

Port Jervis
City School District
Technology Plan
2013-16



**“USING TECHNOLOGY TO REACH
ACADEMIC EXCELLENCE”**

March 2013

Prepared by:

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www.pjschools.org/district/Technology/techplan.pdf

PORT JERVIS CITY SCHOOL DISTRICT
2013-16 Technology Plan

I. ACKNOWLEDGEMENTS

In support of technology at the Port Jervis City School District

BOARD OF EDUCATION

Michael Bello

Reyes Torres

Brandy Figueroa

Roger Kalin

William Smith, Vice President

Cathy Sadaghiani, President

Noeleen Casey-Tomasi

Richard McElroy

Robert Witherow

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Cynthia Benedict, Principal Port Jervis Middle School

Brett Cancredi, Principal Anna S. Kuhl Elementary School

Linda Korycki, Principal Hamilton Bicentennial Elementary School

DISTRICT FACULTY AND STAFF

DISTRICT LEADERSHIP AND TECHNOLOGY TEAMS

DISTRICT PTA AND COMMUNITY ORGANIZATIONS

II. VISION STATEMENT

All graduates of the Port Jervis City School District will be prepared to meet the challenges of a changing and diverse world.

III. MISSION STATEMENT

The Port Jervis City School District is committed to measurably improve the academic performance of all students and provide for opportunities for students to reach their fullest potential.

IV. BELIEF STATEMENTS

In the Port Jervis School District, we believe the following:

- All children can learn regardless of gender, ethnicity, ability, or socio-economic status.
- In order to meet the changing needs of our students and community, we constantly evaluate our performance and modify strategies and approaches.

V. BACKGROUND

Port Jervis City School District is a small city district located 75 miles northwest of New York City, in the western part of Orange County. The district is comprised of two elementary schools (Grades K-6), a middle school (Grades 7-8) and a high school (Grades 9-12). The district population is approximately 3,000 students.

VI. HISTORY

The Port Jervis computer program began in the early 1980's with the purchase of a few desktop computers. During the last 20 years, the level of usage, commitment and resources has steadily increased.

The District now boasts of having approximately 1,000 computers, five labs and seven laptop carts. In addition, Smartboards, Alphasmarts, CPS systems and projectors fill many classrooms. The District is also fortunate to use SchoolTool student information system, IEP Direct for special education information and RTIm Direct for academic intervention services information.

The District has made significant strides in the past four school years (2006-10) in that we eliminated all part-time services from Orange-Ulster BOCES. Instead, we added two full-time employees (one instructional and one technical) to support our technology program throughout the district in 2006-07. In 2007-08, we added a second computer technician.

Due to financial constraints one instructional technology integration specialist position has been eliminated.

VII. TECHNOLOGY VISION

We have developed this district plan to meet the challenges of rapidly evolving technologies in support of student learning and achievement. This plan will fully support the district goal of preparing students as productive 21st century citizens. We envision a technology-rich environment where technology provides a seamless connection to learning and the world.

The Port Jervis CSD Technology Plan supports the NYSED vision that "Educational technology applications will deepen student engagement and improve student achievement by enabling them to access and analyze information, solve problems, collaborate with others, and communicate their thoughts and ideas. Effective use of learning technologies will allow students to become self-directed, self-motivated, and lifelong learners (2/03)."

The Port Jervis School District is committed to providing quality instruction based upon technology being seamlessly woven into the curriculum and aligned to the NYS learning standards. To that end, we are producing technologically literate students by the end of eighth grade. The students exiting eighth grade will demonstrate the skills to responsibly use appropriate technology to access, synthesize, evaluate, communicate, and create information to solve problems and improve learning in all subject areas. Technology integration not only increases student engagement but also provides tools to analyze and synthesize information and enhances learning in the content areas.

NETS and State Standards

It is the goal of the Port Jervis School District to provide direction and support to students, staff and administrators in becoming digital literate in accordance with the ISTE and NYS standards. Some of the goals for students are:

1. Creativity and innovation
2. Communication and collaboration
3. Research and information fluency
4. Critical thinking, problem solving, and decision making
5. Digital citizenship
6. Technology operations and concepts

For administrators and teachers we add:

1. Visionary Leadership
2. Excellence in Professional Practice
3. Digital Age Learning Culture

Port Jervis uses a multi-pronged approach in helping students, staff and administrators meet the aforementioned goals. In the elementary schools, K-6 students spend at least one period a week in a computer lab with technology instruction.

At the middle school, all students attend an eight-week computer literacy course that is run through the computer lab and library. Students also attend a fifteen-week technology course integrating technology, math and science.

At the high school level technology is integrated into all subject areas. Teachers and administrators are given the opportunity for development through the use of just in time training, after school workshops and online classes.

Port Jervis has designed curriculum maps for each grade level and subject area K-12. This exercise not only ensures that all the required skills are covered but also allows teachers to integrate technology into the design, allowing for a seamless integration into each subject.

The district owns 3 Polycom video conference units. The units we own are virtually plug and play as they can plug into any network drop and reach out to the world. These units have been used for virtual field trips, to connect our music department to troops overseas, and to other middle schools in the county for math test prep.

Moodle is another method teachers have to engage students and also to develop teacher internet safety and etiquette. Currently, there are numerous teachers providing content to students some examples are in high school digital photography, and family and consumer science. In the middle school, the math department provides resource for students using Moodle. Future plans for online learning will include more comprehensive use of Moodle or other learning management systems such as Edmodo, Haiku or Schoology. At the elementary level, online learning takes place through web-based software such as Study Island, School Island, and BrainPop.

SchoolTool Parent Portal has been implemented at the High School and Middle School to allow parents online access to their student's grades and attendance records. Parents have 24/7 instant access and can communicate with teachers directly through the web-based portal.

As mentioned before, Port Jervis utilizes many different modes and resources for providing teachers, administrators and students with learning, enrichment and remediation through online and distance learning. Moodle is used for instruction to students in both the high school and middle school. Teachers are able to access resources or take training through the Moodle site. For example, currently we are offering internet safety through Moodle.

The district also provides online learning for students in grades 3-12 through both Study Island and School Island. All teachers, administrators and students also have access to BrainPop and BrainPop, Jr which provide video resources and quizzes. Teachers and administrators also have access to United Streaming as a digital repository for videos and much more.

VIII. STUDENT LEARNING

Technology use will be informed and guided by the New York State Learning Standards for Mathematics, Science, and Technology, specifically Standard 2: Students will access, generate, process, and transfer information using appropriate technologies.

District instructional goals and objectives will reflect an integrated/interdisciplinary approach supporting technology use as it is embedded in the learning standards across the curriculums (Appendix C – K-12 Student Technology Integration/Learning). Instructional technology supports student achievement and performance goals across the district. In addition, instructional technology will support technology literacy, and performance-based assessment.

IX. FACULTY AND STAFF

Faculty and staff will use technology to enhance productivity and communication through effective planning, student assessment, record keeping and management, communication, and presentation. Technology information resources (CD-ROM, online databases, and Internet) will be used in support of instructional goals and objectives leading to improved student performance. Technology will be used to facilitate collaborative planning and cooperative learning. Faculty and staff will receive job embedded professional development in support of instructional technology integration and technical problem solving. In addition, faculty and staff are collaborative members of the district-wide technology committee which reviews technology planning and implementation on an on-going basis.

X. ADMINISTRATION

Administration will use technology in support of the business of teaching and learning. The utilization of technology will enhance productivity and communication through student management record-keeping, scheduling, report generation, statistical analysis, public relations, and presentation. In addition, technology information resources will be used to support professional development, access current New York State Learning Standards and provide a research/data base for instructional services and student learning.

XI. PARENTS AND COMMUNITY

This plan recognizes the positive support and impact of the community on our technology program. The community is encouraged to use technology to access information regarding student and school activities, enhance student learning, and enhance their own learning. The communication technologies currently include voice mail, email, and website (www.pjschools.org) capabilities.

Port Jervis sees and understands the need for all to be safe and responsible digital citizens when using the internet. To that end, Port Jervis is continually updating their plans as the tools on the web change. Currently all users must sign and agree to an acceptable use policy (see attached). The policy is discussed in appropriate terms to all students at the beginning of each year. We are currently planning on a library course through i-safe for all students. We also hold workshops both face-to-face and on-line for teachers to understand the importance of internet safety. The PTAs in the past have sponsored workshops for parents, grandparents and the community. We will continue those workshops along with adding a parent class on open house nights in September.

XII. PROFESSIONAL DEVELOPMENT

Port Jervis recognizes the need for Professional development in all teachers, administrators and staff. This development can no longer focus on specific skills but needs to be integrated into the curriculum. To help all meet this goal Port Jervis provides:

- in response to formal and informal needs assessment (Appendix D)
- based on levels of readiness and expertise
- to be hands-on and practical
- directly related to instructional improvement
- flexible in setting, time frame, and delivery
- Just in time training- class room instruction, planning and mentoring by a staff developer.
- Afterschool workshops
- Online Professional development
- Summer Institutes
- BOCES workshops
- Model School days
- In-service day trainings
- Staff and departmental meeting trainings
- New teacher workshop days
- Training during school day
- Conferences

The professional development may be provided through district and building conference days, in-service academy, BOCES instructional services, web-based instruction, instructional technology specialists, and/or peer mentors. It will include both technical and instructional support.

All these strategies are currently in place.

XI. FUNDING

Funding will be provided from several resources including, but not limited to:

- District Commitment
- Grants – EETT, ARRA
- Partnerships/Collaborations
- PTA/Community Support

These funds are distributed at the district and building levels. Expenditures include infrastructure, hardware, software, maintenance/repair, telecommunications, library automation, and professional development (Appendix E).

XIII. GOALS

2008-09 Goals Met:

- On-going assessment of infrastructure and hardware capacity with related planning for maintenance and repairs, upgrading, relocating, replacing, and disposing of equipment.
- Implemented year three of 5-year instructional technology support plan.
- Purchased 70 desktop computers, 39 Smartboards and 29 projectors.
- Purchased 1 Video Conference Unit, 4 Apple iMac's,
- Purchased email encryption, MakeMusic, BrainPop and Read Write Gold software.

2010-12 Goals Met:

- Purchased replacement desktop computers as part of a 5-year replacement cycle.
- Purchased a 30 Netbook cart for ASK Elementary and Hamilton Bicentennial Elementary.
- Began the mounting of projectors in ceilings.
- Replaced District Core Switch, District Firewall, and Internet Web Filter
- Implemented a Cisco IP Phone System with Voice mail for teachers and Phones for every classroom
- Implemented a centralized hybrid IP/Analog Paging Solution in the 209 Complex (High School and ASK), and Hamilton Bicentennial Elementary.
- Constructed a new District Data Center in the High School with proper HVAC and backup power systems.
- Implemented a Wireless Infrastructure in the High School.
- Piloted a 50-student One-to-One Netbook Program in the High School.

GOALS 2013 -16

GOAL ONE: To maintain a balance between emerging technologies, district goals and fiscal restraints in meeting NYS Learning Standards for technology instruction, integration, and management.

GOAL TWO: To continue implementing the 5-year computer replacement plan

GOAL THREE: To design and implement an on-going, sustained technology professional development plan consistent with the NYSED Technology Plan.

GOAL FOUR: To purchase software selected to support instructional goals and objectives outlined in the New York State Learning Standards and district strategic plan.

GOAL FIVE: To develop an online learning community including professional development, high school courses, and high school courses for college credit.

XIV. ASSESSMENT

In light of rapidly changing technologies and district funding considerations, this plan will be revisited and revised annually. Annual review by a committee(s) of teachers, administrators, and community stakeholders includes but is not limited to:

- Inventory capacity (Goal 4)
- Support personnel capacity: Instructional and technical
- Professional Development Needs Assessment (Appendix D)
- Student Learning Capacity

XV. APPENDIX

- A.** Technology Assessment Inventory
- B.** 5- Year Instructional Support Plan
- C.** K-12 Student Technology Integration/Learning
- D.** Professional Development Needs Assessment
- E.** PJCS D Technology Funding

- F.** Student Internet and Telecommunications User Agreement
- G.** PJCSD District-wide Technology Committee Membership

APPENDIX A
Port Jervis City School District
Technology Assessment Inventory 2008-2009

HBE Elementary	Computer Labs	Classrooms	Library or Media Ctr.	Admin. Office	Other Location	Planned Future Acquisitions	
Computers (list by type)							
Dell Optiplex	31	166	4	4			
Laptops					43		
Peripheral Devices							
Printers	3	3	2	5	3		
Scanners	1						
Assistive/Adaptive devices							
Digital Cameras	9						
TV monitors		14					
LCD TV monitors		1	2				
VCR's/ Laser disk players		15					
Projection Devices	1	33					
Satellite Dishes							
Video Cameras			2				
Video Editing							
Alpha Smarts					24	3	3
Elmo		1					
Smartboard	1	40				1	1
Software (list by type)							
MS Windows XP	x	x	x	x	x		
MS Windows 7	x	x	x	x	x		
MS Office 2010	x	x	x	x	x		
Kidspiration	x	x	x				
Inspiration	x	x	x				
Accelerated Reader	x	x	x				
Dancing Dinosaurs	x	x	x				
Hyperstudio	x	x	x				
The Graph Club	x	x	x				
Type 2 Learn	x	x	x				
Lear							
Network Equipment							
Wireless Access Points					3		
Routers							
Servers (CITRIX – see HS)							
Switches					12		
# Rooms wired for internal conn.	All						
Telecommunications Links							
Leased 100mpbs	x	x	x	x	x		
x – district license/ district wide							

APPENDIX A
Port Jervis City School District
Technology Assessment Inventory

ASK Elementary	Computer Labs	Classrooms	Library or Media Ctr.	Admin. Office	Other Location	Planned Future Acquisitions
Computers (list by type)						
Pentium Core 2 Duo 1.86	31	202	1	7	2	
Laptops					34	
Peripheral Devices						
Printers	3	8	0	5	4	
Scanners	1				3	
Assistive/Adaptive devices						
Digital Cameras	10					
TV monitors		14				
VCR's/ Laser disk players		14				
Projection Devices	1	65				
Satellite Dishes						
Video Cameras	1					
Video Editing	1					
Alpha Smart Keyboard	48					
Elmo		2				
Smartboard	1	68				
Software (list by type)						
MS Windows XP	x	x	x	x	x	
MS Windows 7				x		
MS Office 2010	x	x	x	x	x	
Inspiration	x	x	x			
Kidspiration	x	x	x			
Accelerated Reader	x	x	x			
Hyperstudio	x	x	x			
The Graph Club	x	x	x			
Type 2 Learn	x	x	x			
Network Equipment						
Wireless Access Point						
Routers						
Servers (CITRIX – see HS)						
Switches					12	
# Rooms wired for internal conn.	All					
Telecommunications Links						
Leased 100mpbs	x	x	x	x	x	
x – district license district wide						

APPENDIX A
Port Jervis City School District
Technology Assessment Inventory

Central Office	Computer Labs	Classrooms	Library or Media Ctr.	Admin. Office	Other Location	Planned Future Acquisitions	
Computers (list by type)							
Dell Optiplex Desktop				14			
HP/Lenovo Laptop				5			
Mac Book Pro				1			
Peripheral Devices							
Printers				9			
Scanners				2			
Assistive/Adaptive devices							
Digital Cameras				1			
TV monitors							
VCR's/ Laser disk players							
Projection Devices				1			
Satellite Dishes							
Video Cameras							
Video Editing							
Alpha Smart Keyboard							
Smartboard							
Software (list by type)							
MS Windows XP				x			
MS Windows 7				x			
MS Office 2010				x			
Finance Manager				x			
Network Equipment							
Wireless Access Point				1			
Voice Gateway				1			
Switches				1			
# Rooms wired for internal conn.							
Telecommunications Links							
Leased 100mpbs				x			
x – district license							

APPENDIX B

DISTRICT TECHNOLOGY SUPPORT PLAN

2006-07

Instructional/Administrative

1 Instructional Technology Specialist

0.5 Data Administrator

Technical Support

1 Computer Technician

Network Operations Contract with Computer Firm

2007-08

Instructional/Administrative

1 Instructional Technology Specialist

0.5 Data Administrator

Technical Support

2 Computer Technicians

Network Operations Contract with Computer Firm

2008-09

Instructional/Administrative

1 Instructional Technology Specialist

0.5 Data Administrator

Technical Support

Network Operations Contract with Computer Firm

2 Computer Technicians

2009-10

Instructional/Administrative

1 Instructional Technology Specialist

0.5 Data Administrator

Technical Support

1 Network Administrator or Network Operation Contract

2 Computer Technicians

2010-11

Instructional/Administrative

1 Instructional Technology Specialist

0.5 Data Administrator

Technical Support

1 Network Administrator or Network Operation Contract

2 Computer Technicians

2011-12

Instructional/Administrative

1 Instructional Technology Specialist

0.5 Data Administrator
Technical Support
1 Network Administrator or Network Operation Contract
2 Computer Technicians

2012-13
Technical Support
2 Computer Services Specialists

2013-14
Instructional/Administrative
1 IT Supervisor
Technical Support
2 Computer Services Specialists

2014-15
Instructional/Administrative
1 IT Supervisor
Technical Support
2 Computer Services Specialists

2015-16
Instructional/Administrative
1 IT Supervisor
Technical Support
2 Computer Services Specialists

APPENDIX C

K-12 STUDENT TECHNOLOGY INTEGRATION LEARNING

NYS Learning Standards for MST

Standard 2 – Students will access, generate, process, and transfer information using appropriate technologies.

Grades K-6

Technology at the elementary level is integrated throughout curriculum and instruction via classroom and library based computers and appropriate grade-level software. Students will use technology as a tool to enhance learning.

Grades 7-12

Technology at the secondary level is focused on content/curricula integration via lab-based instruction, library media center resources, and course-specific resources.

How do we do it?

Every school has a computer lab aide, computer resource person, librarian, and librarian aide. The four schools also share a technology integration teacher. This teacher trains classroom teachers how to use specific technology so we can spread technology knowledge rapidly. For example, he trains five teachers how to use a tool or product then they teach their 125 students (5 teachers x 25 students) how to use it. It is a form of rapid multiplication.

APPENDIX D

Name: _____ Department: _____

Do you use a computer at home? ___ Yes ___ No How often? Circle one:

Daily 2-3 times/week Weekly Monthly Rarely

How often do you use a computer for instructional planning? Circle one:

Daily 2-3 times/week Weekly Monthly Rarely

How often do you use the Internet for instructional planning? Circle one:

Daily 2-3 times/week Weekly Monthly Rarely

Please rate your comfort level:

	Novice-just Learning	Progressing	Comfortable	Explorer- like to learn more	Expert (can Teach this)
Word Processing					
Spreadsheet (Excel)					
Database (Access)					
Integrate Pro					
Class XP					
Internet					

How often do you use technology in instructional delivery?

Daily 2-3 times/week Weekly Monthly Rarely

How often do your students use technology in your classroom instruction/activities/assignments?

Daily 2-3 times/week Weekly Monthly Rarely

What are the top three advantages to using technology in instruction?

What are the top three stumbling blocks to using technology in instruction?

List any technology needs that you would like additional support with?

Are you willing to participate in a building level technology committee? Circle one: Yes No

APPENDIX E

Port Jervis City School District Technology Budget

	Projected 2013-14	Projected 2014-15	Projected 2015-16
Aided Hardware	\$61,000	\$61,000	\$61,000
Aided Software	\$50,501	\$50,501	\$50,501
Equipment	\$100,000	\$100,000	\$100,000
Materials & Supplies	\$31,000	\$31,000	\$31,000
Contractual	\$58,000	\$58,000	\$58,000
Total	\$300,501	\$300,501	\$300,501

APPENDIX F

Port Jervis City School District Student Network/Internet User Information

Please note: New Computer Usage Policy

All students will be given access to the school's network and the Internet **unless** parents decline such access. In addition, student work may be published on the Internet **unless** parents decline such publication. See the form on the reverse side to decline such services.

The Port Jervis School District provides access to the school's network and the Internet. Access to the Internet provides students with thousands of databases, libraries and websites. Although valuable information can be gained through these sites, students and parents are warned that some materials accessible via the Internet may contain information which is inaccurate, illegal, defamatory or offensive to some people. Although filtering software is utilized, it is not 100% effective in blocking inappropriate material. Teachers attempt to monitor and direct student activity; however students may find ways to access other materials. We do believe that the educational benefits of the Internet exceed the disadvantages.

Student's use of the computer and the Internet will be monitored. Information put on the school network should not be regarded as private. It is important that students keep passwords secure and private, and not share passwords with other students. Students should avoid the sharing and transmission of personal information.

Parents and guardians are responsible for guiding and conveying standards for their sons or daughters to follow when using media and internet resources. Therefore, the District respects each family's right to decide whether or not to grant permission for access. Students are ultimately responsible for appropriate behavior on the school's computer network, just as they are responsible for their behavior in school. Violations may result in a loss of access as well as other disciplinary or legal action.

At times the school or a teacher may wish to post student's work or picture on the school web site.

- over -

Port Jervis City School District

The activities listed below are not permitted:

- Accessing, producing, posting, sending or displaying offensive messages or pictures
- Using obscene language
- Damaging or modifying computers, systems or networks
- Plagiarizing or violating copyright laws
- Accessing others' folders or files, or restricted areas of the school's network
- Engaging in any illegal activities, gambling, or accessing material advocating illegal acts or violence.
- Harassing, insulting or attacking others.
- Accessing chat rooms or email unless assigned by a teacher for a valid educational purpose.
- Intentionally wasting limited resources such as disk space or printing supplies
- Downloading games, software applications, shareware or freeware without teacher approval.
- Using the network for commercial purposes, financial gain, or fraud

Please return this slip **only** if you wish to deny your child access to one or both items below.

Student Name: (Print) _____

_____ I do **NOT** want my child to have access to the school's computer network or the Internet.

_____ I do **NOT** want my child's work posted on the Internet.

Parent Signature _____ Date _____

APPENDIX G

DISTRICT TECHNOLOGY COMMITTEE

Name	Position	Building
Michael Ulbrich	Computer Services Specialist	District-wide
Joseph Cuebas	Computer Services Specialist	District-wide
Patricia Meacham	Computer Lab Aide	HBE
Christie Smith	Computer Lab Aide	ASK
Tammy Oney	Computer Lab Aide	MS
Kathy Smith	Computer Lab Aide	HS
Lynda Valentine	Teacher	HBE
Carol Brown	Teacher	ASK
Padraic McCarthy	Teacher	MS
Kyle Hyziak	Teacher	HS
Thomas Bongiovi	Asst. Superintendent - Instruction	District Office
Lorelei Case	Asst. Superintendent - Business	District Office
Donna Muro	Director of Curriculum & Data	District Office
Andrew Marotta	Principal	HS
Cindy Benedict	Principal	MS
Brett Cancredi	Principal	ASK
Linda Korycki	Principal	HBE