will be made on an ongoing basis as funds and resources become available and as circumstances indicate. These purchases will include but will not be limited to computer systems, printers, assistive technology, digital cameras and other peripherals.

7. Additional technology equipment stored in the technology lab will be made available for checkout at the discretion of the technology coordinator. A list of equipment available for checkout will be posted in the technology lab.

8. All generally-used school software installation media will be stored in the Tech Lab as required by District Software Licensing Compliance Policy. Proof of licensing of individually teacher-installed software must be filed with the Technology Lab and must be shared with District Software Licensing Compliance Inspection personnel when required.

9. All requests for technology or software repair, updates or service are to be submitted in writing using the forms and procedures developed by the Technology Center Staff.

10. Computers or laptops are assigned to individual teachers for school purposes and for use with the students of their assigned classes. The technology is checked out to teachers with the expectation that they will use the computers for lesson planning and implementation, rollbook maintenance and student assistance. Upon teacher or staff reassignment to another work site, termination or retirement all school-assigned computers or laptops and all other technology equipment shall be returned to the Technology Coordinator to be reissued to other faculty or staff member.

11. Staff members who have school-issued computers and/or laptops are expected to complete accurately and in a timely manner staff technology surveys and assessments from the State, District, School or King Technology Center.

Use of Printers

Printers are assigned and set up in classroom for printing of school assignments and school-based activities. Students are not to use printers for personal non-school purposes. Printers are not to be used as copy machines. Due to the shortage and expense of ink, toner and paper, print only one copy and make duplicates on a copy machine.

Assignment of Computers to Classrooms

Individual computers will be provided to teachers for classroom use based on their expertise (workshops and/or training completed, classes taught, and ability to use technology for instruction). This will also include a willingness to incorporate the computer into their daily lessons, where possible. Each teacher must submit a proposal for use of the computer. The proposal will be reviewed by the Technology Committee for disposition. The proposal must indicate how many students and teachers the computer will serve. An evaluation must be completed at the end of the semester, summarizing how the computer came into use and any suggestions to the technology committee that may help improve technology use at T.S. King Middle School.

Notes

1. The Technology Committee will extend opportunities for in-service to all administrative, paraprofessional, clerical, and classified staff. All support staff will file an application with the Technology Committee for technology needed to support general office and classroom needs.

2. Teachers who have computers assigned to the must be aware that this is not a permanent assignment,

but based on a yearly request which requires renewal.

3. Special Education and ESL will be served by the +9 concept in such a way as to provide equal access and to best serve the needs of these students.

4. All teachers are welcome in the labs during their out-of-class hours, as computer availability in the lab permits. Students using the lab as a classroom for the day have priority.

5. The Computer Lab will be open from 7:00 a.m. – 4:00 p.m. Monday through Thursday, barring special circumstances. Technology training is organized for teachers, parents, and community members after school.

6. Students are welcome to use the lab during school hours and posted hours if there are computers available and they have obtained appropriate passes. Their purpose must be to do research, produce class assignments or complete homework.

7. If a teacher relinquishes a +9 classroom, they may be asked to move to another classroom, and another teacher assigned to the room where the technology is already in place.

8. Teachers are asked to understand that with over 1000 computers and devices on campus and only three people to handle problems that they may not have their problems resolved within an hour. All difficulties are handled with as much speed as possible but it may seem you are not getting anywhere. A typical "repair" or correction may take an hour so that might mean it will be 333 hours until we get back to you for the next repair if everything breaks. If a tech aide is absent, the 1000 computers get divided between two people instead of three and the delay could be 500 hours. The simple math shows there are not enough repair staff to handle the tremendous number of problems that arise as the computers get older. Please have patience and understanding.

Technology Plan Time Line

Categories:

	2004	**2005**
Integrated Instructional Strategies		
* Provide technology and software that may be used in all curricular areas as determined in our Program Quality Review (PQR).	*Ongoing*	
* Ongoing visits to computer labs will provide additional modalities of instruction in all curricular areas.	*Ongoing*	
Staff Development		
* Select and train teachers on the use of supplemental software materials to steps for the writing process.	X	X
* Provide other training opportunities for teachers who will serve as trainers, through The California League of Middle Schools, Technology conferences and Practitioners' Center.	X	X
* Train teachers and/or review strategies for working with technology as an instructional tool to supplement, reinforce and enrich instruction.	*Ongoing*	
Technology Support		
* Provide a Technology Coordinator to oversee all technology support and services.	*Ongoing*	
* Provide access to extended technology learning opportunities before and after school.	*Ongoing*	
* Provide equal access to research activities, using technology for short and long term projects, homework and tutoring.	*Ongoing*	
Parent Training		
* Provide parent workshops, training and computer technology "Open House".	X	X
Maintenance		
* Technical experts (Certificated coordinators and educational resource aides) provide technical support and expertise to teaches and students as needed.	*Ongoing*	
* Maintenance contracts and District repairs provided for computer and other technology equipment as needed.	*Ongoing*	
* Technology instruction provided to students to maintain computers and other equipment regarding the use and care of all technology equipment.	*Ongoing*	
Funding Sources		
* Block grant funding provides equipment purchase as approved by School Based Management	X	
* Title I, EIAP, ELL, SCE and SI funds equipment and supplemental software purchases.	X	X
* Year-Round funds Technology Coordinator.	*Ongoing*	
* EIAP ELL funds two full-time Educational Resource Aides for instructional and technical support.	*Ongoing*	
* IMA and grants funds basic and miscellaneous ethernet and technological infrastructure	*Ongoing*	