



Downey Unified School District

Imperial Elementary Technology Plan

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Outline for Imperial's Five Year Technology Plan

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1. Imperial School Technology Summary

“Technology proficiencies will be taught as embedded skills and viewed as an integral element of curriculum delivery.” DUSD Technology Plan 2007 - 2012

Computer Labs:

- Imperial has two fully operational computer labs with 20 computers in each lab.
- The labs are used for Title I students, SDC classes, RSP remediation as well as traditional classroom rotations.
- The computers are Imacs and Emacs, with an OS X operating system, connected on a server.
- Software for student learning includes the Accelerated Reader Program, Earobics, and Jump Start.
- Teachers are also able to access iLife programs for student support and lesson development.

Classroom Technology:

- Every classroom at Imperial Elementary has an Apple computer for teacher and student use. Teachers are regularly in-serviced on any computer updates and changes. Students are able to access their Accelerated Reader Program from the classrooms.
- Each classroom is equipped with an amplification system.
- Each classroom has access to a rolling cart with a TV/Video/one DVD player
- Each classroom has an overhead projector. Most classrooms have pull down wall screens.
- The school owns one large projector.

Library Technology/Computers:

- Our library has five Apple computers available for student use during library visits, AR tests,
- Books are checked out with the Follett Circulation and catalog automation program, including electronic card catalogs.

School Site Share Items:

- Teachers and support staff have access to the Document Reading Projector on a rolling cart.
- Teachers and support staff have access to a digital camera.
- Teachers and support staff have access to a District Lap Top.

Staff Technology Education and Development:

- Teachers and staff are invited with paid substitutes, to District Technology Training sessions provided by the Technology Teacher Specialists at the District Lab.
- Yearly, Ed Tech Data Survey instigated by DUSD.
- On site staff in-services and training provided as School Development with the TTC teacher and guest speakers from District Technology.
- School Technology Team - staff support and hands-on assistance.

2. School Vision Statement

“The Downey Unified School District supports the idea that technology is a useful tool to develop literacy and critical thinking in the classroom. Therefore, it is essential for teachers to incorporate technology to improve teaching and learning in the classroom.”

The District Technology Plan 2007 - 2012

1. School Site Share Items:
Projector: for Power Point presentations.
2. Classroom Vision:
Magic Boards, introduce to classrooms in a timely manner
Computers, Printers and tape recorders replaced and updated in a timely manner.
Lap Tops for teachers using on-line report cards and grade book.
3. Computer Labs:
New computers purchased to replace those more than six years old.
Updated OS Software for Lab and Classroom Use.
Implementation and Training of District Licensed Software.
4. Technology available to Special Populations that include: Title I, Tutoring, CBET, Kidsmart, GATE, SDC, EL. Includes; Lab use, Classroom Computers, Special Software, all site sharable technology.
5. Staff Training: based on Ed Tech Data results, Best Practices improvements, New Ethics of Internet behavior.
6. Student Learning: Implementing Best Practices of Technology across California State Standards.

3. Student Objectives and Benchmarks

“It is essential for teachers and students to identify and utilize technological and literacy skills.” DUSD Technology Plan 2007 - 2012

A) Age appropriate software

District Objective:

2.0 By June of 2012, 95% of students in grade 2 – 3 will utilize age appropriate software, learn basic keyboarding skills; will be able to create multimedia products, develop basic computer skills; and, demonstrate positive social and ethical behavior when using technology. (Page 13)

School Objective:

2A.0 By June of 2012, 100% of students in grades K – 1 will utilize age appropriate software, become familiar with basic keyboarding skills, develop basic computer skills and become familiar with positive social and ethical behavior

2B.0 By June of 2012, 100% of students in grades 2 - 3 will utilize age appropriate software, learn basic keyboarding skills; will be able to create multimedia products, develop basic computer skills; and, demonstrate positive social and ethical behavior when using technology both at school and at home.

Benchmarks:

2A.1 By June of 2008, 65% of students in grade K – 1 will become familiar with age appropriate software, become familiar with basic keyboarding skills, develop basic computer skills and become familiar with positive social and ethical behavior.

2A.2 By June of 2009, 75% of students in grade K – 1 will become familiar with age appropriate software, become familiar with basic keyboarding skills, develop basic computer skills and become familiar with positive social and ethical behavior.

2A.3 By June of 2010, 85% of students in grade K – 1 will become familiar with age appropriate software, become familiar with basic keyboarding skills, develop basic computer skills and become familiar with positive social and ethical behavior

2A.4 By June of 2011, 95% of students in grade K – 1 will become familiar with age appropriate software, become familiar with basic keyboarding skills, develop basic computer skills and become familiar with positive social and ethical behavior.

2A.5 By June of 2012, 100% of students in grade K – 1 will become familiar with age appropriate software, become familiar with basic keyboarding skills, develop basic computer skills and become familiar with positive social and ethical behavior .

2B.1 By June of 2008, 65% of students in grades 2 - 3 will utilize age appropriate software, learn basic keyboarding skills; will be able to create multimedia products, develop basic computer skills; and, will become familiar with positive social and ethical behavior when using technology.

2B.2 By June of 2009, 75% of students in grades 2 - 3 will utilize age appropriate software, learn basic keyboarding skills; will be able to create multimedia products, develop basic computer skills; and, will become familiar with positive social and ethical behavior when using

technology.

2B.3 By June of 2010, 85% of students in grades 2 - 3 will utilize age appropriate software, learn basic keyboarding skills; will be able to create multimedia products, develop basic computer skills; and, will become familiar with positive social and ethical behavior when using technology.

2B.4 By June of 2011, 95% of students in grades 2 - 3 will utilize age appropriate software, learn basic keyboarding skills; will be able to create multimedia products, develop basic computer skills; and, will become familiar with positive social and ethical behavior when using technology.

2B.5 By June of 2012, 100% of students in grades 2 - 3 will utilize age appropriate software, learn basic keyboarding skills; will be able to create multimedia products, develop basic computer skills; and, will become familiar with positive social and ethical behavior when using technology.

Benchmark	Implementation Plan/Activities	Responsible Person/Dept.	Timeline	Budget Source	Monitor/Evaluation
2A.0, 2B.0	Professional Development for newly adopted Keyboarding Software	Director Elementary Education, Principal, Imperial TTL	9/07 - 9/08 And ongoing	Categorical; Grant funding; District funding; Budget Source; Site Funding; PTA	Principal Observation, Sign-in Sheets, Review Lesson Plans
2A.0, 2B.0	Professional Development and Training on new internet safety and ethics	Director Elementary Education, Principal, Imperial TTL	9/07 - 9/08 And ongoing	Categorical; Grant funding; District funding; Budget Source; Site Funding; PTA	Principal Observation, Sign-in Sheets
2B.0	Provide opportunities for teachers to share student projects and products.	Principal, District Technology Teacher Specialists, Imperial TTL	Semi-annually	n/a	Review agendas of site-based staff meetings, at least 2x per year, student work samples, classroom web sites

B) Access to Appropriate Instructional Technology

"DUSD is dedicated to providing a comprehensive curriculum that is responsive to the needs of all our students. Ensuring appropriate access to technology for all students is critical in providing equal opportunities for students." DUSD Technology Plan 2007 - 2012

District Objective:

6.0 By June of 2012, 95% of students, including special populations, will have access to high-quality, age appropriate instructional technology that supports content standards, such as research, reports of information, multimedia projects and presentations, and life skills.
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School Objective:

6.0 By June of 2012, 95% of students, including special populations, will have access to high-quality, age appropriate instructional technology that supports content standards, such as research, reports of information, multimedia projects and presentations, and life skills.

Benchmarks:

6.1 By June of 2008, 65% of students, including special populations, will have access to high-quality, age appropriate instructional technology that supports content standards, such as research, reports of information, multimedia projects and presentations, and life skills.

6.2 By June of 2009, 75% of students, including special populations, will have access to high-quality, age appropriate instructional technology that supports content standards, such as research, reports of information, multimedia projects and presentations, and life skills.

6.3 By June of 2010, 85% of students, including special populations, will have access to high-quality, age appropriate instructional technology that supports content standards, such as research, reports of information, multimedia projects and presentations, and life skills.

6.4 By June of 2011, 95% of students, including special populations, will have access to high-quality, age appropriate instructional technology that supports content standards, such as research, reports of information, multimedia projects and presentations, and life skills.

6.5 By June of 2012, 100% of students, including special populations, will have access to high-quality, age appropriate instructional technology that supports content standards, such as research, reports of information, multimedia projects and presentations, and life skills.

Benchmark	Implementation Plan/Activities	Responsible Person/Dept.	Timeline	Budget Source	Monitor/Evaluation
6.1	Identify needs and research appropriate software and hardware for various special needs populations (GATE, EL, Special Education)	Program Specialists; Teachers/Staff who work with various populations	1/08 and ongoing	Categorical; Grant funding; District funding; Budget Source; Site Funding; PTA	Review purchase requisitions and staff survey.

4. Teacher Objectives and Benchmarks

A) Technology Supporting Teaching and Learning

Research shows that “technology is most effectively integrated into instruction when educators and education decision makers develop detailed plans for infusing technology as a tool to increase learning opportunities.” (CARET, 2002) DUSD District Technology Plan 2007 - 2012

District Objective:

1.0 By June of 2012, technology will be used in support of teaching and learning in core content areas of the curriculum in 90% of classrooms at all grade levels. (Page 11)

School Objective:

1.0 By June of 2012, technology will be used in support of teaching and learning in core content areas of the curriculum in 90% of classrooms at all grade levels.

Benchmarks:

1.1 By June of 2008, technology will be used in support of teaching and learning in core content areas of the curriculum in 25% of classroom at all grade levels.

1.2 By June of 2009, technology will be used in support of teaching and learning in core content areas of the curriculum in 50% of classroom at all grade levels.

1.3 By June of 2010, technology will be used in support of teaching and learning in core content areas of the curriculum in 70% of classroom at all grade levels.

1.4 By June of 2011, technology will be used in support of teaching and learning in core content areas of the curriculum in 80% of classroom at all grade levels.

1.5 By June of 2012, technology will be used in support of teaching and learning in core content areas of the curriculum in 90% of classroom at all grade levels.

Benchmark	Implementation Plan/Activities	Responsible Person/Dept.	Timeline	Budget Source	Monitor/Evaluation
1.1 and 1.2	Provide professional development opportunities for teachers to incorporate technology into lessons.	Directors of Elementary and Secondary Education, Principal	9/07 – 6/12 following State Curriculum Cycle	Professional Development Budget, Grant Funding	Examine agendas and sign in sheets
1.2 and 1.3	Provide opportunities for teachers to plan and share ideas & lessons that incorporate technology	Principals; District Technology Specialists	Ongoing 6/08 – 6/12	Grant Funding, SI Funds	Examine agendas; review lesson plans
1.1, 1.2, 1.3	Utilize Share Point or similar technology to share curriculum resources electronically	Directors of Elementary and Secondary Education, Imperial Technology Teacher Leader	Ongoing, 12-08 – 6-12	Professional development, Budget, Grant Funding	Review of posted lessons plans

B) Teacher-Parent-Student Communication

"As the amount of information about students increases, parents and teachers need to communicate to share information and collaborate to make the best decisions for students. Increasing the frequency and quality of this communication is vital." DUSD District Technology Plan 2007 - 2012

District Objective:

10.0 By June of 2012, 90% of teachers in grade K – 12 will utilize technology such as, but not limited to web sites and email to communicate with parents/guardians and students.
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School Objective:

10.0 By June of 2012, 90% of teachers in grade K – 3 will utilize technology such as, but not limited to web sites and email to communicate with parents/guardians.

Benchmarks:

10.1 By June of 2008, 60% of teachers in grades K – 3 will utilize technology such as, but not limited to, web sites and email to communicate with parents/guardians.

10.2 By June of 2009, 70% of teachers in grades K – 3 will utilize technology such as, but not limited to, web sites and email to communicate with parents/guardians.

10.3 By June of 2010, 80% of teachers in grades K – 3 will utilize technology such as, but not limited to, web sites and email to communicate with parents/guardians.

10.4 By June of 2012, 90% of teachers in grades K – 3 will utilize technology such as, but not limited to, web sites and email to communicate with parents/guardians.

Benchmark	Implementation Plan/Activities	Responsible Person/Dept.	Timeline	Budget Source	Monitor/Evaluation
10.1 – 10.4	Train teachers, administrators, & support staff on communication tools including grade level web sites; on-line report cards; newsletters; email	District Technology Teacher Specialists, District Director of Elementary Education	9/07- Ongoing	Categorical funds, General DUSD funds	Review DUSD master calendar for training dates
10.1 – 10.4	Provide training, access information to parents regarding communication technology	District Technology Teacher Specialists; District Director of Elementary Education	9/07 – Ongoing	Categorical; Grant funding; District funding; Budget Source; Site Funding; PTA	Parent newsletters and mailings, parent evaluations

C) EdTech Profile

“The ultimate goal of professional development in technology is for seamless integration of technology in the classroom in order to improve student achievement.” DUSD District Technology Plan 2007 - 2012

District Objective:

11.0 By June 2011, 90% of administrators, teachers and classified staff will complete the EdTech Profile. (Page 32)

School Objective:

11.0 By June 2011, 90% of administrators, teachers and classified staff will complete the EdTech Profile.

Benchmarks:

11.1 By June 2008, 70% of administrators, teachers and staff will complete the EdTech Profile.

11.2 By June 2010, 80% of administrators, teachers and staff will complete the EdTech Profile.

11.3 By June 2011, 90% of administrators, teachers and staff will complete the EdTech Profile.

Benchmark	Implementation Plan/Activities	Responsible Person/Dept.	Timeline	Budget Source	Monitor/Evaluation
11.1, 11.2, 11.3	Schedule time for teachers, administrators and classified staff to complete ED TECH Profile on the district calendar for the following school year.	District Technology Teacher Specialists, Principal	Spring of 2008, 2009, 2010, 2011, 2012	n/a	Review Master Calendar

D) TTL Objective

District Objective:

12.0 By June 2012, 100% of site based Technology Teacher Leaders (TTLs) will coordinate regular school on-site training, curricular support, and technology management. (Page 34)

School Objective: By June 2008, the Imperial Technology Teacher Leader (TTL) will coordinate staff on-site training, form a Tech Team, encourage curricular support, and promote technology management.

Benchmarks:

12.1 By 2008, the TTL will coordinate regular, formal and/or informal, on-site technology training and form a Technology Team.

12.2 By 2009, the TTL will be implementing the district site-based technology management and support procedures.

Benchmark	Implementation Plan/Activities	Responsible Person/Dept.	Timeline	Budget Source	Monitor/Evaluation
12.1, 12.2	Schedule release time as needed for the TTL to receive district support, training and clarification of guidelines.	District Technology Teacher Specialists, Director of Secondary Education, Imperial TTL	Yearly 2008, 2009, 2010, 2011, 2012	Categorical Funds	Review site management and support documents, District sign-in sheets.
12.1, 12.2	Schedule time for the TTL to co-ordinate on-site tech team.	Principal, Imperial TTL	Yearly 2008, 2009, 2010, 2011, 2012	n/a	Review Technology Team agendas, School Team list.
12.2	Provide ongoing training of the TTL - trainer of trainer model.	District Technology Teacher Specialists	9/07 - 6/12	Categorical funds, K-12 vouchers	Review sign-in sheets, agendas.

E) Training for Integration and Enhancing Instruction

District Objective:

13.0 By 2012, 90% of teachers will be trained to integrate technology into curriculum content, and to utilize technology to enhance instruction. (pg. 13)

School Objective:

13.0 By 2012, 90% of teachers will be trained to integrate technology into curriculum content, and to utilize technology to enhance instruction.

Benchmarks:

13.1 By 2008, 50% of teachers, K – 3, will be trained to regularly use at least one (but not limited to) of the following to deliver instruction: multimedia software, presentation software, streaming video and web resources to deliver instruction.

13.2 By 2009, 60% of teachers, K – 3, will be trained to regularly use at least one (but not limited to) of the following to deliver instruction: multimedia software, presentation software, streaming video and web resources to deliver instruction.

13.3 By 2010, 70% of teachers, K – 3, will be trained to regularly use at least one (but not limited to) of the following to deliver instruction: multimedia software, presentation software, streaming video and web resources to deliver instruction.

13.4 By 2011, 80% of teachers, K – 3, will be trained to regularly use at least one (but not limited to) of the following to deliver instruction: multimedia software, presentation software, streaming video and web resources to deliver instruction.

13.5 By 2012, 90% of teachers, K – 3, will be trained to regularly use at least one (but not limited to) of the following to deliver instruction: multimedia software, presentation software, streaming video and web resources to deliver instruction.

Benchmark	Implementation Plan/Activities	Responsible Person/Dept.	Timeline	Budgetal Funds, Category	Monitor/Evaluation
13.3, 13.4, 13.1, 13.2, 13.3	Utilizing the Technology Trainer Grant and support teacher training in	District Technology Teacher Specialists, Imperial Technology Teacher Leader	8/07 and ongoing	Grant funding; District funding;	Revision of sheets, calendar, agendas, sign-in sheets.
	multimedia software, presentation software, streaming video and web resources to deliver curriculum.				
13.1, 13.2, 13.3, 13.4, 13.5	Provide opportunities for teachers to plan and share ideas, lessons that incorporate technology	Principals, site personnel	Ongoing, 9/07 - 6/12	Grant funding, SI funds	Examine agendas, sign-in sheets, review lesson plans.
13.3	Provide professional development opportunities for teachers to incorporate technology into lessons	Directors of Elementary and Secondary Education	Ongoing, 9/07 - 6/12	Professional development budget, Grant funding	Examine agendas and sign-in sheets
13.1, 13.2, 13.3, 13.4, 13.5	Continue training of TTL via Trainer of Trainer model for on-site training and support	District Technology Teacher Specialists	9/07, ongoing	Categorical funds, K - 12 vouchers	Examine agendas and sign-in sheets.

5. Community Objectives and Benchmarks

A) Trainer of Trainers

District Objective:

7.0 By June of 2011, using a trainer of trainers model, DUSD will have a cadre of teachers, parents and students available to conduct training to school and community groups regarding safe use of the Internet. (Page 22)

School Objective: By June of 2011, using a trainer of trainers model, Imperial Elementary will have a cadre of teachers, parents and staff available to conduct training to school and community groups regarding safe use of the Internet.

Benchmarks:

7.1 By June of 2008, based on District Guidelines, appropriate Internet safety curriculum will be adopted. (ISafe program pending.)

7.2 By June of 2009, the Imperial TTL will be trained on Internet safety curriculum.

7.3 By June of 2010, PTA and additional teachers will be trained by the TTL.

7.4 By June of 2011, PTA, parent and teacher cadre's will be expanded.

Benchmark	Implementation Plan/Activities	Responsible Person/Dept.	Timeline	Budget Source	Monitor/Evaluation
7.1	Adopt and implement the District selected Internet safety program	Director of Secondary Education	9/07 – 6/08	General District Funds	Examine adoption guidelines
7.2	Provide time for training to TTL to be able to provide training on the Internet safety curriculum.	District Technology Teacher Specialists	Yearly, 2008, 2009, 2010, 2011, 2012	n/a	Review Technology Team agendas, School Team list.
7.3	Train parents and additional teachers to provide continued training on Internet Safety curriculum	District Technology Teacher Specialists; Imperial TTL	9/07 – 6/12	Categorical funds	Examine training agendas and sign-in sheets.
7.3, 7.4	Continue training in Internet safety curriculum	District Technology Teacher Leaders, Imperial TTL	9/09 – 9/10	Categorical funds	Examine training agendas and sign-in sheets.

6) Infrastructure (hardware and software) Objectives and Benchmarks

A) Computer to Student Ratios

District Objective:

14.0 By June of 2012, all K – 8 classrooms will have between a 6:1 and 8:1 student to computer ratio, with no computer over six years old. (Page 38)

School Objective:

14.0 By June of 2012, all K – 3 classrooms will have between a 6:1 and 8:1 student to computer ratio, with no computer over six years old.

15.0 By June of 2012, the lab computers will be replaced at the rate of 12 computers per year.

Benchmarks:

14.1 By September 2011, all grade 2 – 3 classrooms will have a computer to student ratio of between 6:1 and 8:1.

14.2 By September 2012, all grade K – 1 classrooms will have a computer to student ratio of between 6:1 and 8:1.

15.1 By June of 2009, 12 lab computers will be replaced, with the outdated computers used for classroom use. Process includes replacing IMacs with EMacs.

15.2 By June of 2010, 12 lab computers will be replaced with the outdated computers used for classroom use. Process includes replacing IMacs with EMacs.

15.3 By June of 2011, 12 lab computers will be replaced with the outdated computers used for classroom use. Process includes replacing IMacs with EMacs.

15.4 By June of 2012, 12 lab computers will be replaced with the outdated computers used for classroom use. Process includes replacing IMacs with EMacs.

Benchmark	Implementation Plan/Activities	Responsible Person/Dept.	Timeline	Budget Source	Monitor/Evaluation
14.1	Identify the number of computers to be purchased.	District Technology Teacher Specialists; Principal	6/07 - ongoing	n/a	Review of plans & schedule
14.2	Begin to purchase computers for instruction.	Imperial Principal	6/07 - ongoing	Categorical, Grant funding, District funding, Budget Source; Site Funding, PTA	Review of purchase requisitions, Inventory lists
14.1, 14.2, 15.1, 15.2, 15.3, 15.4	Continue to identify and purchase instructional computers as needed. Replace IMacs with EMacs as possible.	Imperial Principal	6/07 - ongoing	Categorical; Grant funding; District funding; Budget Source; Site Funding; PTA	Review of purchase requisitions, inventory lists

B) Software Standardization

District Objective:

18.0 By June 2010, the District will standardize software for elementary, middle, and high school Language Arts, Mathematics, Science, and Social Studies. (Page 45)

School Objective: 18.0 By June 2010, Imperial will be able to utilize District standardized software for elementary Language Arts, Mathematics, Science, and Social Studies. (Imperial, as all District Schools, will still be able to choose its own software with consideration of curriculum recommendations.)

Benchmarks:

18.1 By June 2008, Math software will be researched and recommended.

18.2 By June 2009, Social Studies & Geography software will be researched and recommended.

18.3 By June 2010, Science & Nutrition software will be researched and recommended.

18.4 By June 2011, new Reading and Writing software will be researched and recommended.

Benchmark	Implementation Plan/Activities	Responsible Person/Dept.	Timeline	Budget Source	Monitor/Evaluation
18.1, 18.2, 18.3, 18.4	Identify and purchase software making use of District licenses for volume purchases.	Imperial Principal, Imperial TTL, coordinating with Office of Technology and Purchasing Department	6/07 - ongoing	Categorical; Grant funding; District funding; Budget Source; Site Funding; PTA	Review of purchase requisitions, Inventory lists