

ISD #2854 Technology Plan

Approved by Technology Committee – 4/1//2012

Approved by School Board – 4/10/2012

Technology Plan Cover Sheet

2013-2015 (July 1, 2013 – June 30, 2015)

ORGANIZATION INFORMATION	
District/Agency/School (legal name):	ADA-BORUP PUBLIC SCHOOL DISTRICT
District Number:	2854
Technology Plan Status	The District/Agency/School has an approved 2012 technology bridge plan: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2013-2015 Technology Plan Date of Creation:	8-30-2011
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
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Ada-Borup School District

2013-2015 Technology Plan

2013-15 Technology Plan Template

1. **Technology Needs Assessment:** Describe the processes(s) used to determine the technology needs for the LEA for 2013-2015 and briefly summarize the needs that have been determined. Make sure to include any technology needs that will be supported through E-rate discounts, such as telephone, telecommunications access, Internet, and other E-rate eligible services.

Organization Leadership: School District #2854 employs a part-time Technology Coordinator, John Rikhus. The Technology Coordinator works closely with the Superintendent in carrying out the recommendations of the Technology Committee. The Technology Committee was formed in September 1995. Committee members represent administrators, school board members, and teachers. The committee members currently are:

John Rikhus	Technology Coordinator
Cathy Kolness	Computer Instructor
Michael Kolness	Superintendent
Sam Marek	Elementary Principal
Shawn Ellingson	School Board Member
Tanya Kemper	Choir/Music Instructor

Demographics of School District: The Ada-Borup School District is located in Norman County, with a population of approximately 7500 residents. The schools enrollment for the 2011 -2012 school year is roughly 515 in grades K-12. There are 2 different buildings that make up our school district. Ada Elementary houses grades K – 6 and the High School has grades 7 -12. The school also has an early childhood program. This school district was newly consolidated effective July 1, 1996 and contains a total of 335 square miles. The Ada-Borup school district was severely flooded in the spring of 1997, which gave way to a new 13.1 million dollar high school which was completed in December of 1998.

Various partnerships have helped develop and enhance technology in District 2854. Through the University of Minnesota -Crookston a variety of classes are offered for college credit and are taught at Ada-Borup High School. This partnership allows for valuable communication between the school district and college. The Northwest ECSU has been a great resource for offering workshops and technical help in regards to networking issues.

Needs Assessment: The Technology Committee will be responsible for monitoring and evaluating the progress of the technology plan. Monitoring of technology is an on-going process.

In order to do so, the committee will:

- Meet at least three times a school year, at the beginning of the year, in mid-year, and at the end of the year to assess the implementation of the technology plan.
- Reassess the goals and activities of the technology plan in order to ensure that it reflects the current situation.
- Review and update inventory of equipment and software.
- Assess the progress of staff development with regard to faculty and student computer literacy.
- Assess the degree to which technology has been integrated into normal classroom teaching.
- Assess the degree to which technology has enhanced communication between school and the community.
- Assess the district's progress toward an ongoing district-wide technology plan.

Technology needs to be integrated across all curriculum areas. In order for this to be a reality rather than a dream, our district needs to keep our staff trained on how to implement technology into the classroom. The provision of effective staff development is fundamental to the successful implementation of educational change and the embedding and management of technology in the instructional process.

Our technology base must remain reasonably “up-to-date” which required maintaining and upgrading current technologies including software. Keeping these resources available to learners and staff members is as every bit important as acquiring new technology.

Our district has 2 media centers with an online based electronic card catalog. We have access to the Internet with a 9 MBS DSL connection provided by the local telephone company and 702 Communications.. The district also utilizes E-mail as a tool that can be used by staff as a means of communication.

Specific Needs

Equipment and Software –

Continue to update network infrastructure (network switches, wireless access points)

Maintain existing labs with up to date PCs.

Replace staff laptops on a timely basis

Maintain Microsoft Office software on a every other revision cycle (example – Office 2003 to Office 2010 – skip Office 2007)

Staff Development – need adequate time to learn; offer training opportunities on emerging technologies

Technical Support – need for a technician on hand at all times.

2. **Goals and Strategies:** List the specific goals and strategies for 2013-2015 that address how your LEA will use technology to deliver education and assist with school administration:

Technology Integration:: Ada-Borup High School is committed to providing an equal opportunity for learning by respecting the individual educational needs of each student, to instill values and the importance of continual learning through the cooperative efforts of motivated students, dedicated staff, caring families and an involved community. The technology mission of District #2854 is to incorporate technology in the educational program so that the district will:

- Enable all students to obtain, understand, and manipulate information to reach their goals.
- Provide students the opportunity to explore and experience existing and emerging technologies.
- Enable students to demonstrate basic competencies in using technology as a tool for learning.
- Provide technologies to students at the earliest appropriate time in their school career.
- Develop student's technological skills that will relate the school experience to the adult world where technology is a vital component.
- Provide quality facilities and flexible access to technology necessary to accommodate student and staff needs.
- Provide technology coordination through a position with responsibilities for research, staff development, evaluation and recommendation of technology, trouble-shooting and public awareness.
- Provide staff with encouragement, training, time and resources to effectively use new technologies.
- Develop partnerships with community, business and industry to allow students to use technology in adult world situations.

Increase/Improve Technology Access: In keeping with the mission of District #2854, this district is committed to graduating students who possess the skills needed to succeed in an increasingly complex information society. The ability to process and manipulate information has

already become the single most important determiner of economic success for individuals as well as states and nations. In this new information age, the ability to gather and distribute information through electronic communication is vital. Therefore, District #2854s vision is to graduate students who are comfortable with and to possess the skills to interact with individuals or organizations and agencies through computer based communications.

Administration: The Technology Coordinator works towards recommendations and decisions made by the Technology Committee, school administrators, and the school board

Professional Development: Teacher in-service on technology has been successful. . More specialized technology in-service needs to take place in order to educate/train our teachers to be efficient users of technology.

Assessment: The Accelerated Reader and Star Reader programs are used in grades 1 - 6 to keep track of student reading progress and comprehension. NWEA testing is done throughout the entire grade range to get valuable data about our student's strengths and weaknesses.

Online/Distance Learning: Online curriculum has been used with certain students whose needs cannot be met by our local curriculum. Additional methods of online/distance learning has been discussed but has not been implemented yet because of limited man-power and budget considerations.

Parental Involvement: The Ada-Borup school district publishes a web site that supplies a wide variety of information to parents. The e-mail addresses of all administrators and teachers are posted on this site. Teacher's class syllabi and homework assignments are available along with the lunch menu, activity calendar, daily bulletin, sports news and a wealth of other information about the many district offerings and happenings. Our electronic grade book program allows teachers to e-mail progress reports home to parents and the grade book data is published to a secure web-site using software called Synergy Student Information System. Parents can login and view their children's grades, assignments due and attendance.

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3. **Professional Development Plan:** Describe the professional development strategies you have in place for 2013-2015 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

Staff Development: Teachers, administrators and support staff appreciate the variety and depth of the technology classes available to district staff. They request that a wide-range of staff development opportunities continue to be made available to ensure instructional and administrative technologies are used to their fullest. Our technology coordinator will offer technology training in-services to all staff and on an individual basis when needed.

A concerted effort needs to be made to incorporate staff development into the school day/year for all teachers, not just the ones that are interested

Preparing educators to integrate technology into the curriculum to meet the needs of the 21st Century learners has emerged as a critical challenge facing schools. Teachers, administrators and support staff appreciate the variety and depth of the technology classes that have been made available to them. They continue to request that a wide-range of staff development opportunities be made available to ensure instructional and administrative technologies are used to their fullest. A concerted effort needs to be made available to incorporate staff development into the school day/ year for all staff. The implementation of technology in the curriculum and effective teacher productivity requires personnel to coordinate integration and training efforts. Staff will need training in the following areas: basic software use ,using Microsoft Office 2003, integration of technology into the curriculum, general network usage, internet, and any other areas that are deemed important at the time.

- ☛ Qualified staff members will offer training throughout the year during school and non-school hours.

- ☛ Qualified staff members will provide different levels of training to meet the needs of all staff members..

- ☛ A portion of our district's staff development plan should be devoted to making effective use of technology and media resources..

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4. **Evaluation:** Explain the evaluation process for your technology plan for 2013-2015, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met.

The Technology Committee met in February 2012 and reviewed the past 3 year technology implementation plan. Most of the items on our plan were implemented in a timely manner and the budget was kept also.

The Technology Coordinator and the Technology Committee will serve as the agents for conducting and evaluating the results of any assessments given. We will meet at least twice a year to assess and reevaluate the current technology plan and to make sure that goals are being achieved.

The committee recognizes the importance of on-going evaluation and communication as the actions of this technology plan are put into motion. Technology will aid us in communicating with parents, businesses and to the community.

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5. **Optional Links:** Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan.

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6. **Link to Current Technology Plan:** Provide the link on the LEA website where the technology plan will be posted and updated throughout the planning period.

http://ada.k12.mn.us/internet_aups/technology_plan.pdf

7. **Children's Internet Protection Act (CIPA)**

This LEA has an Internet Safety/Acceptable Use Policy in place.

Yes

No

If yes, please provide a link to access the policy at the LEA website.

http://ada.k12.mn.us/internet_aups/internet_acceptable_use_policy.pdf

This school district deploys an Internet filter to protect minors from material that is pornographic or otherwise harmful to them.

Yes

No

Internet Safety and CIPA Compliance

The district has adopted a comprehensive Acceptable Use Policy governing access to and use of the district's information network. Internet, E-mail, copyright issues and overall use of computers. One of the main points that is expressed to all district students, parents, staff, etc. is that the use of technology is a privilege. Appropriate use is expected by all. This document was initially approved in January of 1997. Copies of the document have been given to and discussed with every staff person in each building. Information from this document that is student related is also included in the Student Handbook for grades 7 – 12. This document is reviewed and updated on a yearly basis.

The Internet filtering software currently in use is CIPAFilter created and maintained by Derby Tech - East Moline , Illinois . We are confident that with these tools in use we are fully CIPA compliant.