District Technology Plan for Papillion-La Vista School District

The purpose of technology is to improve teaching and learning; and operational effectiveness.
The Papillion-La Vista School District provides modern, fully functional technology infrastructure, high-tech equipment, and highly qualified technical support staff to meet the teaching, learning, and operational needs of the staff throughout the district.

The district understands that the purchase and use of technology should be guided first and foremost by the District's purpose, direction and intended curriculum. The District strives to purchase and integrate technology that increases the systems overall effectiveness. Technology should help accommodate and assist teachers in improving teaching and learning, but should not limit their instructional capacity. This defined technology purpose and direction should guide all technology purchases throughout the district. This vision will be guided by three key components: *Increased Modernization of Technology, Increased Efficiency of Technology and a Guarantee of Technology Support*.

The purpose and direction for technology is driven by beliefs that:

1. Papillion-La Vista Public School District students and staff require technological competence to succeed in an information society.

2. Training and support for staff and students is essential to assist in their acquisition of technological knowledge and skills in order to become lifelong learners and contributing participants in today's world community.

3. Technologies should be integrated into curricula where there is a natural fit to enhance teaching and learning.

4. Administratively, the district must use technology to streamline the information process and to provide an efficient, accurate, and secure system for data retrieval and electronic correspondence.

5. Information technology will facilitate the student learning process and improve administrative efficiencies by providing updated tools, enhanced communication, and streamlined processes inherent to the mission of Papillion-La Vista Public School District.

Papillion-La Vista School District Technology Plan
Goals

1) **To enable students to apply technology skills in order to succeed in school, career and as a life-long learner.**
2) **To use technologies as an integral part of the teaching and learning process.**
3) **To use technology to increase students global aware and give them the opportunity to interact outside of their school walls.**
4) **To use technology to increase teacher, administrator, student and parent communication.**
5) **To increase operational effectiveness by using technology in ways that assist staff members to be more efficient.**

Goal 1

1. **To enable students to apply technology skills in order to succeed in school, career and as a life-long learner.**

All Papillion-La Vista students and staff will:
♦ Be actively engaged in the learning process, both individually and collaboratively.
♦ Use new technologies as tools in learning and teaching.
♦ Gather, analyze, and synthesize information from various sources and communicate their understanding effectively.
♦ Understand best practices related to use of technology and web, and how to communicate those ideas effectively.
♦ Understand that, through technology, learning can be in the classroom, the community or around the world.

Goal 2

2. **To use technologies as an integral part of the teaching and learning process**

All Papillion-La Vista students and staff will:
♦ Utilize technology as a tool to enhance learning throughout the curriculum
♦ Utilize a variety of technologies to collect and analyze data.
♦ Utilize a variety of existing and emerging information and communication technologies within and beyond our school walls to enhance teaching and learning and improve administrative efficiencies in the operation of the school district.

Goal 3

3. **To use technology to make students globally aware and give them the opportunity to interact outside of their school walls.**

PLV Staff will:
♦ Develop seamless connectivity/network infrastructure services for information and communication leading to a more productive, efficient, and dynamic organization.
♦ Plan lessons that encourage students to work collaboratively with other district students and those across the world.
♦ Continually review, evaluate and improve this plan based upon changing needs and the availability of resources.
♦ Evaluate and train staff on ways to implement technology lessons that do not supplement current curriculum but instead enhance the learning.

Goal 4

4. To use technology to increase teacher, administrator, student and parent communication.
The Papillion-La Vista School District will:

♦ Participate in working collaboratively for everyone's benefit
♦ Continually learn to use existing and emerging information and communication technologies that naturally fit in our curriculum.
♦ Establish equitable, not necessarily equal, access to information and communication technologies for all stakeholders.
♦ Select software and hardware that accomplishes the goals of student learning identified the curriculum process.
♦ Provide professional development on systems and products used by the district.

Goal 5

5. To increase operational effectiveness by using technology in ways that assist staff members to be more efficient.
The Papillion-La Vista School District will:

♦ Evaluate all communication tools annually to decide what processes can be improved.
♦ Provide professional development on tools that will allow staff to stay connected with other staff members and community members.
♦ Provide and support access to global, near real time data for monitoring student performance.

Ongoing Modernization of Technology Action Plans

1. **Replacement Cycle**	5. **Peripherals**
2. **Student to Computer Ratio**	6. **Infrastructure**
3. **District Wide Software**	7. **Communications**
4. **Building Software**	8. **Roadmap**

Increased Modernization of Technology Reasoning

Replacement Cycle-
      The district will set a replacement cycle and this will be evaluated every 3 to 5 years by the Director of Technology, Directors of Curriculum, the Assistant Superintendent of Curriculum, and the Instructional Technology Facilitator. Once this group has decided on a replacement cycle it will be presented to the Superintendent for further approval.
      Once a computer has reached the determined age it will be taken out of the building it is in and discarded or sold. This will promote equity across the district for computers. It will also limit monies and time being spent to repair older machines. As software is purchased a static replacement cycle will help guarantee that the software will run across the district on as many machines as possible. The Director of Technology will also seek companies to purchase the old equipment saving the district thousands of dollars a year. The district is currently using a replacement cycle of 4 years.

Student to Computer Ratio-

The second aspect to purchasing must incorporate an agreed upon student to computer ratio. This ratio will be evaluated every 3 to 5 years by the Director of Technology, Directors of Curriculum, the Assistant Superintendent of Curriculum, and the Instructional Technology Facilitator. Once this group has decided on a ratio it will be presented to the Assistant Superintendents for further approval. This along with the Replacement cycle should be the two major factors in determining future budgets for hardware replacement. The district shall allow for discretionary funds to be used by the Director of Technology to deal with building growth on a yearly basis.

The set ratio should allow for all students to have access to technology across the district. Special consideration should be given to higher use areas such as a high school. This ratio only takes into account technology purchased through the District Technology Office. Computers purchased by outside sources such as grants would not be considered in the ratio. These computers would however be discarded once they have reached the agreed upon recycle age. The ratio is only a set guideline of minimum computer access that every building should be afforded access to. The District is currently using a ratio of 2:1 for the cycle that will begin June 2014.

District Wide Software-

It is the job of the Director of Technology to facilitate District Wide Software purchases. These purchases include but are not limited to things such as an Office Suite, Calling software, Finance software, Substitute software, web access and email. When such purchase needs to be facilitated the Director of Technology will form a committee to discuss all options and make a decision. Every effort will be made to allow for a cross platform solution that works within our current infrastructure.

Building Software-

The District Technology Center will be responsible for maintaining a list of approved software. This list will be kept on the Portal for all buildings to see. Buildings can use funds to purchase any software on the current list. For software not on the list the approval process will consist of an email requisition made to the Network Systems Manager. This person will evaluate the software for compatibility with other district components and accept or deny the request. If the request is approved the software will be added to the approved list.

Peripherals-

The District Technology Center along with the Instructional Technology Facilitator will be responsible for maintaining a list of approved peripherals. This list will include but not be limited to monitors, projectors, interactive whiteboards, printers and any other item that directly interfaces with a computer. This list will be kept on the Portal for all buildings to see. Buildings can use funds to purchase any peripheral on the current list. For software not on the list the approval process will consist of an email requisition made to the Network Systems Manager. This person along with the Instructional Technology Facilitator will evaluate the software for compatibility with other district components and accept or deny the request. If the request is approved the device will be added to the approved list.

Infrastructure-

It will be the job of the Director of Technology to plan for all future infrastructure upgrades. Once a year this person will report on completed and planned upgrades to the Assistant

Superintendents. This report will include what was done, why it was done and what needs to be done in the near future. This report will help guide the budget used for Data Processing Services.

Communications-

It will be the job of the District Technology Center to maintain and operate all systems used for communication. These include but are not limited to the phone system, voicemail system and email. The Director of Technology, Director of Communications and Administrative Systems Manager will evaluate yearly the communication tools used within the district. This committee will report yearly on their findings to the Assistant Superintendents and recommend future changes.

Roadmap

The Director of Technology, Administrative Systems Manager and Network Systems manager will be responsible for maintaining a technology roadmap. This roadmap will have all future and ongoing projects listed. Projects with an expected timeline within the next year will have a preliminary start and end date attached to them. This roadmap will be presented once a year at an administrative meeting and adapted based upon changes and needs of the district.

Increased Efficiency of Technology

1 .Ensure Interoperability
2. Purchasing
3. Hardware configurations
4. Equal infrastructure
5. Remote Connections

Increased Efficiency of Technology Reasoning

Ensure Interoperability-

By maintaining a list of accepted software and peripherals the District Technology Center takes responsibility to guarantee all products will work within the current district infrastructure. Software and peripherals that work on only a single platform will be noted that way in the spreadsheet. It is the position of the DTC that to avoid this, buildings need to try to focus on software that is web based and has licensing for the entire building. The Papillion-La Vista School District will begin standardizing on Windows equipment to help ensure this interoperability. Other platforms will continue to be used in areas that have a curricular need. Administrators will also be exempt and will be required to purchase machines out of their building budget.

Purchasing-

All computer purchasing should be done by the District Technology Center with final approval by the Director of Technology. Any outside computer purchasing will be done in the spring and implemented over the summer months. The Director of Technology will work with the buildings to determine Platform and number of computers based on the decided upon student to computer ratio. It is the belief of the Papillion-La Vista School District that all teachers should be equipped with a laptop. All other computer placements will be done by the building in conjunction with the District Technology Center. The District Technology Center will try to replace all the computers for a building in a single year so that any given building would only have four different types of computers (, PC Laptop, Mac Desktop, PC Desktop and Ipad).

The Director of Technology will use monies from the equipment budget to purchase computers to meet the desired ratio and replacement cycle. The Director of Technology will set a device standard and all purchases must adhere to this standard. For a limited time buildings will be able to deviate from the standard for teacher machines but the additional cost will be covered out their building funds.

Hardware configurations-

The District Technology Center will examine all possible purchasing options to limit the number of hardware configurations within the district. By limiting the number of purchases one can guarantee efficiency and interoperability by limiting the number of operating systems and hardware configurations throughout the district. These limits will help Administrators, Facilitators and District Technology employees by putting the focus on teaching rather than technical problems.

Equal Infrastructure-

The Director of Technology will guarantee all buildings with a high speed internet connection. This line will be increased or upgraded based on district needs. The upgrade process will be kept as part of the roadmap and subsequently looked at yearly at an administrator meeting.

Remote Connections-

The Director of Technology with the help of the District Technology Center will provide for remote connections for all Superintendents, Principals and Directors. If there is a cost associated with this connection that will be paid for out of the individual's budget. This purchasing will be facilitated by the District Technology Center. The DTC will keep a list of all remote connections. Upon termination with the district, the employee will be responsible for turning in any equipment associated with the remote connection.

Guarantee of Technology Support

1) **Inventory**

2) **Help Desk**

3) **Annual Review**

Inventory-

The District Technology Center will work to keep an updated inventory at all times. This inventory will assist in purchasing and troubleshooting. The DTC will barcode all computers by computer name. When needed building level technology people will be asked to update the inventory by scanning all barcodes for their entire building. This will be uploaded to a central database that can be used by the buildings, DTC and Instructional Technology Facilitator.

Help Desk-

The District Technology Center will provide a central location for trouble tickets. Individuals will be designated in every building as primary contacts for these help desk tickets. Only these individuals will be allowed to enter trouble tickets. Emergencies can still be called in, but a trouble ticket will also need to be filled out for the issue.

Annual Review-

The Director of Technology will meet individually with building representatives each year. The purpose of this meeting will be to review the building technology plan, determine technology needs and evaluate the tech support provided to that building during the previous year. The Director of Technology will use this information to place technicians for the next year and for technician's annual review.