



Instructional Technology Plan 2015-2018

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Introduction and Background

Chávez Elementary School is a public school located in a moderately sized district of just over 16,000 students. Chávez Elementary serves approximately 440 students whose population is comprised of 82% free and reduced lunch, 51% minority, 17% special education and 17% English Language Learners (ELL) students.

Because of our high needs population, many students come to school with minimal experiences and supports that broaden their scope of understanding and enhance learning as compared to students in more advantaged homes. As such, our students are at a disadvantage and do not have the same access to technology as their more affluent counterparts.

Our building is entirely wireless via a fiber connection. Our internet connection is provided and maintained by our district's technology department. Access is secured through a user name and password while utilizing a filtering system that blocks out spam, junk mail, and inappropriate sites. It also provides server space for staff and students.

Mission Statement

The mission of Chávez Elementary Staff is to ensure that students and staff are effective users of technology in the teaching and learning process in preparation for the pursuit of higher education and career opportunities.

We will:

- Use technology tools to differentiate instruction in English Language Arts and Mathematics, to increase cooperative learning, to monitor and assess student progress, and to ensure equity between students who do not have the same access to technology as their affluent peers.
- Provide equitable access to technology, student-centered learning, and opportunities for community and family partnerships
- Create consistent and regular technology support with adequate funding to develop technology infrastructure, personnel, digital resources, and staff development
- Create an environment that develops and supports age-appropriate use of technology for learning
- Guide, expand, and enhance learning objectives in the classroom
- Involve all staff in collaborative sharing of instructional technology in their curricula by creating mentoring experiences and varieties of ways to share in one-on-one, small group, and large group contexts
- Assess current levels of staff skill and comfort in meeting ISTE Standards (Implementation for National Technology Standards)
- Develop effective technology survival skills

School-wide Technology Goals and Objectives

Goal 1: Educational Achievement and Instruction

Activity A: Create/Support Teacher Webpages

Instructional outcome: increase communication with the families and school

Implemented by: Teachers, Technology Support Specialist III, Principal

Activity B: Student Laptop Training--Create a document/checklist of skills that need to be taught

Instructional outcome: Students will learn/re-learn school expectations about technology use

Implemented by: Teachers, Technology Support Specialist III

Activity C: Maintain 21st Century technology components in every classroom

Instructional outcome: Staff will meet ODE/ISTE technology standards. Teachers and students will stay current with technology advances.

Implemented by: Teachers, Technology Support Specialist III, Principal, District Personnel

Activity D: Access 4J District Technology Workshops

Instructional outcome: 35% of certified staff will participate in available workshops and increase skills.

Implemented by: Teachers, Technology Support Specialist III, Principal

Goal 2: Maintaining Hardware and Software

Activity A: Provide support for hardware and software maintenance

Instructional rationale: Staff require a reliable network and appropriate technology tools (laptops, interactive whiteboard, projector, document camera) to teach students effectively

Implemented by: Teachers, Technology Support Specialist III, Principal, District personnel

Activity B: All teacher and student laptops will be updated and refreshed each year

Instructional rationale: Staff require a reliable network and appropriate technology tools (laptops) to teach students effectively

Implemented by: Teachers, Technology Support Specialist III

Activity C: Develop a system for the purchasing and utilizing Apple Apps for iPods and iPads

Instructional rationale: Staff will have a list of quality apps that enhance instruction for students.

Implemented by: Teachers, Technology Support Specialist III, District personnel

Action Steps:

- Technology Support Specialist will maintain and manage hardware and software issues through the use of the 4J Helpdesk.
- Technology Support Specialists will annually update and refresh images for teacher and student laptops.

- Chávez STEAM team representatives will consult with other elementary schools in the district to further develop our system for purchasing and utilizing Apple Apps for iPods and iPads.

Goal 3: Implementation of National Technology Standards - ODE/ISTE Standards

Activity A: Implement the ODE/ISTE Standards at all grade levels

Instructional Outcome: Staff will be teaching current ODE/ISTE Standards. Students will demonstrate a sound understanding of technology concepts, systems, and operations.

Implemented by: Teachers, Technology Support Specialist III, Principal, District personnel

Activity B: Include technology trainings for staff in the Chávez Elementary Comprehensive Achievement Plan and annual Professional Development Plan

Instructional Outcome: Staff and students will meet current national technology standards by planning and providing staff development around the ODE/ISTE standards. Teachers will be provided with the scope and sequence of the ODE/ISTE standards and current technology practices.

Implemented by: Teachers, Principal, District personnel

Technology History at Chávez Elementary

<p>Years 2004-2010</p> <ul style="list-style-type: none"> ● Infrasytem for building-wide wireless Internet access when school was built in 2004 ● Integrated building-wide wireless Internet access into curriculum and class activities ● Palm Pilot project ● Voice Enhancement Systems in 2 classrooms ● SMARTBoards in 3 classrooms through Pacific University OTEN grant ● Computer Lab with 30 iMacs ● Sound system in cafeteria and gym ● New laptops for every teacher/certified staff ● "TESA" COW with Mac laptops for statewide assessment project ● iPod Nano for every classroom teacher/certified staff ● 4J TIP Project-4 building-based certified teachers went to trainings and received technology hardware 	<p>4J with Todd Hamilton OTEN grant</p> <p>Building-based targeted funds</p> <p>Bond money</p> <p>Building-based targeted funds</p> <p>District-provided laptops for state-wide testing</p> <p>Building funds</p> <p>ODE TIP Grant</p>
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<p>Year 2010-2011</p> <ul style="list-style-type: none"> ● Year 1 of the Technology Rich Classroom Grant ● Four classroom teachers identified to participate in the TRC Project ● Extensive and focused professional development for TRC teachers ● SMART boards, projectors, document cameras in 4 TRC classrooms ● Established a 2:1 laptop ratio in 4 TRC classrooms ● Received 4 TRC COW carts for securing and charging classroom laptops with 20 Macbook pros in each ● Received networked printer for each TRC COW ● Received two sets of clickers for the four TRC classrooms ● Received sixteen proscopes for the four TRC classrooms ● iPod Shuffles and Nanos integrated into classroom instruction across the grade levels ● Integrated a wide array of software programs and hardware tools into instruction 	<p>ODE Grant</p> <p>Building-based targeted funds</p>
<p>Year 2011-2012</p> <ul style="list-style-type: none"> ● Year 2 of the Technology Rich Classroom Grant ● Extensive and focused professional development for TRC teachers ● Received two iPod charging stations for the four TRC classrooms, (One-3rd, Two-4th and One- 5th grade classroom) ● Established a 2:1 iPod Touch ratio for the four TRC classrooms ● Created a 1:1 ratio of technology (laptops and iPods) in the four TRC classrooms ● SMART boards, projectors, document cameras purchased for non-TRC classrooms ● Professional Development workshops for ALL staff as part of Academy Days 	<p>ODE grant</p> <p>Building-based targeted funds</p>
<p>Year 2012-2013</p> <ul style="list-style-type: none"> ● Year 3 of the Technology Rich Classroom Grant ● TRC Team expanded to include 4 additional classrooms as the team shared their knowledge with 4 additional teachers (Two- 3rd, One-4th and One-5th grade teacher) ● Extensive and focused professional development for TRC teachers ● Four sets of Ten additional iPod Touches for 4 additional classrooms ● Projectors ceiling-mounted for every classrooms (district funded) 	<p>ODE grant</p> <p>4J funds</p>

<p>Year 2012-2013 continued</p> <ul style="list-style-type: none"> ● Apple iPads purchased for every teacher (school funded) ● Second grade teachers participated in the Title technology grant and received iPod Touches for their classroom ● Four iPads for each Kindergarten, first grade and second grade classrooms ● Four iPads in both Learning Centers for special education program ● Voice enhancement systems installed in every classroom ● Monthly Technology Professional Development by Misty/Technology Department for all staff ● Apple TV installed in every third-fifth grade classrooms 	<p>Chavez Funded Title funds</p> <p>Building-based targeted funds</p> <p>Building-based targeted funds</p> <p>4J funds</p> <p>TRC/Building-based targeted funds</p>
<p>Year 2013-2014</p> <ul style="list-style-type: none"> ● Crossroads Project established for the 4j School District supported by Bond Measure ● New technology available to all 4j schools ● Achieved 2:1 student/laptop ratio in second-fifth grade classrooms ● Established a highly functional school website (iweb-highly functional for our school style of web page and user proficiency of our web page manager) ● Developed websites for most classrooms 	<p>Bond Measure funds</p>
<p>Year 2014-2015</p> <ul style="list-style-type: none"> ● Crossroads Projects funds additional technology available to all 4j schools ● Out-dated iBooks and MacBooks exchanged for 72 MacBook Airs ● COWS designated for Learning Center and for the STEM lab ● iPad Minis for Title 1 program ● Instructional Technology Team reestablished and monthly meetings scheduled ● Instructional Technology Plan updated, completed and submitted by Tech Leadership team (TLT) 	<p>Bond Measure funds</p> <p>Federal grant funds</p>
<p>Years 2015-2018</p> <ul style="list-style-type: none"> ● 1:1 iPads for students in grades 3-5 ● 1:1 iPad Minis for students in grades K-2 ● Short Throw projectors in every classroom 1-5 ● Purchase Journeys iPad apps for student iPads ● See Implementation, Professional Development, Funding Projection Action Plans on p. 11-12 	<p>Future bond funds</p> <p>Future ODE grants</p> <p>Future Community grants</p> <p>4J Instruction funds</p>

Current Classroom Setup

Chávez Elementary consists of 22 classrooms: 17 general education classrooms for students in Kindergarten-fifth grade and 4 specialist programs including English Language Learners, Learning Center for special education, Comprehensive Learning Center for intensive special education and a Title 1 program. Each classroom infuses technology in different ways.

Hardware

All of our classrooms are equipped with the following:

- Student MacBook laptop in COWs shared in grades 2nd-5th, at a 1:2 ratio, and laptop stations in grades Kindergarten-1st: 5 for K, 6 for 1st (144 MacBook Airs, 72 MacBooks school wide)
- SMART Board (Interactive Board in 3 Kinder Rooms)
- Ceiling mounted projector, (Interactive are wall mounted)
- Document camera
- Voice Enhancement System w/ teacher and student microphones
- COWS - Computer On Wheels carts for charging and storage in the third, fourth and fifth grade classrooms (stations in all K-1)
- Apple TV in the third, fourth and fifth grade classrooms
- iPod Touches for students in grades 2nd-5th (105 total)
- iPads for students in grades Kindergarten-1st (6 in each for stations)

Digital Tools for staff:

- Macbook Pro laptops for each teacher and specialist
- iPad for each teacher and specialist

Additional digital tools that are shared:

- Computer lab with 30 student MacBooks (Model 5,1)
- Printers in every wing, and in the CLC Rooms. Also in some of the upper primary classrooms. Computer lab and library each have a printer as well
- iPod Nanos for students in the "iPod Club"
- Nano shuffles in primary classrooms for reading stations
- Clickers, 4 sets
- ProScopes, 16
- Snoball microphones, 4
- Digital cameras
- Video camera
- Charging/syncing stations for iPods, 2

Software and Subscriptions

To compliment our digital tools, we have a variety of programs that help our teachers facilitate their teaching. Some programs were part of the Mac Suite software package while other resources have been accessed, free of charge, on-line or purchased through school or district funds, as well as grants.

Applications/Software/Websites	ipad ipod	lap top	Applications/Software/ Websites	ipad ipod	lap top
Programs purchased: <ul style="list-style-type: none"> ● Pages ● Numbers ● Keynote ● iPhoto ● iTunes ● iMovie ● iWeb, widely used at Chavez ● Garageband ● Apple Remote Desktop ● Apps for iPads and iPods ● Microsoft Office Suite (staff) 	X	X	Online free software: <ul style="list-style-type: none"> ● PBS Kids ● Learning Planet ● Edmodo ● Yahoo! Kids ● Starfall ● Between the Lions ● Sesame Street ● Learning PlanetLearn ABC's ● Virtual Manipulatives ● Magnetic Numbers ● Woodlands Math ● Dance Mat Typing ● Spelling City ● Literactive ● Learning Planet ● Typing ABC's ● Wordcentral ● Timez Attack ● Math Work Problems ● Math Magician ● Multiplication.com ● Fact Monster ● Timez Attack ● Frontrow ● xtramath ● ReadWriteThink ● Readworks ● Watch/Learn/Know 	X	X
Online subscriptions purchased: <ul style="list-style-type: none"> ● RazKids ● Tumble Books ● Fraction Nation 	X	X			
Software purchased: <ul style="list-style-type: none"> ● All The Right Type (ATRT) ● Read Naturally 		X			
Online Curricular resources: <ul style="list-style-type: none"> ● Houghton Mifflin Harcourt Journeys ● Pearson Investigations ● Being a Writer 	X	X			

Title Funded: <ul style="list-style-type: none"> ● FASTT Math ● Fraction Nation ● Go Solve 	X X X	District subscriptions purchased: <ul style="list-style-type: none"> ● National Geographic ● World Book ● World Book online ● Learn 360 ● Pearson Success Net ● SMART Board Software 	X X X X X X	X X X X X X
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Technology Resources for Staff, Students & Families

District Resources for staff

An ever-increasing number of websites are now available for staff. These sites provide lesson plans, professional development, reference materials, etc. The district will continue this trend with an accompanying effort to synthesize, categorize and rate these websites for getting the best available information in the shortest amount of time. Examples of this synthesis on the 4J site are the Technology Integrated Learning and Teaching (TILT - <http://www.4J.lane.edu/tilt/>) and Library Services web page (<http://www.4J.lane.edu/libraryservices>), and the OPEN Clearinghouse (<http://www.open.k12.or.us/>).

Resources for Chávez Elementary Staff

Chávez Elementary staff have access to links of websites which support technology integration, instructional practices and professional development sites. Teachers have a laptop and an iPad for their sole use.

Teachers can access websites and resources connected to our ELA, math and writing curricular. (Journeys - Think Central; Being a Writer - DSC Learning Hub)

Resources for Chávez Elementary Learners

Educational links for students can be found on the Chávez Elementary website (http://schools.4j.lane.edu/chavez/Chavez_Website/Home_Page.html). Links are listed based on the students' grade level. Most teachers also host a website that includes links specific to their classroom instruction, educational resources, classroom newsletters, information for families and photos of class projects and field trips. Students have access to laptops, iPads and iPods. Technology opportunities are extended to students as part of the BEST Afterschool Program.

Additional Resources for Families

Eugene School District 4J maintains an informative, updated, relevant webpage for our families. The webpage contains information related to safe schools and child safety on the internet. Families can also access information regarding upcoming events, school calendars, school

board policies, Common Core State Standards, Smarter Balanced Assessments, menus for meals and contact information.

Implementation Timeline (Three-Year Plan)

Funding Sources: Future bond measures, future community grants, future ODE grants

Year 1: 2015-16

- Develop a plan to replace and/or upgrade student laptops
- Develop a plan to replace and upgrade staff laptops on a 4-year cycle
- Develop a plan to replace and upgrade document cameras
- Maintain current SMARTBoards
- Begin replacing and upgrading projectors in every classroom with high resolution short throw wall mounted-projectors
- Increase the number of Apple laptops for student use to a 1:1 ratio in all classrooms
Kindergarten-fifth Grade
- Increase the number of Apple iPad Minis for student use to a 1:2 ratio in all classrooms
Kindergarten-fifth Grade
- Increase the supply of batteries to replace or upgrade when needed for laptops
- Explore ways to increase family access to the Internet
- Explore keyboarding programs to be implemented school-wide (including non-traditional keyboarding for iPads or aimed at younger users)
- Purchase headsets for each student
- Create a Recording Studio equipped with high quality video camera, green screen, desk and other necessary tools (secure and quiet environment) to allow students in fourth and fifth grades to produce streaming videos in replacement of our morning announcements
- Develop a plan for purchasing Apps and software for classroom devices
- Purchase Apps and software using the Volume Purchase Program (VPP)
- Research checkout program for kids for home technology use

Year 2: 2016-17

- Increase FTE for our Technology Support Specialist through district negotiation and funding.
Current goal: One 8 hour TSS dedicated to Chávez
- Increase the number of Apple iPad Minis and iPad 2s for student use to a 1:1 ratio in all classrooms Kindergarten-Fifth Grade.
Current goal: 225 iPad Minis and 225 iPad 2s.
- Complete the process of replacing and upgrading projectors in every classroom with high resolution short throw projectors
- Seek community support with local tech businesses - Symantec, Pipeworks, Buzz Monkey, Computer Science programs through LCC, U of O, and ISTE.
- Incorporate "distance learning", including the necessary equipment, funding, and research of virtual learning opportunities
- Adopt a digitally based language acquisition program, such as Rosetta Stone, for students and families

- Purchase school-owned portable hard-drives or large memory jump drives for teachers to save files
- Implement technology check-out program for students to use at home

Year 3: 2017-18

- Increase FTE for our Technology Support Specialist to an 8 hour/day position
- Purchase GoPros to have one per classroom
- Establish an electronic Behavioral Referral system
- Design and build an outdoor classroom space for STEM with a time-lapse camera in a weather-proof case

Professional Development Action Plan (Three-Year Plan)

Year 1: 2016-17

- Offer mandatory professional development workshops for all staff monthly throughout the year for 30 minutes during staff meetings or for ½ day during an Academy Day
- Increase opportunities for teachers to share their technology strengths at staff meetings
- STEAM team leaders will share a new skill/strategy (focused on literacy stations and mathematics) with their team after monthly technology meetings.
- Training on Apple Remote Desktop (ARD) for all classroom teachers
- Survey staff annually to determine need and interest to guide professional development
- Survey staff to determine technology strengths in order to create an in-house “help desk” list for questions about specific skills and programs
- Provide parent education on appropriate limits and activities in regards to technology
- Continue exploring Apps for Apple iPod and Apple iPads
- Develop interactive professional development access through a staff webpage or blog

Year 2

- Professional development for teachers on computer programming
- Provide opportunities for students to explore computer programming
- Provide opportunities for parent training
- Develop plan to ensure that technology programs are catering to and attracting 50% female students in game design, programming, STEM activities
- Create additional interactive professional development

Year 3

- Create additional interactive professional development

Funding Projections (Three-Year Plan)

Year 1

- Investigate opportunities to apply for technology grants
- Investigate opportunities to apply for STEM grants

- Create a partnership with middle school STEM grant at the Arts and Technology Academy
- STEAM team will create DonorsChoose grants to provide additional technology, determined by the team
- Prioritize technology enhancements when writing EEF (Education Education Foundation) grants

Year 2

- Write grants to increase technology equipment and instructional technology
- Investigate opportunities to have a community partner to assist funding technology
- Encourage every teacher to create Donorchoose grants
- Prioritize technology enhancements when writing EEF (Education Education Foundation) grants

Year 3

- Work with a community partner to assist funding technology

Internet Use and Policies

Chávez Elementary utilizes the Eugene 4J School District Internet Guidelines that outline appropriate online use of the Internet for staff and students. It contains specific policies around various controversial topics including: virus filtering, a proxy server for student computers, and maintaining a spam filter for 4J email accounts. The document also addresses copyright, intellectual property, and multimedia fair use policies for the teaching and learning environment.

Monitoring and Evaluation of the Instructional Technology Plan

Chávez Elementary’s STEAM Leadership Team and Site Council will monitor and evaluate progress toward goals outlined in this plan annually.

STEAM Leadership Team

The STEAM Team is comprised of our building administrator and staff members representing our K-2 and 3-5 teaching teams, including TRC members. The STEAM team meets twice monthly to discuss issues centered on all aspects of technology, from hardware, to software, to instruction, to professional development, and more!

2015-2016 Team

Principal: Denisa Taylor

Technology Support Specialist: David Greene

K-2 Team Representative: Kim Liebenberg

3-5 Team Representatives: Kress Schlim, Kristin Strand

Specialist Representative: Jeanne Bowers

César E. Chávez Elementary

Technology Agreement-Cheetah PRIDE



PERSEVERANCE

- Raise your hand if you need help.
- Remain patient with technology when not working properly

RESPECT

- Use both hands when carrying the laptop or iPad.
(Hug Hold--one hand on bottom corner, one hand on side)
- Always walk when carrying the device.
- Open and close the laptop gently.
- Keep magnets away from the devices.
- Use headphones when working with sound, as necessary.
- Keep food and liquids away from the devices.
- Always clean and dry hands before using a device.
- Only use hands to touch the devices.
- Keep fingers off the laptop screen.
- Clean the screen only with teacher provided cleaner.
- Plug and unplug your charger by holding the plug.
- To turn laptop off, logout from the Apple Menu and then select shutdown. (No shortcuts!)
- Wait until the screen has turned off before closing the lid.
- Move your laptop only when it is off. Do NOT move the laptop with the lid open.

INTEGRITY

- Set the laptop securely and safely in the middle of your desk.
- NEVER change device settings.
- Use only teacher-approved websites.
- Print only if approved by teacher.
- No technology during rainy day recess.

DIVERSITY

- Work cooperatively with your partner when using technology.
- Be willing to partner with anyone on the laptops, iPods, iPads
- Give each person enough space to work comfortably.
- Touch only your device unless working with others.

EXCELLENCE

- Keep lids down until the teacher has given instructions.
- Follow teacher instructions the first time.

Family Signature

Student Signature

Date

PLEASE SIGN AND RETURN TO SCHOOL