

**Norman Public Schools District Technology Plan
Spring 2004
Revisions Fall 2005
Approved by the Norman Public Schools Board of Education
11/21/05**

Mission Statement

The Norman Public Schools empowers all learners to use information and technology as effective and ethical problem solvers, communicators, collaborators, and informed citizens.

**The 2003 – 2004 Norman Public Schools
Technology Planning Committee**

The mission of the Norman Public Schools Technology Planning Committee was to develop an efficient, flexible, three-year technology road map that guides the use and implementation of technology to enhance student learning and enables members of the NPS learning community to collaborate and maximize current and future technology through expanding technological resources, exploring additional funding sources, increasing communication, and ultimately creating a community of learners.

Three years ago the Norman Public Schools developed a technology plan which has guided our district's efforts in using technology since that time. At that time we created a three-year timeline for implementing our goals and objectives. The Oklahoma State Department of Education requires that the plan is reviewed every three years. This goal guided the work of the 2003-2004 Technology Planning Committee:

- Develop a plan for using technology to facilitate and support student achievement of essential learning standards; to provide all students with appropriate information and technology literacy skills for twenty-first century citizens; and to provide parents, community members, and staff the tools and training necessary to support student achievement of essential learning standards.

2003-2004 Technology Planning Committee

Carla Kimberling	Executive Director of Educational Services
Dr. Teena Nations	Director of Secondary Education
Sonya Smith	Director of Elementary Education and Special Services
Dr. Carol Cawyer	Director of Federal Programs
Shirley Simmons	Elementary Principal / Truman
Sharon Dean	Middle School Principal / Whittier
Dr. Lynne Chesley	High School Principal / NHS
Sally Rice	Secondary Library Media Specialist / NHS
Jayme Seat	Elementary Library Media Specialist / Jackson
Chris Kalinski	Coordinator/Instructor, Video Resource Center
Buffy Edwards	Library Information Specialist/Library Media Specialist
Lee Nelson	Technology Integration Specialist
Jackie Green	Business/Computer Education Teacher / NHS
Will Muir	Elementary School Teacher
Tamara Love	Middle School Teacher / Whittier
Jun Kim	High School Teacher / NNHS
Lee Cobb	Student/ Norman High School
Kevin Wiley	Student/ Norman North High School
Janie Biles	PTA Representative
Steffani Allen	Director of Early Childhood and Primary Language Arts
Larry Atkinson	Director of Student Services
Nita Cochran	Curriculum Coordinator
Bryan Young	PEN Representative
Dr. Leon Price	Professor/ University of Oklahoma
Dr. Jim Gardner	Professor/ University of Oklahoma
Andy Peters	Associate Director/ Norman Public Library
Jon Delheimer	Director of Information Systems
Bonnie Selzer	Technical Support Manager
Christy Fisher	Data Processing Manager
Kathryn Lewis	Director of Media Services and Instructional Technology

Access and Support

1. The district will provide sufficient numbers of instructional computers to meet instructional needs (1:4 computer to student ratio), upgraded and added computers, upgraded operating and network systems, and wireless access in all schools.
2. The district will provide additional staff for support of instructional technology.
3. The district will adopt an integrated record-keeping program throughout the district which incorporates attendance, gradebook, and report card capabilities and secure on-line parent, teacher, and administrator access to appropriate information.
4. The district will provide site technology funds for hardware, software, and training based on site technology goals that support and align with the district technology plan.
5. The district will make staff files and email on the district server accessible through the Internet.
6. Students will have the opportunity to use various computer labs, library media centers, and video production facilities beyond the regular school day and during the summer.
7. The district will continue to provide and maintain standard computers, wide area network connectivity, LAN access, telecommunications, and Internet access in line with current technology in every appropriate classroom, instructional area, and office.
8. The district will continue to provide access to and sharing of library media resources through an online union catalog of all schools' library collections.
9. The district will continue to provide assistive technology for students with special needs.
10. The district will continue to provide a filter for inappropriate web sites.

Teaching and Learning

1. All teachers will integrate technology as a teaching and learning strategy.
2. All students will use technology for creating and problem solving and acquiring and communicating information.
3. All students and staff will use the Internet, video technologies, and other electronic resources ethically and without copyright law violation.
4. All students and staff will use computer hardware and software, the wide area network, the Internet, and email in accordance with district policy.
5. Students, parents, and teachers will have the opportunity to access various district instructional content and resources from home via the Internet.
6. The district will use curriculum management software to create assessments, to analyze data, and to develop appropriate student instruction.
7. All secondary students will have the opportunity to enroll in a wide range of technology, computer, and /or business education courses.
8. The district will explore uses of personal technologies for instructional, administrative, and security uses.
9. The district will continue to support the use of online courseware and a standard integrated learning system.
10. The district will continue to support the use of assistive technology to promote instruction and learning for students with special needs.

Professional Development

1. Each district school site will have a minimum of three hours of annual inservice for instructional technology/information literacy professional development based on site and district technology goals.
2. District instructional staff will participate in a common instructional technology professional development opportunity based on district technology goals.
3. All district instructional staff will demonstrate proficiency and growth in technology integration that supports student achievement.
4. The district will develop and disseminate a resource illustrating best practices in information literacy and technology integration.
5. The district will continue to provide technology training for staff during the regular school day, after school, and during the summer.

Communication

1. Parents and guardians will have access to current school activity information, school news, and web pages throughout the district.
2. The district will provide telephones and easily managed telecommunications in instructional areas throughout each school to facilitate teacher and parent communication and professional communication.
3. The district will expand use of cable access television to provide more comprehensive district information and educational programming for the community.
4. The district will continue to develop and strengthen school and community partnerships that provide mutually beneficial collaboration.

Access & Support

*The **Access and Support** goals address access to technology, district software and hardware, technical support and site technology budgets. These goals provide the foundation and necessary equipment to achieve other technology goals.*

Evaluation: SDE Technology Survey, a needs assessment and use inventory, and a qualitative analysis will be used to evaluate this goal and amend technology plan as needed.

1. The district will provide sufficient numbers of instructional computers to meet instructional needs (1:4 computer/student ratio or better), upgraded and added computers, upgraded operating and network systems, and wireless access in all schools.
 - Year 1: Using district bond money, purchase wireless devices, purchase wireless devices for all schools and begin implementing wireless access for all schools. Replace/update /add desktop computers as needed. Continue to update operating system and network as needed to be in line with current technologies.
 - Year 2: Using district bond money, continue to purchase wireless devices and continue to implement wireless access where needed. Continue to replace/update/add desktop computers as needed. Continue to update operating system and network as needed to be in line with current technologies.
 - Year 3: Using district bond money, continue to purchase wireless devices and continue to implement wireless access where needed. Continue to replace/update/add desktop computers as needed. Continue to update operating system and network as needed to be in line with current technologies.
2. The district will provide additional staff for support of instructional technology.
 - Year 1: Develop job descriptions and job roles for additional technology positions.
 - Year 2: Consider adding additional staff to support network infrastructure as funding allows. This additional staff will report to the Director of Information Systems. Consider adding additional staff to support instructional technology integration as funding allows. These technology integration specialists will report to the Director of Media Services and Instructional Technology.
 - Year 3: Consider adding additional staff to support network infrastructure as funding allows. This additional staff will report to the Director of Information Systems. Consider adding additional staff to support instructional technology integration as funding allows. These technology integration specialists will report to the Director of Media Services and Instructional Technology. Survey and evaluate.
3. The district will adopt an integrated record-keeping program throughout the district which incorporates attendance, gradebook, and report card capabilities and secure on-line parent, teacher, and administrator access to appropriate information.
 - Year 1: Continue to implement district gradebook program. Begin implementing online parent connection component.
 - Year 2: Continue implementing district gradebook program and online parent connection component.
 - Year 3: Survey and evaluate. Explore comprehensive online student information and curriculum management software. Evaluate the need to add additional staff.
4. The district will provide site technology funds for hardware, software, and training based on site technology goals that support and align with the district technology plan.

- Year 1: Provide bond funds for technology at sites.
 - Year 2: Provide bond funds for technology at sites.
 - Year 3: Provide bond funds for technology at sites.
5. The district will make staff files and email on the district server accessible through the Internet.
 - Year 1: Using district bond money, purchase and update district operating system.
 - Year 2: Implement home accessibility component.
 - Year 3: Survey and evaluate.
 6. Students and community members will have the opportunity to use various computer labs, library media centers, and video production facilities beyond the regular school day and during the summer.
 - Year 1: Employ staff to provide supervision before and after school, and for summer library program hours at selected sites.
 - Year 2: Continue Year 1 focus. Add community education component.
 - Year 3: Survey and evaluate.
 7. The district will continue to provide and maintain standard computers, wide area network connectivity, LAN access, telecommunications, and Internet access in line with current technology in every appropriate classroom, instructional area, and office.
 8. The district will continue to provide access to and sharing of library media resources through an online union catalog of all schools' library collections.
 9. The district will continue to provide assistive technology for students with special needs.
 10. The district will continue to provide a filter for inappropriate web sites.

Teaching and Learning

*The **Teaching and Learning** goals address teacher and student technology opportunities and responsibilities in the ethical and instructional use of technology.*

Evaluation: SDE Technology Survey, a needs assessment and use inventory, and a qualitative analysis will be used to evaluate this goal and amend technology plan as needed.

1. All teachers will integrate technology as a teaching/learning strategy.
 - Year 1: The district will continue to provide staff development opportunities for teachers through the district's Technology Integration Specialist.
 - Year 2: The district will expand technology staff development opportunities by considering additional staff as funding permits. These positions are the same as those recommended in *Access & Support Goal 2*.
 - Year 3: The district will expand technology staff development opportunities by considering additional staff as funding permits. These positions are the same as recommended in *Access & Support Goal 2*. Survey and evaluate.
2. All students will use technology for creating and problem solving and acquiring and communicating information.
 - Year 1: Teachers will implement instructional strategies that integrate technology.

- Year 2: Teachers will implement instructional strategies that integrate technology.
 - Year 3: Teachers will implement instructional strategies that integrate technology. Survey and evaluate.
3. All students and staff will use the Internet, video technologies, and other electronic resources ethically and without copyright law violation.
 - Year 1: The Department of Media Services and Instructional Technology will revise copyright inservice materials and add technology-related ethical issues. Principals, in conjunction with PRO Teachers for Technology and Library Media Specialists, will use inservice materials with their staff.
 - Year 2: Continue inservice for new staff.
 - Year 3: Continue inservice for new staff.
 4. All students and staff will use computer hardware and software, the wide area network, the Internet, and email in accordance with district policy.
 - Year 1: Principals will review district policies related to technology with their staff. Teachers will review district policies related to technology with their students. The district will establish a committee to explore the possibilities of student email.
 - Year 2: Principals will review district policies related to technology with their staff. Teachers will review district policies related to technology with their students. The Student Email Committee will provide a report to Superintendent's Cabinet and create a timeline for district recommendations.
 - Year 3: Implement district recommendations for student use of email.
 5. Students, parents, and teachers will have the opportunity to access various district instructional content and resources from home via the Internet.
 - Year 1: Continue to promote district resources to staff, parents, and students. All Library Media Specialists will develop and present lessons to students and staff demonstrating access and use of available resources via their web page.
 - Year 2: Continue Year 1 recommendations.
 - Year 3: Survey and evaluate.
 6. The district will use curriculum management software to create assessments, to analyze data, and to develop appropriate student instruction.
 - Year 1: Establish a committee to study needs and technology solutions. This committee will report findings to Superintendent's Cabinet.
 - Year 2: Implement district's recommendations.
 - Year 3: Continue Year 2 implementation. Survey and evaluate.
 7. All secondary students will have the opportunity to enroll in a wide range of technology, computer, and /or business education courses.
 - Year 1: Continue to evaluate and update course offerings. Study middle school computer education class configuration and requirements.
 - Year 2: Based on Year 1 findings make recommendations to Curriculum Review Council.
 - Year 3: Continue to evaluate and update course offerings.
 8. The district will explore uses of personal technologies for instructional, administrative, and security uses.

- Year 1: Establish a committee to research and evaluate personal technologies for instructional, administrative, and security uses. Report findings to Superintendent's Cabinet.
 - Year 2: Proceed based on district recommendations.
 - Year 3: Continue district recommendations.
9. The district will continue to support the use of online courseware and a standard integrated learning system.
 10. The district will continue to support the use of assistive technology to promote instruction and learning for students with special needs.

Professional Development

*The **Professional Development** goals address the need for ongoing professional development and the demonstrated use of technology in teaching and learning.*

Evaluation: SDE Technology Survey, a needs assessment and use inventory, and a qualitative analysis will be used to evaluate this goal and amend technology plan as needed.

1. Each district school site will have a minimum of three hours of annual inservice for instructional technology/information literacy professional development based on site and district technology goals.
 - Year 1: Principal, PRO Teacher for Technology and Library Media Specialist will plan and implement a minimum of three hours of inservice for instructional technology and information literacy based on site and district goals. PRO Teachers for Technology will continue to report professional development to the Director of Media Services and Instructional Technology.
 - Year 2: Continue Year 1 activities.
 - Year 3: Continue Year 1 activities. Survey and evaluate.
2. District instructional staff will participate in a common instructional technology professional development opportunity based on district technology goals.
 - Year 1: Explore possible speakers for a district professional development day.
 - Year 2: Recommend speaker for a district professional development day.
 - Year 3: Provide a speaker for a district professional development day.
3. All district instructional staff will demonstrate proficiency and growth in technology integration that supports student achievement.
 - Year 1: Principals will use the NPS Technology Integration Rubric to evaluate technology integration. The district will continue to provide staff development opportunities for teachers through the technology integration specialists. Principals and district curriculum coordinators and directors will participate in a workshop focusing on instructional strategies using technology.
 - Year 2: Principals will continue to use the NPS technology integration rubric to evaluate technology integration. The district will expand technology staff development opportunities for teachers by using the technology integration specialists.
 - Year 3: Survey and evaluate.

4. The district will develop and disseminate resources illustrating best practices in information literacy and technology integration.
 - Year 1: The Department of Media Services and Instructional Technology will design and develop a summer institute focusing on best practices in information literacy and technology integration, publish products of the institute, and provide inservices focusing on best practices and instructional strategies.
 - Year 2: Continue Year 1 activities.
 - Year 3: Continue Year 1 activities. Survey and evaluate.
5. The district will continue to provide technology training for staff during the regular school day, after school, and during the summer.

Communication

*The **Communication** goals address school-home communication and community partnerships.*

Evaluation: A needs assessment, use inventory and a qualitative analysis will be used to evaluate this goal and amend technology plan as needed.

1. Parents and guardians will have access to current school activity information, school news, and web pages throughout the district.
 - Year 1: Establish a committee to consider the most effective way to maintain site web pages.
 - Year 2: Report committee results to Superintendent's Cabinet.
 - Year 3: Implement recommendations. Survey and evaluate.
2. The district will provide telephones and easily managed telecommunications in instructional areas throughout each school to facilitate teacher and parent communication and professional communication.
 - Year 1: Establish a committee to explore feasibility of telecommunications including the exploration of VoIP, PBX, Plexar, cellular service, long distance service, and other technologies.
 - Year 2: Investigate possible service providers and report findings to Superintendent's Cabinet.
 - Year 3: Proceed according to Cabinet's recommendations.
3. The district will expand use of cable access television to provide more comprehensive district information and appropriate educational programming for the community.
 - Year 1: The Video Resource Center, in conjunction with the Media Services and Instructional Technology department, will propose programming that provides more comprehensive district information and appropriate educational programming for the community.
 - Year 2: Implement recommended and approved programming.
 - Year 3: Survey and evaluate.
4. The district will continue to develop and strengthen school and community partnerships that provide mutually beneficial collaboration.