

Fred P. Hall Elementary School

Technology Plan

2001-2004

## TABLE OF CONTENTS

	Page
Introduction	2
Mission Statement	3
Vision Statement	3
Current Status	4
Action Plan	6
Evaluation Process	13
Acceptable Use Agreement	14
Hall's Rules for Using the Internet	18
Hall School Procedure for Internet Infractions	19
Appendices	20

## Introduction

The following pages describe the first technology plan for Fred P. Hall Elementary School. The technology committee, composed of volunteers representing the school and community, developed a three-year technology plan designed to train Hall staff in the use of technology, enhance student learning and achievement, create additional avenues for communication with the community and outline the future for technology.

It is the committee's desire to integrate technology across curricular areas while utilizing the latest technology in all aspects of the teaching/learning arena. It is the committee's expectation that the implementation of this plan will continue to lead our students toward becoming increasingly competitive, productive, responsible and informed members of society.

This plan is comprised of seven (7) goals. Each goal contains objectives, implementation strategies, action, timeline, and resources.

Appreciation is expressed to the teachers, staff, and parents who participated in the making of this plan.

Jim Kessler  
Hall Parent

Paulette Budzko  
Ed Tech

David LaGraffe  
Teacher

Ken Silver  
Hall Parent

Heidi Litman  
Teacher

Mikki Van Summern  
Teacher

Rita Rubin-Long  
Teacher

Deirdre Steiner  
Principal of Hall School

Chris Balsa-O'Meara  
Librarian &  
Building Technology Coordinator

Pat Lammers  
Teacher &  
Building Technology Coordinator

**VISION STATEMENT**

**Assuring that all students are learning for their future.**

**TECHNOLOGY MISSION STATEMENT**

**The Hall School Community will use technology to support, enhance, and contribute toward students becoming skilled, knowledgeable, independent, and self-directed learners.**

## **Current Status of Hall School**

- Hall Elementary School is connected to the INET (Institutional Fiber Network). The INET serves all students, teachers and staff in the Portland Public Schools. It provides the following services: a central Internet connection with firewall; administrative and student file server access; email services for administrators and teachers; and connection to the Unix mainframe/Pentamation school management system.
- Hall Elementary School currently has 31 fully-capable computers\* located in classrooms, 24 fully-capable computers in the computer lab, 2 fully-capable computers in the library, and 9 fully-capable computers in administrative offices.
- All classrooms are able to print to one of two color printers - one located in the copy room and one in the library.
- The student/computer ratio is 9:1
- The library has 2 printers.
- A building technology coordinator position (currently shared by two teachers) to give ongoing support of the teaching staff and students
- Access to the District's Technology Leader working full-time with teachers in each instructional level to help them learn to integrate computer technology seamlessly into their classroom (one Tech Leader for 12 elementary schools)
- In-house support for Macintosh hardware and networks
- Access to a full-time technician for Macintosh hardware and software (one technician for 12 elementary schools)

\*Fully-capable computers can perform all curriculum-related tasks on both the PPS network and the Internet.

- A computer lab of (24) iMac computers, an external Imation drive, (2) printers - one black and white and one color, an LCD projector
- Peripheral devices accessible to staff and students - 1 digital camera, 1 video camera, 2 VCRs, and 2 televisions

- All administrative offices are equipped with a computer and access to a network and/or dedicated printer
- Computer software - Tenth Planet Literacy Bundle, Tenth Planet Fractions Bundle, Tenth Planet Geometry Bundle, Tenth Planet Numbers Bundle, Microsoft Word, Microsoft Excel, PowerPoint, AppleWorks 5.0, World Book Online, Bailey's Book House, Jump Start Typing, Kid Pix Deluxe, Easy Book
- TechWorks Program Kits K-5 from Teacher Created Materials, Inc.

## **ACTION PLAN**

### **Goals for Use of Technology**

#### **Goal 1: Professional Development**

**Professional development opportunities and support will continue throughout the implementation of the school technology plan and is an integral component of the plan's success.**

##### ***Objectives***

- Provide technical training in teacher resources on the internet
- Provide time for staff to work with AlphaSmarts, TechWorks kits, Tenth Planet software, etc., and support school and district initiatives
- Provide inservice opportunity for staff to access and interpret data assessment

##### ***Implementation Strategies***

- Annual survey of staff training needs
- District or in-house staff workshops
- Locate funding not available from the District, e.g. PTC, grants
- Use inservice days for meeting these objectives
- Provide CEUs and/or contact hours for training
- Include teacher levels of competency
- Integrate community/business partners into staff development process

##### ***Action***

- Continue providing teacher instruction on software currently in the building
- Time will be set aside for training during early release days

##### ***Timeline***

- \*Ongoing
- Early release days and during the school year with release time and subs

##### ***Who is Responsible***

- Technology coordinators and technology leader

##### ***Cost***

- Money for subs

##### ***Additional Resources***

- To be determined by survey needs

\*Please note that "Ongoing" under "Timeline" indicates that these objectives will be carried out through years 2001, 2002, 2003 and 2004.

**Goal 2: Curricula Integration of Technology**

**All educators will access curricula materials from a variety of sources, including the internet, and integrate them into their presentation of curriculum as appropriate**

***Objectives***

- Empower educators with technology resources to design technology-enriched learning environments to assist students with the attainment of required curriculum objectives

***Implementation Strategies***

- Adequate hardware and software resources

***Action***

- Create awareness of technology resources already in the building
- Provide 10 minute presentations at monthly staff meetings on technology

***Timeline***

- Ongoing

***Who is Responsible***

- Teachers
- Technology coordinators

***Cost***

- None

***Additional Resources***

- None

### **Goal 3: Technology Enhancement of Student Skills**

**All students will use technology to enhance skills for working both independently and in collaborative groups to enhance their presentation and productivity skills**

#### ***Objectives***

- Familiarize students with resources available at Hall - internet, PowerPoint, CD's, library
- Provide students with opportunities to apply these skills

#### ***Implementation Strategies***

- Utilize the TechWorks Scope and Sequence on Network Awareness and Internet/Telecommunications
- Use library resources of online encyclopedias, CD's, search engines, bookmarked web sites

#### ***Action***

- Ongoing training Grades 3-5 in library on multimedia
- Teacher training on PowerPoint presentations

#### ***Timeline***

- Ongoing

#### ***Who is Responsible***

- Librarian and other teachers

#### ***Cost***

- None

#### ***Additional Resources***

- None

#### **Goal 4: Student Awareness of Technology**

**All students will learn and practice technology skills and ethical use of technologies that will prepare them for the 21st century workplace**

##### ***Objectives***

- Provide students with more access to computers

##### ***Implementation Strategies***

- Flexible time in library for research
- More than one fully capable computer in each classroom

##### ***Action***

- Purchase more classroom computers
- Appropriate use of computer lab time
- Hire a full-time technology teacher

##### ***Timeline***

- Ongoing

##### ***Who is Responsible***

- Technology coordinators, librarian, teachers, and principal

##### ***Cost***

- Purchase computers out of the technology budget
- Salary of a full-time technology teacher

##### ***Additional Resources***

- District computer purchase
- PTC
- Grants

## **Goal 5: Learning Tools for Students**

**All students will use technology as a data gathering and analysis tool to improve learning in literacy, mathematics, science, social studies, and other disciplines.**

### ***Objectives***

- Provide students with appropriate grade level web sites

### ***Implementation Strategies***

- Use iKeepBookmarks for Hall School on all computers
- Library will provide space for teachers to bookmark web sites on library computers for student searches

### ***Action***

- Training for teachers

### ***Timeline***

- Ongoing
- Early release days

### ***Who is Responsible***

- Technology coordinators, tech leader, and mentor teachers

### ***Cost***

- None

## **Goal 6: Achievement of Portland Learning Results**

**All students will utilize a diverse array of developmentally appropriate instructional technologies to improve their reading, writing, math, and communication skills.**

### ***Objectives***

- Provide adequate software
- Use programs that assess student progress

### ***Implementation Strategies***

- Time for teachers to become familiar with the software
- Time for students to use the software
- Time to review possible software

### ***Action***

- Tech Night
- Utilize Tenth Planet Software series
- Develop review team as needed

### ***Timeline***

- Tech Night 2002-2003
- Ongoing

### ***Who is Responsible***

- Teachers
- Hall Tech Team

### ***Cost***

- Tech budget

### ***Additional Resources***

- PTC

### ***Other Notes***

- Awareness
- Involve parents

**Goal 7: Awareness of a Multicultural World**

**Student awareness of a multicultural world will be enhanced through telecommunications access and communication with students and people throughout the world**

***Objectives***

- Technology information related to worldwide cultures made available to students.

***Implementation Strategies***

- Guided internet access, widening research to students and cultures worldwide

***Action***

- Parental permission for epals

***Timeline***

- Ongoing

***Who is Responsible***

- Teachers

***Cost***

- None

## **Evaluation Process**

Hall's Technology Plan will be monitored by the technology committee, composed of volunteers representing the school and community. This committee will be responsible for developing and implementing the technology plan and will conduct an annual review of such plan.

Ongoing, long-term planning will be accomplished with feedback from teachers, students, and parents; staff development surveys; and student use surveys (see Appendices page 20).

## Key to abbreviations on the Student Use Survey

WP - Word Processing

Gr - Grades

CAI - Computer-Aided Instruction Software

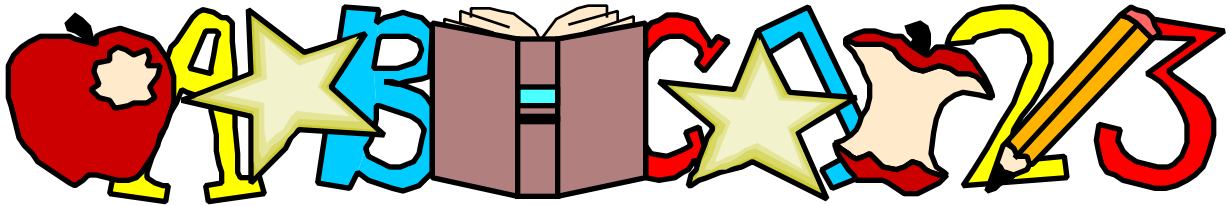
CS - Curriculum-Specific Software

CE - Curriculum Enhancement Software

D & P - Drill and Practice

SS/DB - Spreadsheets and Databases

Resrch - Research



## Hall's School Rules for Using the Internet

I will use the Internet for educational purposes and ask my teacher if I am not sure about the site I want to visit.

I will talk with my teacher so that we can set up rules for going online. We will decide when I can be online, the length of time I can be online, and where I can visit.

I will not give out my name, address, or phone number OR any one else's.

I will be polite and use appropriate language when I am online.

I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teacher.

I will always try to do my best writing, and proofread and edit my messages.

I will respect the privacy of others and never try to learn another person's password or to access their files or mail. I will keep my password secret!

I know that it is my responsibility to always report any misuse of the Internet or computer to my teacher.

I know that I am using Hall School property, and I will use the computers and printers carefully and appropriately.

I have read and discussed with my parents and teachers the School Rules for Correct Internet Use. I will follow the rules. If I don't follow them, I might not be able to use the computers in school.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
School

I have read the School Rules for Correct Internet Use and give my student permission to use the Internet.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**Hall School Procedure for Internet Infractions  
Designed by the Hall Tech Team  
Approved by the Hall Staff on January 11, 1999**

**First Infraction:**

1. A punch will be put on the Student Internet Driver's License.
2. A letter will be home explaining what happened with the computer.
3. The letter must be brought back to school signed before the student will have access to the internet at school.

**Second Infraction:**

1. A second punch will be put on the Student Internet Driver's License.
2. A letter will go home explaining what happened and informing the parents that the student's INTERNET privileges are suspended for one month.
3. The letter must be brought back to school signed to begin the one months suspension.

**Third Infraction:**

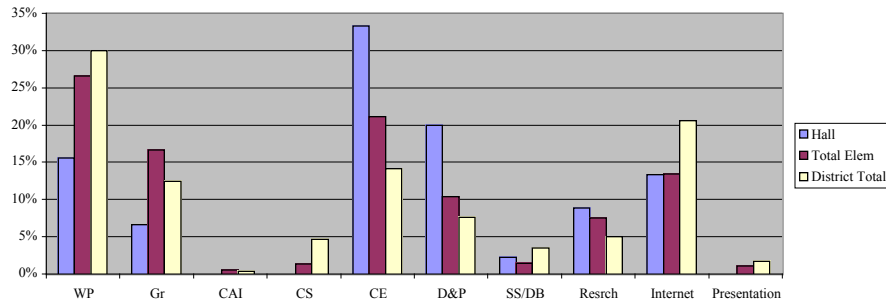
1. A third punch will be put on the Student Internet Driver's License.
2. A letter will go home explaining what happened and informing the parents that the student's INTERNET privileges are suspended for the rest of the school year.
3. The letter must be brought back to school signed by the parents.

**Fourth Infraction:**

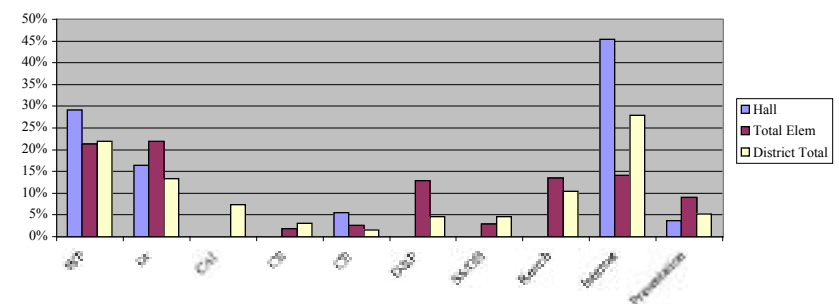
1. The student is banned from the computer lab and any computers at Hall School for the rest of the year.
2. A letter will go home explaining what happened and informing the parents of this ban.
3. The letter must be brought back to school signed by the parents.
4. To regain computer privileges the next school, a new AUP must be signed by the student and parents.

School	Classroom Computers												Lab Computers											
	Student	Use	Survey	Results	2000								Student	Use	Survey	Results	2000							
(classroom)	WP	Gr	CAI	CS	CE	D&P	SS/DB	Resrch	Internet	Presentation	Total Hits	WP	Gr	CAI	CS	CE	D&P	SS/DB	Resrch	Internet	Presentation	Total Hits		
<b>Hall</b>	14	7	3	0	0	15	9	1	4	6	0	45	19	16	9	0	0	3	0	0	25	2	55	
	Percents	16%	7%	0%	0%	33%	20%	2%	9%	13%	0%	100%	29%	16%	0%	0%	5%	0%	0%	45%	4%	100%		
	hits/	comp=		3.2	Comb hits/		comp=		3.0		hits/		comp=		2.9		Comb hits/		comp=		3.0			
<b>Total Elem</b>	268	365	229	7	18	290	143	20	103	185	15	1375	137	183	188	0	16	22	110	25	116	121	77	858
	Percents	27%	17%	1%	1%	21%	10%	1%	7%	13%	1%	100%	21%	22%	0%	2%	3%	13%	3%	14%	14%	9%	100%	
	hits/	comp=		5.1	Comb hits/		comp=		5.5		hits/		comp=		6.3		Comb hits/		comp=		5.5			
<b>District Totals</b>	672	659	273	7	103	311	168	76	111	452	38	2198	513	551	335	185	76	40	115	117	263	699	130	2511
	Percents	30%	12%	0%	5%	14%	8%	3%	5%	21%	2%	100%	22%	13%	7%	3%	2%	5%	5%	10%	28%	5%	100%	
	hits/	comp=		3.3	Comb hits/		comp=		4.0		hits/		comp=		4.9		Comb hits/		comp=		4.0			

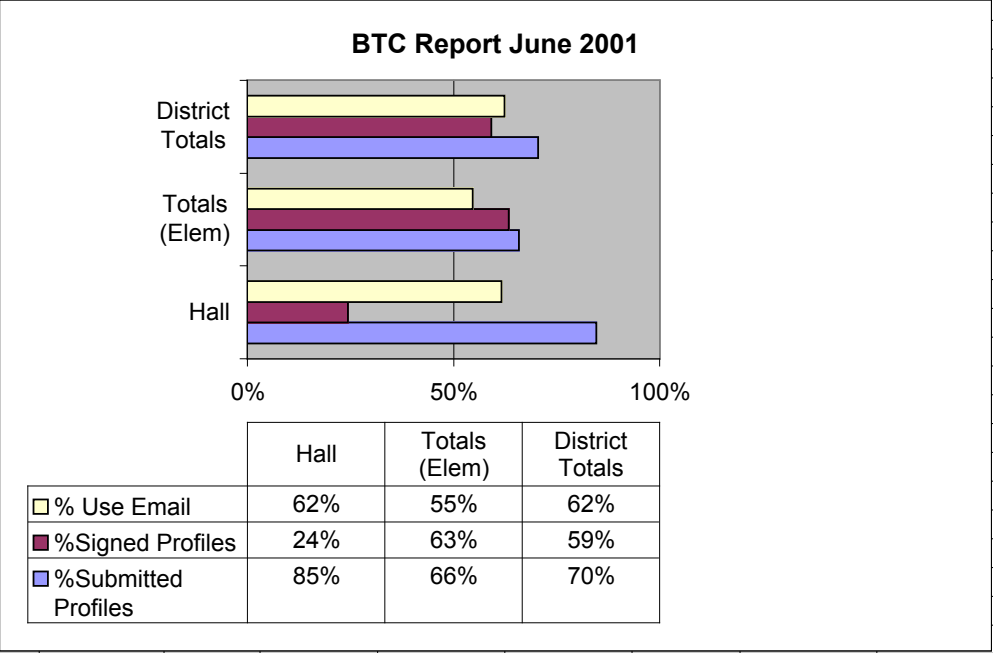
Student Use Survey Results 2000 Classroom Computers



Student Use Survey Results 2000 Lab Computers

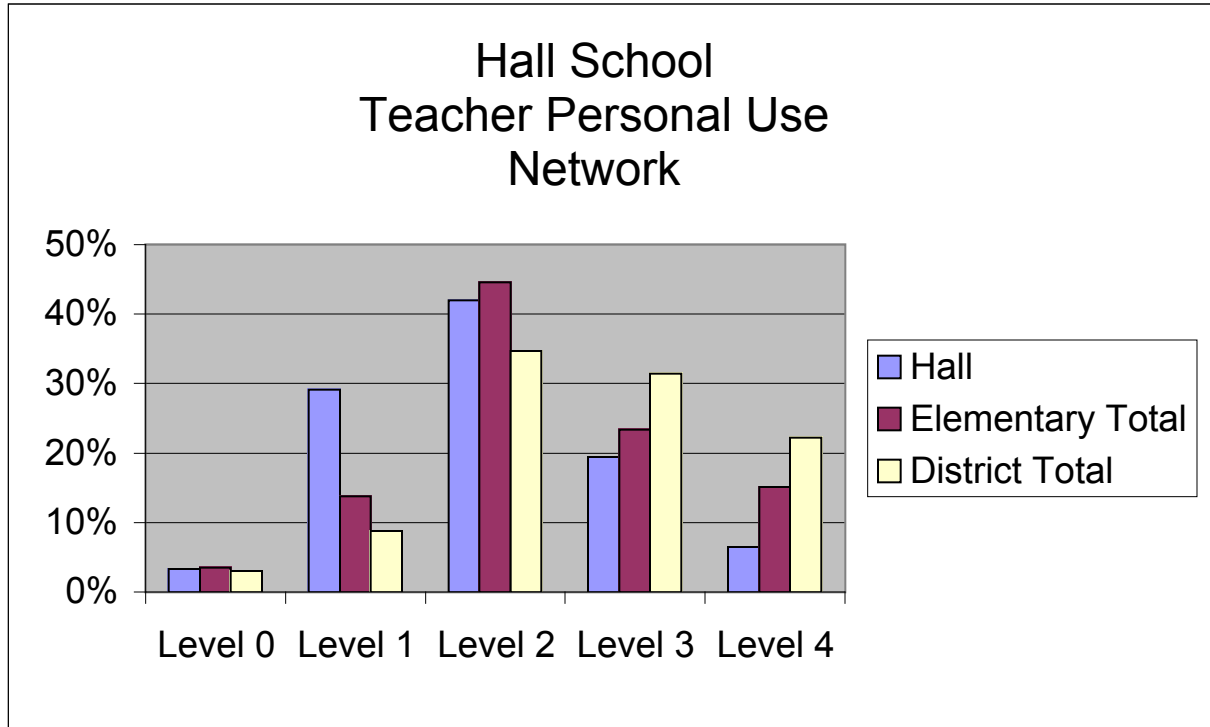


			Hall	BTC	Reports	June 2001						
School	# teachers	profiles	% submit	signed	%signed	use email	% email	mentors	staffDev 01	priority 1	priority 2	
Hall	39	33	85%	8	24%	24	62%	6	39	db/ss	written pres	
Totals (Elem)	319	210	66%	133	63%	174	55%	33	250			
District Totals	652	459	70%	271	59%	406	62%	79	482	****	****	



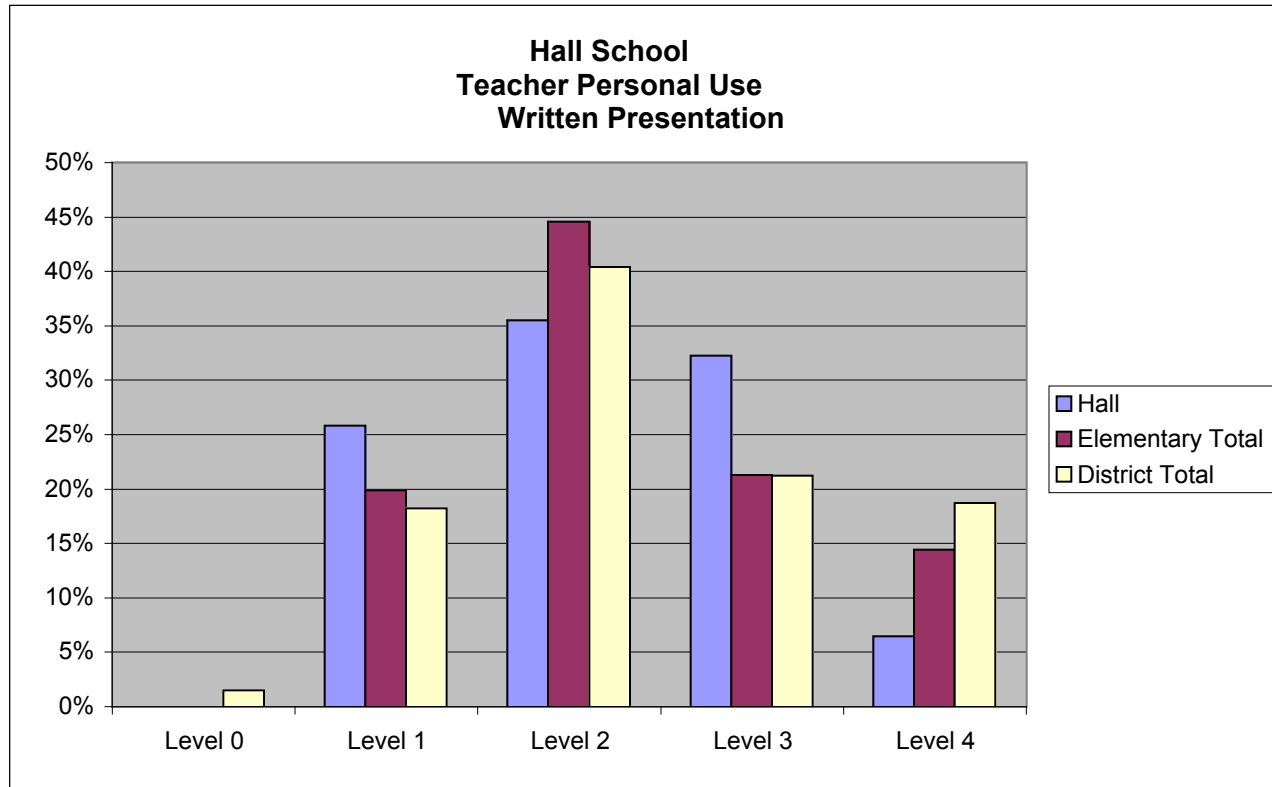
### Problem Solving in a Network Environment

School	Teachers	% Respon	Level 0	Level 1	Level 2	Level 3	Level 4	Total
Hall	39	79%	1	9	13	6	2	31
Total Elementary	225	65%	5	20	65	34	22	146
Total District	552	73%	12	35	139	126	89	401
			3%	9%	35%	31%	22%	100%



### Written Presentation

School	Teachers	% Respon	Level 0	Level 1	Level 2	Level 3	Level 4	Total
Hall	39	79%	0	8	11	10	2	31
Total Elementary	225	65%	0	29	65	31	21	146
Total District	552	73%	6	73	162	85	75	401
			1%	18%	40%	21%	19%	100%



### Electronic Research

School	Teachers	% Respon	Level 0	Level 1	Level 2	Level 3	Level 4	Total
Hall	39	79%	0	8	14	4	5	31
			0%	26%	45%	13%	16%	100%
Total Elementary	225	65%	3	29	62	18	34	146
			2%	20%	42%	12%	23%	100%
Total District	552	73%	6	68	146	71	110	401
			1%	17%	36%	18%	27%	100%

### Telecommunications

School	Teachers	% Respon	Level 0	Level 1	Level 2	Level 3	Level 4	Total
Hall	39	79%	4	10	8	6	3	31
			13%	32%	26%	19%	10%	100%
Total Elementary	225	65%	10	54	30	33	19	146
			7%	37%	21%	23%	13%	100%
Total District	552	73%	23	139	58	102	79	401
			6%	35%	14%	25%	20%	100%

### Databases and Spreadsheets

School	Teachers	% Respon	Level 0	Level 1	Level 2	Level 3	Level 4	Total
Hall	39	79%	9	13	8	0	1	31
			29%	42%	26%	0%	3%	100%
Total Elementary	225	65%	26	36	65	13	6	146
			18%	25%	45%	9%	4%	100%
Total District	552	73%	65	112	130	71	23	401
			16%	28%	32%	18%	6%	100%

### Multimedia

School	Teachers	% Respon	Level 0	Level 1	Level 2	Level 3	Level 4	Total
Hall	39	79%	10	17	3	0	1	31
			32%	55%	10%	0%	3%	100%
Total Elementary	225	65%	44	70	15	8	9	146
			30%	48%	10%	5%	6%	100%
Total District	552	73%	121	155	57	37	31	401
			30%	39%	14%	9%	8%	100%