Pio Pico Middle School
Technology Plan 2010 – 2013 (DRAFT)

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1. INSTRUCTIONAL TECHNOLOGY MISSION AND VISION STATEMENT

Mission Statement
Providing comprehensive, equitable, ethical, and efficient use of existing and emerging technology while engaging, challenging, and nurturing diverse learners is paramount in preparing students for success in a complex, technology-rich global society.

Technology has great potential for making education meaningful and productive for students, but only if students are allowed to become active learners in real-world tasks. Technology access at Pio Pico Middle School is intended to enhance learning throughout the curriculum and emphasize learning with technology, rather than about technology. In other words, learning how to use the tools of technology is important, but only with the intent that students will be able to use the technology as a tool to further their learning.

Beliefs
• Skillful use of technology supports the development of processing skills such as flexibility, adaptability, critical thinking, problem solving, and collaboration, which are essential to success in our rapidly changing information age.

• Technology allows us to better serve the diverse learning needs of our students.

• Our schools must prepare and encourage students to be lifelong learners who are:
  • responsible for their own learning
  • skilled in accessing and processing information
  • confident in using technological tools safely and responsibly
  • able to solve complex problems alone or collaboratively
  • capable of being creative and innovative
  • able to communicate locally, nationally, and world-wide

2. GENERAL INTRODUCTION/BACKGROUND

2.1 School Profile

Pio Pico opened in 1987 and is named in honor of Governor Pio de Jesus Pico. Governor Pico, born to parents from (New Spain) Mexico had a diverse heritage of Spanish, African, Native American and Italian descent. He was the governor of California until 1846. Governor Pico was a pioneer and is credited for developing what is now the Los Angeles County area.

We have approximately 950 students. Approximately 90% of our students are Hispanic. More information on the demographics of our school can be found by searching Pio Pico School from the LAUSDnet web site and clicking on demographics.

We have 45-50 teachers at our school. The school is divided into three “houses”, 6th, 7th & 8th grade. Our teachers have been involved with various types of ongoing professional development. Currently all of our teachers are concentrating on ____________________________

2.2 Planning Process

The Pio Pico Middle School Technology Committee conducts a number of surveys to determine the
technology and training needs of our school. In order to keep current with maintenance, upgrades, and purchases of equipment and software, replacement upgrades are scheduled at 20% per year. The following sources are being used for help and information:

- Title I funding
- Parent/Community fundraising
- Other discretionary funds
- Grant awards

The Technology Committee is composed of the Curriculum Leadership Team, the Library Media Specialist, the Technology Resource Teacher, a Teacher’s Assistant assigned to the Computer Lab, the school assistant principal, and the school principal. The Technology Committee will be responsible for the revision and implementation of the Technology Plan for Pio Pico Middle School.

Teachers and staff with special training and expertise in technology actively share their learning and skills by helping to train others.

The Pio Pico Middle School Technology Plan supports the initiatives of National Education Technology Standards (NETS) and the No Child Left Behind Act.

2.3 Collaboration

Pio Pico Middle School networks with the Instructional Technology Branch (ITB) of L.A.U.S.D., along with Technology Leaders at other schools throughout the LAUSD. We provide a variety of training in the use of Internet resources, software and hardware, as well as the loaning equipment for the integration of technology into the curriculum. Teachers often attend training sessions during the course of the school, and now, as Pio Pico transitions toward a traditional school year schedule, possibly during the summer months.

3. Needs Assessment/Goals

3.1 Sources

The Pio Pico Middle School Technology Team conducts a number of surveys to determine how we use existing hardware and software, and what our technology needs will be. This information will be gathered annually from the following sources:

- EdTechProfile (California State Provided)
- Informal technology survey of teachers
- Technology Skills Inventory of teachers
- Input from LAUSD Instructional Technology Branch
- Input from the Technology Resource Teacher
- Technology equipment inventory

The Technology Committee for Pio Pico Middle School provides the leadership for Needs Assessment. Major aspects of the process include:

- Analyzing all data collected.
- Assessing the quantity and type of equipment available for students and staff.
• Assessing the training needs of staff personnel.
• Seeking student and staff input.
• Involving administrators, staff, students, and parents in determining goals, objectives, and strategies.
• Assessing the integration of technology in all areas of the curriculum, English Learners, and Special Needs, including students with disabilities.
• Assessing new software and hardware.

3.2 Identification of Needs
• Training Needs
  • Professional Development for all staff:
  • Provide updated training for faculty on-site or within the district for licensed
  • Programs and web-based services for use with students including:
    o Google Docs
    o Microsoft Office Suite (Excel, Word, PowerPoint)
    o Smart Notebook (SmartBoard Software)
    o Use of LCD projectors, document cameras, audio systems
  • Obsolete computers and other technology equipment must be salvaged
  • New technology tools must be evaluated, and if available equipment fits the needs of students and teachers, be purchased, maintained, and secured to ensure longevity
  • Acceptance of donated technology must be highly scrutinized, as it is often not cost-effective to accept, due to the huge cost in software, hardware upgrades, and labor to make ready

3.3 School Technology Goals:

Goal I: Improve student academic achievement through the use of technology by:

• Improving student achievement on CA state and LAUSD periodic assessments
• Integrating Technology in the Classroom
• Expanding access to classroom tools for teaching and learning
• Enabling the learning community to communicate more effectively, access and process information, and work productively
• Creating a collaborative environment for project-based learning
• Increasing the productivity of students as they work toward attaining learning outcomes
• Encouraging the use of multimedia tools, enabling students to become active and experimental learners
• Enabling learning to involve partnerships within the school, among schools, and with other organizations

Goal II: Building a Culture of Continuous Learning for Staff

• Developing school-based technology planning and learning
• Incorporating learning new curriculum (math, writing, science, etc.) with technology applications
• Facilitating access to collegial support and best practice information from a wide variety of resources
• Expanding the variety of teaching tools to differentiate and support diverse learners
• Supporting productive and efficient management of student assessment and portfolio data
• Increasing support for emerging instructional strategies: inter-disciplinary, collaborative, and active learning options
• Enabling curriculum, instruction, and assessment to be developed and aligned
• Providing a system that helps students, parents, and teachers work together to support educational outcomes
• Piloting new teaching strategies, technologies, and instructional resources
• Investigating emerging possibilities for electronic learning resources such as handhelds, and tablets for teachers and students

• Staff will use technology for the evaluation of instruction and for collection of assessment data, i.e.: Core K-12 Periodic Assessment monitoring, MyData, Welligent, ELD monitoring
• Staff will use technology to increase communication with the parents and community
• Staff will teach students to select and use a variety of technology resources and applications for specific learning tasks (keyboarding, word processing, email, spreadsheets, Internet, databases, brochures, presentation tools, and others)
• Staff will adopt new technologies to enhance curriculum and student performance, including technologies for special needs students, to meet the educational requirements of No Child Left Behind (NCLB) or other new Federal mandates
• Staff will include use of technology as a regular part of lesson plans
• Insure that students are exposed to a variety of technologies including: computer hardware and software, multimedia projection devices, video production, various storage devices, such as hard drives and flash drives, scientific and graphing calculators, “cloud” computing applications and storage, etc…

**Goal III: Increase technology knowledge and use for all staff and students by:**

• Understanding basic technology operations and concepts
• Staff and students will demonstrate an understanding of the nature and operation of technology systems, including networked environments
• Staff and students will demonstrate an understanding of concepts underlying hardware, software and connectivity
• Staff and students will develop sufficient technical skills to successfully use, troubleshoot, and maintain technology and telecommunications tools in daily life, work situations and learning environments
• Staff and students will apply strategies for identifying and solving routine hardware and software problems that occur during everyday use
• Staff and students will practice responsible, legal, and ethical use of technology systems, information and software and discuss consequences of misuse
• Staff and students will cooperate with others while using technology
• Staff and students will care for and safely operate equipment
• Staff and students will demonstrate understanding of intellectual property and copyright law by properly crediting work of self and others, and identify examples of copyright violations
• Staff and students will identify technological skills needed for success in school and vocations
• Staff and students will research the accuracy and relevance of information sources
• Staff and students will enhance documents with graphics, including clip art and original artwork, using paint and draw programs
• Staff and students will use technology for thinking, learning and producing
• Staff and students will use a variety of media and technology resources for directed and independent activities to support learning
• Using technology for research, problem solving and decision-making
• Students will use technology to locate, evaluate, collect, and organize information from a variety
4. FUNDING PLAN

4.1 Pio Pico Middle School uses a combination of sources of funding for its technology needs. These include both recurring and nonrecurring funds allocated from the District, State, and Federal Education funds, community partnerships, donations, and grant awards.

4.2 The funding plan is updated annually to ensure that a sufficient budget is provided to acquire, support, and maintain essential hardware, software, professional development and other services needed to implement strategies for improving educational services. Additional funding is pursued by the Technology Resource Teacher and other faculty members in the form of grants during the course of each year.

Pio Pico Middle School is connected to the wide area network using fiber optic connectivity. E-rate funding is utilized by LAUSD to support this connectivity.

4.3 Pio Pico Middle School is allocated one Technology Resource Teacher position. The Technology Resource Teacher provides instructional support and training for classroom teachers and students using software and equipment, as well as maintaining the school’s network, computers, and other technology equipment.

The Technology Resource Teacher will:

- Serve as a school-based coordinator, organizer, and facilitator of technology.
- Serve as chairperson of the school’s Technology Committee.
- Represent Pio Pico Middle School at the district technology meetings.
- Act as a consultant for technical installations of hardware and software.
- Facilitate the use of hardware and software.
- Encourage innovative use of technology for enhancing teaching.
- Help with interdisciplinary planning by meeting with grade levels or curriculum areas teachers.
- Help with analysis of various test scores such as CST and District Periodic Assessments.
- Provide Technical Triage for assessing hardware and software issues.
- Post work orders for ITD technical support.
- Support grant-writing efforts for technology acquisitions.

5. TECHNOLOGY ACQUISITION PLAN

5.1 Continuous Education & Research will include:

- Sending a minimum of 4 teachers and 1 administrator per year to conferences like the CUE (Computer Using Educators) to investigate technology trends, educational practices, software, and technology implementation programs. Those attending will be expected to share their learning with their grade levels, departments, and the school at large.
- Investigating research based programs and evaluations that will develop and measure student technology skills for students as established in the NETS.

5.2 Pio Pico will use the district’s guidelines for software evaluation and rely on recommendations that include the district’s technical support for the implementation and use of the software. All purchased instructional software should:
• Align to the CA State Standards
• Meet the needs of students as lifelong learners
• Address the needs of students with varying learning styles and assist those with special needs and students with disabilities

5.3-5.4 Equipment & Software:
• Begin replacement of classroom VCR’s with VCR/DVD player combinations in order that
  textbook supplemental software can be easily accessed by teachers.
• Continue replacement of 20% of teachers’ computers per year.
• Establish a standard classroom/teacher multimedia configuration that includes a teacher-issued
  laptop, and LCD projector, a document camera, and for Math and Science Teachers, a
  SmartBoard™, or similar device.
• Update computers in Computer Lab
• Phase out the use of inkjet printers and transition to using networked B/W Laser Printers
• Phase in the use of “cloud”-based computing, i.e: Google-Docs, etc…
• Add standards-based Technology course to 6th Grade wheel?

6. ACCESS

6.1 The school provides for equitable and effective access to telecommunications and other
  technologies to support teaching and leaning with support by the district by:
  • Verifying network access in all classrooms and administrative offices
  • Providing computer workstations that meet minimum specifications for teachers and staff
  • Providing access to additional online instructional resources for teachers and students
  • Providing access, software, and equipment to students with special needs as identified in the IEP
    process
  • Providing administration and teacher with access to data for decision making from the school,
    district, and school level as is appropriate

6.2 Review the use of the defined Acceptable Use Policies within LAUSD as established by the
district including the:
  • Acceptable Use Policy (AUP) for the faculty, staff, and students.
  • Student Network Access Permissions & Internet Safety Contract- to be updated each year and
    kept on file
  • Maintain a “Do Not Publish” list of student names for Photo Release to protect the
    confidentiality of students

6.3 The LAUSD network provides a protection filter that blocks and filters Internet access to visual
depictions that are obscene, child pornography, or harmful to minors.
  • If improper unblocked sites become known, Pio Pico staff will notify LAUSD Network
    Operations to limit access those sites
  • If educational sites are blocked, Pio Pico staff will notify LAUSD Network Operations to inquire
    if the site can be unblocked, if it meets the established educational standard.

7. PROFESSIONAL DEVELOPMENT PLAN

7.1 Provisions for increasing the use of technology in the classroom and media center will include:
  • Development and acquisition of new programs, access to web sites, and software that promote
the integration of technology into everyday curricular needs
• Teachers will be encouraged to attend technology in-service opportunities provided by the
district (LAUSD), county (LACOE), and university-collaboration programs (UCLA, CSULA,
LACC, etc…)
• Implementation and use of web access and software that is currently available will be a focus
• These in-service opportunities will support the integration of subject area curriculum content
with technology and model ways to use specific software with students
• The Library Media Specialist will encourage the integration of technology into the curriculum as
well

7.2 The integration of technology as a meaningful component within all curriculum training;
• The NETS standards for administrators and teachers will be examined as participants review
and receive professional development as goals for their professional growth
• The NETS standards for students will be reviewed with students taking the technology self-
assessment provided on the EdTechProfile
• Ensuring adequate facilities, instructors, materials, equipment and funding for staff development
• Planning and working with the TRT to effectively learn to use technology will be supported by
the administration.
• An emphasis will be made in providing time for teachers to learn how to use adopted textbook
supplemental software effectively in their subject areas
• Providing technology training for teachers by the school Technology Coordinator
• Methods of delivery for training teachers to integrate technology will be explored
• Training provided by textbook publishers

8. PROGRAM EVALUATION

8.1 The ongoing evaluation of how acquired technologies are being integrated into the school
curriculum will include:
• EdTechProfile
• Teacher technology inventory
• Classroom observations
• Lesson Plan documentation
• Professional development technology related sign-in sheets

The ongoing evaluation of how acquired technologies are affecting student achievement and progress
 toward meeting the educational goals of the Pio Pico Students’ achievement include:

• Improvement in CST scores and performance on LAUSD Periodic Assessments
• Evidence on student work displayed for events such as Open House, but also regular projects that
are assigned as a part of the curriculum
• Students’ readily making proper choices independently about the use of technology

8.2 The process used to facilitate mid-course corrections in response to new developments and
opportunities as they arise will include:
• Input from classroom teachers about students’ needs

10. E-RATE PLANNING CRITERIA

All E-Rate planning, goals, and strategies are handled at the District level.