

Campus Base Plan
for
Elementary, Middle and High Schools

April 22, 2002

Revision 7

PLANNING AND POLICY

It is important to support the district's goals as well as mandates from the State Standards in order to provide for the needs of all learners. While a technology infrastructure is critical in today's environment to serve information and communication needs, the kind and amount of technology, as well as its access and availability, should be driven by the curricula and the need for improved information and communications. The guiding question to ask is, "How does the district want to impact the lives of students with technology use?"

Equity

Because of the perceived need to develop technology competencies in ALL students, it is desirable to provide equitable and adequate student access to hardware, software, and experienced, trained staff. Equity is typically defined within the context of the community and clear equity policies are established. School guidelines and measurements must be provided to maintain equity as defined by program needs and community standards.

Equity is characteristic of being fair or impartial. Equity is different than equality. For example, **numerical equity** might be defined in terms of a goal such as to have sufficient numbers of multimedia capable, Internet accessible computers so that (on the average) there are five students per computer by the end of the next school year, and three students per computer by the end of the 2003-2004 school year. Of course, follow-up questions must be asked, such as: Would all computers be "counted" equally? Would a Macintosh LCII be "equal" in the formula to a G4? Would an old IBM 486 be "equal" to a Pentium III? Would computers in the classrooms versus in labs be counted equally? Would all student populations (ability, race, gender, socio-economic status, etc.) be weighted equally?

Program equity might be defined by examining each educational program to determine if technology is appropriate to meet that program's unique needs. This helps to assure that computers aren't "forced" on programs and teachers where they would not be effectively used. Is there "equal" need for computers among all curricula areas? Is there an "equal" need among all grade levels?

As educators progress in their comfort and experience using technology to improve learning, a broader category of equity must be defined – program equity.

For example, in an office skills class that teaches proper keyboarding habits, is it necessary that all keyboards be attached to multimedia computers connected to the Internet? Might there be occasions in this curriculum and many others where different technologies (e.g. personal digital assistants, electronic books, graphing calculators) are more instructionally sound.

One of the greatest obstacles to any district-equity consideration is site-based decision making where a principal or building committee can decide how to spend discretionary funds. This flexibility has its price and the issue deserves discussion among principals to determine a balance between observing district guidelines and meeting unique site needs.

Best Practices

All institutional processes are in place to support a comprehensive multi-year technology plan, developed by a representative group of stakeholders.

A comprehensive multi-year technology plan includes, as part of the whole, an action plan with responsibilities, a timeline, a budget, and funding sources.

A comprehensive multi-year technology plan is reviewed and revised annually.

One Director of Technology guides and directs all administrative and instructional technologies.

District-wide hardware and software standards and policies are defined, implemented and regularly evaluated.

Funding algorithms assure numerical and program equity for technology resources.

There must be convenient, equitable access to appropriate technological resources.

Policies for data privacy, acceptable use, and disaster recovery are developed, implemented and reviewed annually.

Findings

- Curriculum and instruction must drive all technology decisions and purchases.
- Technology replacement funding needs to be a line item in the operating budget.
- The district needs someone to stay on top of all aspects of technology in the district. They need to be a visionary to keep us ahead and not always playing “catch-up.”
- The district should consider a standard classroom, school-by-school, so that all electrical, TV monitors, telephones, and data cabling are consistent.
- The district needs to develop and complete a survey of the community regarding technology access and use at home.
- The District Technology Committee needs to have a thorough plan for the district, so that decisions are not made last minute and only benefiting a few.
- The district needs to make provisions for initially funding the technology plan, as well as the maintenance for successive years.
- The funding of printing and copying consumables needs to be standardized across the district.
- The district needs a Director of Technology to coordinate both the instructional and information technology programs.
- What decisions are district-wide and what decisions are site-based? This policy has implications for equity issues.

Technology Access

- All high school students should have access to the same technology and the same class offerings as a minimum.
- Accessibility to all software programs and the Internet from all of the computers in the school should be a basic consideration.

- Some computer labs should be available and used 100% of the time.
- There are many students who have no access to computers at home. The district must consider a plan for assisting accessibility from home.
- The computer labs at school need to be open before and after school to accommodate those students and community members without computer access.
- If teachers are expected to use the computer for instructional purposes then every teacher needs a multi-media capable machine in their classroom.
- The non-core subject disciplines, i.e., art, music, and journalism should not be left out of the technology picture.
- The computers in the library need to be available for longer periods each day.
- The district's computers need to be available for community classes. There are many parents who need to be able to take technology classes.
- Every teacher needs a computer in the classroom, so they can do grades and attendance.
- Mobile laptop computers should be part of the technology plan.
- Teachers who travel from class to class or from building to building would benefit from having a laptop computer.
- All of the schools/departments/grade levels do not have equal access to computers, printers, scanners, digital camera, etc.
- A district-wide plan to equalize access to technology across the district must have consideration at all levels of the organization?
- The district must investigate wireless technology to help provide more access.

Standards

- Software standards must be developed procedurally.
- Consideration for a standard classroom as a minimum requirement is the intent behind the Campus Base Technology Plan, so that all electrical, TV monitors, telephones, and data cabling, etc. are consistent.

Recommendations

Formalize a plan for providing convenient, equitable access to appropriate technological resources.

District standards refer to such things as the LAN, WAN, equipment and software standards, whereas program standards include software application use and deployment. Development of a plan that would give the user a standard to work with as parity is brought about district wide.

Only computers that meet certain technical standards are counted in the first tier of equity calculations. A second tier with parallel equity rules would include all sub-standard equipment. To accommodate district equity procedures, donated technology remains off the equity list for two years before being counted in a school's equity formula.

Elementary School

Campus Level

- One projector
- Two wireless laptops with one access point
- One digital video camera
- One digital camera per grade level
- One scanner with OCR software
- One media converter per TV
- One color inkjet per grade level
- Grade book program for every teacher with take home license for every teacher and Region 20 link
- One lab
 - 25 computers (workstations or laptops)
 - One color laser printer
 - Software:
 - o Current version of *Microsoft Office Professional* suite
 - o Current version of *Norton Antivirus*
 - o *Internet Explorer*
 - o *Type to Learn Junior*
 - o *Kidspiration*
 - o *Kidpix*
 - o *Type to Learn*
 - o *Inspiration*
 - o *Hyperstudio*
 - o *Deepfreeze*

Grades Pre-K – 2

Hardware

- Two computers in every classroom
- One computer for every teacher
- TV for every classroom, minimum of 27", with a VCR and a PC to TV converter
- One network laser printer per every grade level

Software

- Current version of *Microsoft Office Professional* suite, *PC Schools*
- Current version of *AppleWorks*, *Mac Schools*
- Current version of *Norton Antivirus*
- Internet Explorer*
- Type to Learn Junior*
- Kidspiration*
- Kidpix*
- Deepfreeze*

Grades 3 – 4

Hardware

- Four computers in every classroom
- One computer for every teacher

TV for every classroom, minimum of 27", with a VCR and a PC to TV converter
One network laser printer per every grade level

Software

Current version of *Microsoft Office Professional* suite, *PC Schools*
Current version of *AppleWorks*, *Mac Schools*
Current version of *Norton Antivirus*
Internet Explorer
Type to Learn
Inspiration
Hyperstudio
Deepfreeze

Grades 5

Hardware

Five computers in every classroom
One network laser printer per every grade level
One computer for every teacher
TV for every classroom, minimum of 27", with a VCR and a PC to TV converter

Software

Current version of *Microsoft Office Professional* suite, *Mac and PC Schools*
Current version of *AppleWorks*, *Mac Schools*
Current version of *Norton Antivirus*
Internet Explorer
Type to Learn
Inspiration
Hyperstudio
Deepfreeze

**GEC/Resource, BAC, Lifestrides, TLC and PPCD Classrooms:
Grade Levels Pre-K-5**

Hardware

Two computers in every classroom
One computer for every teacher
TV for every classroom with a VCR and a PC to TV converter
Two network laser printers per campus, Special Education Department

Software

Current version of *Microsoft Office Professional* suite, *PC and Mac Schools*
Current version of *AppleWorks*, *Mac Schools*
Current version of *Norton Antivirus*
Internet Explorer
Type to Learn Junior
Kidspiration
Inspiration
Kidpix
Deepfreeze

Library

Administrative

- One Alexandria circulation station
 - o Barcode scanner
 - o Remote Inventory Scanner (Symbol Palm Pilot Software) and cradle
 - o Software:
 - Current version of *Microsoft Office Professional* suite
 - Current version of *Norton Antivirus*
 - *Internet Explorer*
 - *Marc Magician*
 - *Remote Admin.*
 - *Acrobat Reader*
 - *Smart Marc*
 - *Current version of Alexandria*
- One Alexandria dedicated workstation with backup device
 - o UPS
 - o Norton Antivirus
 - o Current version of Alexandria
 - o Internet Explorer
 - o Acrobat Reader
- One network laser printer, color

Student

- Four – six computers
- One network laser printer
- Software:
 - o Current version of *AppleWorks, Mac Schools*
 - o Current version of *Microsoft Office Professional* suite, *Mac & PC Schools*
 - o Current version of *Norton Antivirus*
 - o *Internet Explorer*
 - o *Inspiration*
 - o *Kidspiration*
 - o *Hyperstudio*
 - o *Alexandria Researcher*
 - o *Alexdandria*
 - o *Deepfreeze*

Administrators

- One computer per administrator (Principal, Assistant Principal, Counselor, Data Clerk, Nurse, CIC, Secretary, Access to a computer for custodians)
- Network laser printer per area depending on the setup of the campus
- Software:
 - o Current version of *Microsoft Office Professional* suite
 - o Current version of *Norton Antivirus*
 - o *Internet Explorer*
 - o Region 20 Access
 - o Remote Admin.

Middle School

Campus Level

- Two projectors
- Two wireless laptops with one access point
- Two digital video cameras
- One digital camera per department
- Two scanners with OCR software
- One media converter per TV
- One color inkjet per department
- Gradebook program for every teacher with take home license for every teacher and Region 20 link
- Two open labs, each configured as follows:
 - 30 computers (workstations or laptops)
 - One color laser printer
 - Software:
 - o Current version of *AppleWorks, Mac Schools*
 - o Current version of *Microsoft Office Professional* suite, *Mac & PC Schools*
 - o Current version of *Norton Antivirus*
 - o *Internet Explorer*
 - o *Inspiration*
 - o *Hyperstudio*
 - o *Deepfreeze*

Grades 6 - 8

Hardware

- Six computers in every core subject classroom
- One network laser printer per every two classrooms
- One computer for every teacher
- TV for every classroom, minimum of 27", with a VCR and a PC to TV converter

Software

- Current version of *AppleWorks, Mac Schools*
- Current version of *Microsoft Office Professional* suite, *PC Schools*
- Current version of *Norton Antivirus*
- Internet Explorer*
- Inspiration*
- Hyperstudio*
- Deepfreeze*

GEC/Resource, BAC, Lifestrides, and TLC Classrooms:

Grade Levels 6-8

Hardware

- Four computers in every Special Education classroom
- Three network laser printers per campus, Special Education department
- One computer for every teacher
- TV for every classroom with a VCR and a PC to TV converter

Software

Current version of *AppleWorks, Mac Schools*

Current version of *Microsoft Office Professional* suite, *PC Schools*

Current version of *Norton Antivirus*

Internet Explorer

Kidspiration

Kidpix

Inspiration

Type to Learn Junior

Hyperstudio

Deepfreeze

Library

Administrative

- One Alexandria circulation station
 - Barcode scanner
 - Remote Inventory Scanner (Symbol Palm Pilot Software) and cradle
 - Software:
 - Current version of *Microsoft Office Professional* suite
 - Current version of *Norton Antivirus*
 - *Internet Explorer*
 - *Marc Magician*
 - *Remote Admin.*
 - *Acrobat Reader*
 - *Smart Marc*
 - *Current version of Alexandria*
- One Alexandria dedicated data station with backup device
 - UPS
 - Norton Antivirus
 - Current version of Alexandria
 - Internet Explorer
 - Acrobat Reader
- One network laser printer, color

Library

Student

- Ten - fifteen computers
- One network laser printer
- Software:
 - Current version of *AppleWorks, Mac Schools*
 - Current version of *Microsoft Office Professional* suite, *Mac and PC Schools*
 - Current version of *Norton Antivirus*
 - *Internet Explorer*
 - *Alexandria Researcher*
 - *Inspiration*
 - *Hyperstudio*
 - *Deepfreeze*

Administrators

- One computer per administrator
- Network laser printer per area depending on the setup of the campus
- Software:
 - o Current version of *Microsoft Office Professional* suite
 - o Current version of *Norton Antivirus*
 - o *Internet Explorer*
 - o Region 20 Access
 - o Remote Admin

High School

Campus Level

- Two projectors
- Two wireless laptops with one access point
- Two digital video cameras
- One digital camera per department
- Two scanners with OCR software
- One media converter per TV
- One color inkjet per department
- Gradebook program for every teacher with take home license for every teacher and Region 20 link
- Three open labs that are 50% scheduled and 50% flex. Each configured as follows:
 - 30 computers (workstations or laptops)
 - One color laser printer
 - Software:
 - o Current version of *AppleWorks, Mac Schools*
 - o Current version of *Microsoft Office Professional* suite, *PC Schools*
 - o Current version of *Norton Antivirus*
 - o *Internet Explorer*
 - o *Inspiration*
 - o *Hyperstudio*
 - o *Deepfreeze*

All Grades

Hardware

- Six computers in every core subject classroom
- One projector per core subject department
- One network laser printer per every two classrooms
- One computer for every teacher
- TV for every classroom, minimum of 27", with a VCR and a PC to TV converter

Software

- Current version of *AppleWorks, Mac Schools*
- Current version of *Microsoft Office Professional* suite, *PC Schools*
- Current version of *Norton Antivirus*
- Internet Explorer*

Inspiration
Hyperstudio
Deepfreeze

**GEC/Resource, BAC, Lifestrides, and TLC Classrooms:
Grade Levels 9-12**

Hardware

Six computers in every **GEC & BAC** classroom
Four computers in every **Lifestrides & TLC** classroom
Two projectors per campus Special Education department
Four network laser printers per campus, Special Education department
One computer for every teacher
TV for every classroom with a VCR and a PC to TV converter

Software

Current version of *AppleWorks, Mac Schools*
Current version of *Microsoft Office Professional* suite, *PC Schools*
Current version of *Norton Antivirus*
Internet Explorer
Inspiration
Kidspiration
Kidpix
Hyperstudio
Deepfreeze

Library

Administrative

- One Alexandria circulation station
 - Barcode scanner
 - Remote Inventory Scanner (Symbol Palm Pilot Software) and cradle
 - Software:
 - Current version of *Microsoft Office Professional* suite
 - Current version of *Norton Antivirus*
 - *Internet Explorer*
 - *Marc Magician*
 - *Remote Admin.*
 - *Acrobat Reader*
 - *Smart Marc*
 - *Current version of Alexandria*
- One Alexandria dedicated data station with backup device
 - UPS
 - Norton Antivirus
 - Current version of Alexandria
 - Internet Explorer
 - Acrobat Reader
- One network laser printer, color

Student

- Fifteen-twenty computers
- One network laser printer
- Software:
 - o Current version of *AppleWorks, Mac Schools*
 - o Current version of *Microsoft Office Professional suite, Mac and PC Schools*
 - Current version of *Norton Antivirus*
 - *Internet Explorer*
 - *Alexandria Researcher*
 - *Inspiration*
 - *Hyperstudio*
 - *Deepfreeze*

Administrators

- One computer per administrator
- Network laser printer per area depending on the setup of the campus
- Software:
 - o Current version of *Microsoft Office Professional suite*
 - o Current version of *Norton Antivirus*
 - o *Internet Explorer*
 - o Region 20 Access
 - o Remote Admin