

**WASHINGTON UNION ELEMENTARY  
SCHOOL DISTRICT**

**TECHNOLOGY PLAN**

**JULY 1, 2018 – JUNE 30, 2021**



**Washington Union Elementary School District**  
**Technology Plan**  
**July 1, 2018– June 30, 2021**

**DISTRICT OVERVIEW**

Washington Union School District is comprised of three schools: Toro Park School provides services for the primary level; Washington Union has all the fourth and fifth grade students in the district; and San Benancio Middle School serves grades six through eight. Each student in the Washington Union School District will be provided an opportunity to participate and grow in an environment in which technology is used as a tool to enhance instruction, explore new learning experiences, and prepare them to function successfully in a technology oriented society.

All students and staff in the district will participate in a technology plan that is integrated with Strategic Accountability, the District Curriculum Guides, and the California State Frameworks. Goals and objectives from the frameworks, along with cross-curricular activities from the District Curriculum guides are paired with a commitment for individual student development of higher level thinking skills in order to create the cornerstone for the development of this plan.

**PLAN DURATION**

The District Technology Plan will guide Washington Union School District in its educational technology decision making for the next three years. The plan will take effect July 1, 2018 and end on June 30, 2021. The timelines and benchmarks laid out in the plan will help to ensure the academic success of our students and guide Washington Union School District in our efforts to provide a quality learning experience with technology in all grade levels and subjects.

**STAKEHOLDERS**

The process of developing a comprehensive technology plan for Washington Union School District involves a wide range of stakeholders. To ensure that all stakeholders are represented in the revision of the three-year technology plan, an interconnected network of advisory groups is being utilized to gather data vital to the growth and operation of a successful technology integration program. The accompanying

Stakeholder Network Chart provides a visual representation of the stakeholder groups involved in the technology planning process for the district.

The District Technology Committee is comprised of administrators, teachers, and technological support personnel from each site. The committee will set standards for hardware and software as well as oversee the purchase and installation of an infrastructure. In addition, the Technology Committee oversees the connectivity of the standards to the plan, the budget and professional training, and instruction. They actively participate in the rewriting and creation of the District Technology Plan. From 2018-2021, the committee will continue to seek business and nonprofit partners for regular input and advice, as well as volunteer technical assistance in order to accomplish the goals and objectives of this plan.

### Stakeholder Chart

STAKEHOLDER	FUNCTION
School Board	<ol style="list-style-type: none"> <li>1. Commitment to Technology Plan and development and final approval of plan.</li> <li>2. Budget and Finance</li> </ol>
Administration + District Technology Coordinator	<ol style="list-style-type: none"> <li>1. Monitor and evaluate all subcommittees</li> <li>2. Schedule and provide professional development – focus on the integration of technology into the curriculum</li> <li>3. Work with the Technology Planning Committees to provide infrastructure</li> <li>4. Budget and Finance</li> <li>5. Coordinate ongoing partner involvement</li> <li>6. Collect data regarding student academic achievement.</li> </ol>
Strategic Planning Committee <ol style="list-style-type: none"> <li>1. School Board</li> <li>2. District Administration</li> <li>3. Parents</li> <li>4. Teachers</li> </ol>	Plan a course of action in six different goal areas: <ol style="list-style-type: none"> <li>1. Curriculum, Instruction, and Accountability</li> <li>2. Facilities</li> <li>3. Staff</li> <li>4. Climate</li> <li>5. Community Relations</li> <li>6. Finance</li> </ol>
District Wide Technology Committee	<ol style="list-style-type: none"> <li>1. Plan and develop Technology Plan that will</li> </ol>

	<p>address curricular goals and objectives at each school site.</p> <ol style="list-style-type: none"> <li>2. Present plan to District Curriculum Committee</li> <li>3. Use collected data to monitor and evaluate progress toward benchmarks and timelines</li> <li>4. Make modifications where necessary</li> </ol>
School Site Councils	<ol style="list-style-type: none"> <li>1. Gather information about school site involvement and make suggestions relevant to how planning should proceed at each site.</li> </ol>

STAKEHOLDER	FUNCTION
School Site Staff	<ol style="list-style-type: none"> <li>1. Follow the State Frameworks and District Curriculum Guides</li> <li>2. Plan and provide instruction and activities that support cross-curricular learning and the use of technology</li> <li>3. Serve on school site and district committees</li> <li>4. Participate in staff development and progress on the proficiencies required in the staff development component of the Technology Plan</li> </ol>
Students	<ol style="list-style-type: none"> <li>1. Participate in cross-curricular activities that develop skill in the use of technology</li> <li>2. Meet required individual grade level competencies</li> <li>3. Learn the use of hardware and electronic resources</li> </ol>
Parents	<ol style="list-style-type: none"> <li>1. Serve on district and school site committees</li> <li>2. Volunteer time to help in classroom or lab</li> </ol>
School Site Technology Coordinators + District Technology Coordinator	<ol style="list-style-type: none"> <li>1. Participate in overall instruction, management, and coordination</li> <li>2. Manage and coordinate hardware acquisition and installation</li> <li>3. Collect staff development data</li> <li>4. Collect student data for Student Competencies</li> <li>5. Direct maintenance of all technology and call in</li> </ol>

	<p>experts when necessary</p> <p>6. Serve on District wide Technology Committee</p>
<p>Business and Community Technical Support</p>	<p>1. Volunteer educational advice</p> <p>2. Professional consultation in the area of upkeep and upgrading technology</p>
<p>Washington Union Educational Foundation</p>	<p>Financial Stakeholders</p>
<p>Washington Union School District Parents Club</p>	<p>Financial Stakeholders</p>
<p>Monterey County Office of Education</p>	<p>1. Contracted Partners in Education</p> <p>2. Provide availability of instructional resources and technological services</p>

## **CURRICULUM COMPONENT**

### **Description of teachers' and students' current access to technology tools both during the school day and outside of school hours.**

Washington Union School District is comprised of three schools. At all three sites students and teachers have access to technology in a computer lab and in each classroom. At each grade level, the teachers have laptop computers that can be used at school or at home. In addition to the computer lab, there are computers in the classrooms for instructional use as well as Chromebooks. Both teachers and students utilize digital cameras, communications projectors, document cameras, LAN, and WAN lines, and access to internet resources. Each teacher maintains his or her own information page on the district website, making communication with parents easier. A lab aide is available to assist the classroom teacher in selecting websites and electronic resources to enhance their daily curriculum. Grading for 6<sup>th</sup> through 8<sup>th</sup> grades is done electronically enabling teachers to use the student management system more effectively.

At Toro Park School (K-3) students and teachers have access to technology in the computer lab and classrooms. Students progress through the computer lab on a weekly basis to learn basic technology skills. Teachers can take their classes to the lab in the afternoons to work on cross-curricular activities. Teachers communicate with the lab

supervisor so that reinforcement exercises can be provided for individual students needing extra practice in specific subject areas.

At Washington Union School (4-5), students progress through the computer lab on a weekly basis to further their technology skills and receive instruction related to district technology standards. Teachers can bring their students to the lab in the afternoons to produce multimedia projects, do internet research, and make use of the technology resources available to them.

At San Benancio Middle School (6-8), students use the computer lab with their teachers to create multimedia projects in the areas of Language Arts, Social Studies, Science, and Visual and Performing Arts. Several teachers collaborate to create assignments that combine multiple subjects. Students also have access to the computer lab during breaks and lunch to work on projects. A separate Yearbook Lab is used daily by the Yearbook Staff and wireless access allows students to connect using designed yearbook Chromebooks. Due to limited resources we are not currently able to offer before or after school technology access.

### **Description of the district's current use of hardware and software to support teaching and learning.**

The current use of hardware and software to support teaching and learning at the three sites in WUSD varies depending on access to technology resources and staff expertise and training.

At the middle school, the district adopted textbook publishers provide online resources in the subjects of Science, Math, and Social Studies. At the other two sites, the district adopted textbook publishers provide online resources in Math and Language Arts.

These resources are available to teachers, parents, and students.

The following are some of the software and web-based programs that are utilized by teachers and students in the WUSD:

- Student and teacher Google for Education Accounts
- Teachers at all schools have access to video streaming.
- Teachers at San Benancio use IXL learning.

In addition to basic typing programs, teachers at all three sites use a variety of instructional programs through either the internet, the App Store, or Google Play.

At all three schools teachers and students have access to the following hardware:

- desktop and laptop computers, including Chromebooks
- multimedia projectors
- document cameras
- TV/DVD

- digital cameras
- video projectors
- servers
- iPads
- Apple TVs

**Summary of the district's curricular goals that are supported by this tech plan.**

**This plan references the following documents that guide the curriculum and /or establish the goals and standards of the district:**

- Local Control Accountability Plan (LCAP)
- District Strategic Plan
- State Frameworks
- District Standards and Curriculum Guides
- Single Site Plans
- District Technology Plan

The aforementioned documents provide the framework for the goals outlined in this plan. Specific curricular goals have been written to address the overarching goals of the district documents and focus on specific learning outcomes to enhance instruction and improve student achievement.

Curriculum goals specific to the use of technology in instruction, student achievement, and assessments have been included in the technology plan. They include specific objectives, and benchmarks that are used to measure progress and identify continuing needs.

As a part of the District's LCAP and Strategic Plan, the Curriculum goals have been written to monitor student achievement through the Multiple Measures index, monitoring the percentage of students district-wide who exceed district standards in each content area. The 2018-2021 Technology Plan remains consistent with the District Strategic plan in regard to the Curricular goals.

## 1. Curriculum, Instruction, and Accountability

We will provide an enriching, challenging curriculum which is aligned with common core state standards, is articulated across grade levels and demonstrates powerful teaching and learning to maximize student performance and serve all students equitably.

Objectives	Activities/Measurement
<p><b><u>Objective 1.1:</u></b> All teachers will identify, prioritize, and incorporate the use of technology to achieve learning objectives in all disciplines within each school's curriculum as appropriate.</p>	<ul style="list-style-type: none"><li>● By June 2020, teachers will use an online digital library to store and share materials</li><li>● Use collaboration days to facilitate in house trainings for Google, Mac, etc.</li><li>● By June 2019, begin creation of technology instructional videos for teachers/staff</li><li>● By August 2019, Teachers will be trained on the use of Google Classroom and other Google Apps for Education</li></ul>
<p><b><u>Objective 1.2:</u></b> All students will incorporate the use of technology to achieve learning objectives in all disciplines within each school's curriculum as appropriate.</p>	<ul style="list-style-type: none"><li>● Students will create and use an online portfolio in grades K-8.</li><li>● By August 2019, the technology standards will include options for coding</li><li>● By August 2021, San Benancio Middle School will have a fleet of 300 Chromebooks, which would allow for 1:1 devices at the middle school level</li><li>● By August 2021, the school district will replace Chromebooks over 7 years old</li></ul>

## 2. Facilities

We will maintain and improve facilities so that each student may learn in a welcoming, functional and dynamic environment.

Objectives	Activities/Measurement
<p><b><u>Objective 2.1:</u></b> We will ensure that the district has fully functioning connectivity and file storage across the three school sites</p>	<ul style="list-style-type: none"><li>● By August 2018, the district will have a plan for the purchase of a new server or a cloud based system and hard drive.</li><li>● The server will have a battery backup in case of power failure</li><li>● The server will use the cloud as backup, instead of the outdated tapes</li></ul>
<p><b><u>Objective 2.2:</u></b> We will continue to monitor, maintain and</p>	<ul style="list-style-type: none"><li>● By December 2018, Tech Committee will</li></ul>



<p>improve the district infrastructure to ensure that equipment is up to date and systems are able to support all technology activities while ensuring that data is secure.</p>	<p>create a service request system that will log in a central location as well as a tech support forum</p> <ul style="list-style-type: none"> <li>● Use log to prioritize tech needs</li> <li>● The log will alert district Tech Coordinator who will work to fix issues in house or seek help from tech group</li> <li>● By June 2020, the district with help from the schools will replace outdated access points</li> </ul>
<p><b><u>Objective 2.3:</u></b> The district will explore the feasibility for installation of security camera systems at each of the three school sites.</p>	<ul style="list-style-type: none"> <li>● By June 2019, the district will prioritize school sites based on security camera needs</li> <li>● By August 2019, the district will solicit quotes from vendors to determine financial feasibility of the installation</li> <li>● By August 2020, the district will attempt to outfit one or more schools with security camera systems</li> </ul>

<p><b>3. Staff</b> We will recruit and retain exceptional staff who hold high expectations, who participate in professional growth opportunities and who are valued and recognized for their efforts.</p>	
<p><b>Objectives</b></p>	<p><b>Activities/Measurement</b></p>
<p><b><u>Objective 3.1:</u></b> Professional growth opportunities will be provided in order to assist teachers in maximizing technology resources and tools.</p>	<ul style="list-style-type: none"> <li>● Use collaboration days to facilitate professional growth opportunities for teachers and staff</li> <li>● Promote teachers and staff to become “Google Certified Educators”</li> <li>● Provide training for teachers in instructional Chromebook use</li> </ul>
<p><b><u>Objective 3.2:</u></b> The district will attempt to hire teachers and staff that embody 21st century skills that include the use of instructional technology.</p>	<ul style="list-style-type: none"> <li>● By August 2018, teacher and staff interviews will ask candidates to incorporate technology into their mock lesson or interview answers</li> </ul>

<p><b>4. Community Relations</b> We will promote and develop positive relations with all segments of the school community in order to foster open communications, accessibility to school facilities and pride in the schools.</p>	
<p><b>Objectives</b></p>	<p><b>Activities/Measurement</b></p>

<p><b><u>Objective 4.1:</u></b> The district will foster relationships with local corporations to help support and enhance the districts technology.</p>	<ul style="list-style-type: none"> <li>● District will coordinate with WUEF to facilitate events for technology fundraising</li> <li>● District will solicit businesses directly</li> </ul>
<p><b><u>Objective 4.2:</u></b> The district will use technology to coordinate the connecting and sharing of all educational resources among all building and district personnel.</p>	<ul style="list-style-type: none"> <li>● Place emphasis on shift to digital curriculum</li> <li>● Online shared Assessments (Publishers provided or teacher created)</li> <li>● Use of Google Forms to create formal or informal assessments</li> </ul>
<p><b><u>Objective 4.3:</u></b> Technology will allow teachers and administrators to gather and share current and timely information</p>	<ul style="list-style-type: none"> <li>● The district will continue to update and expand the website, using current technology and its interactive features.</li> <li>● By June 2019, the district will implement an emergency notification system using current technology to create a system to communicate with all district families.</li> <li>● The tech committee and report card committee will investigate the feasibility of a K-5 online gradebook</li> <li>● By June 2019, the district will digitize and turn in all registration forms online</li> </ul>

## 5. Climate

Students, staff, and parents will enjoy a friendly, respectful and safe learning environment that encourages responsible, productive and innovative learning opportunities.

<p><b><u>Objective 5.1:</u></b> The district will provide opportunities for student education in responsible, ethical, and safe use of technology.</p>	<ul style="list-style-type: none"> <li>● Annually, each school will provide at least one student assembly and one parent assembly on digital citizenship and/or internet safety.</li> <li>● By August 2018, schools will have social media accounts to model proper social media use</li> <li>● By June 2019, each school will hold grade level discussions with peers regarding school and internet safety</li> <li>● By June 2018, schools will be exploring different methods to incorporate digital citizenship into classroom curriculum</li> <li>● By June 2018, the school counselor will set a plan to incorporate digital citizenship into classrooms district wide</li> </ul>
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## 6. Finance

We will ensure that the district's budget is aligned, integrated, and evaluated to maintain fiscal solvency.

**Objective 6.1:** We will continue to plan for and allocate district resources to maintain and support technology for students and teachers.

- At the start of each school year, the tech committee will identify recommended equipment.
- The tech committee and district will use information from the service log to inform the allocation of resources.
- By June 2018, the computer lab aide at San Benancio will reallocate time to include special projects and classroom push in support

## INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE COMPONENT

### Describe the existing hardware, Internet access, electronic learning resources, and technical support already in the district that will be used to support the Curriculum and Professional Development Components of the plan.

The technology and support needs vary at each school site. Each site has an all Mac computer lab as well as Chromebooks for classroom use. Toro Park has 3 carts of 25 Chromebooks each, plus an additional 17 for classroom use; Washington Union has 3 carts of 30 Chromebooks each, plus an additional 17; and San Benancio has 8 carts of 30 Chromebooks each plus an additional 10. All the district teachers have been given MacBook Air laptops in August 2017 for use at school or home. Most classrooms also have Mac computers that have been repurposed from the computer labs at each site. In addition to computers, the sites also have digital cameras, multimedia projectors, document cameras, TV/DVD, servers, and AlphaSmarts.

Each school site utilizes a variety of educational software. All schools use Microsoft programs to enhance teaching and learning in a variety of subjects. and each site has a typing program suitable for the students' age levels. Toro Park employs software such as Reader Rabbit to enhance students' reading abilities. Washington makes use of multimedia software to augment their language arts lessons, and at San Benancio students develop multimedia projects with Comic Life, iMovie, and Garage Band. SchoolWise is used by the district to maintain student information; teachers at San Benancio also use Schoolwise to maintain student grades and make use of online progress reporting.

Internet service is provided through the Monterey County Office of Education (MCOE). Currently, the district office and San Benancio idle School are connected by way of

CSME fiber optic connection to the MCOE for both internet access as well as county hosted services available through their network. The CSME connection provides a “trunk” for Toro Park School and Washington Union School to connect to the internet from a single, shared connection and these two sites utilize a Comcast Metro Ethernet service to connect to San Benancio. Additionally, the district upgraded its local area network (LAN) infrastructure by purchasing and implementing new, high-speed Cisco/Meraki switches over the summer of 2014. Wireless connectivity is available at each site utilizing both the Ubiquiti Unifi and Ubiquiti Unifi Pro series access points. Each site has adequate LAN cabling as well as site-wide wireless coverage. Each teacher has created a website for his or her class using the current web hosting service, Blackboard, as well as Google Sites. Parents and students have access to these sites to look up homework and upcoming events. Students make use of the internet for research purposes and also to visit educational websites chosen by the teacher and/or lab aides. The district receives Internet filtering through the MCOE in order to block inappropriate materials and these filters updated continuously to provide the best protection for our students.

Technical support for the district is contracted through PG Computers for 16 hours per month to be divided between sites as needed. Each of the three schools has one part time aide in their labs, ranging from 15 to 20 hours per week.

The district has 8 dedicated phone lines at the 4 sites: 1 line at the district office, 3 lines at San Benancio Middle, 1 line at Washington Union, and 3 lines at Toro Park School (2 in the daycare center). Phone system support is provided by Central Coast Systems for any service or repair to the equipment.

### **Description of the process that will be used to monitor the plan.**

In order to monitor all aspects of this portion of the plan, the district will rely on the communication and support of all key personnel. Personnel will include Site Technology Liaisons, Site Technology Teams, site administrators, and district technology personnel. Specific monitoring and evaluation responsibilities are determined by the Technology Committee, the Director of Technology, and the Superintendent. The Technology Committee will discuss progress on a regular basis to summarize the success of strategies and benchmarks and recommend appropriate steps to facilitate the future success of unmet benchmarks. Recommended modifications will be made to the Technology Plan and steps will be noted and published as addendums as needed. Technology Committee representatives and Site Technology Liaisons will share progress with staffs. The district Technology Coordinator will share progress with the superintendent and school boards. All funding decisions related to technology will reflect the goals and objectives of the plan.

Support and maintenance of existing technology will be provided by Computer Lab aides at each site as well as through the district’s contracted services with PG

Computers. Site personnel will provide minor support in the way of basic maintenance and troubleshooting. If it is determined that an issue is beyond the scope of abilities of site personnel, Marty Aubuchon at PG Computers will be notified to address the issue and find a reasonable solution.

## **FUNDING AND BUDGET COMPONENT**

### **List of established and potential funding sources and cost savings, present and future**

The following are the established funding sources for district technology:

- E-Rate
- District budget – Equipment Replacement
- District budget – Technology
- District budget – General Fund
- Washington Union Educational Foundation

In addition to the aforementioned sources, the Technology Committee will continue to research funding opportunities through state and federal grant programs as well as through the use of online resources.

### **Replacement policy for obsolete equipment**

Replacement of equipment is based on identified needs and available funds. Principals and the Technology Committee will use site inventories to prioritize the age of the equipment and the need for replacement. If they are still usable, older computers will be repurposed into classrooms for student use. Site administrators and lab aides will work together to determine appropriate placement for repurposed computers. When determining computer purchases, the Technology Committee will work with identified vendors as well as input from PG Computers to ensure that we are purchasing the appropriate equipment for the best value. Teacher laptops are replaced on an as-needed basis dependent upon site fund availability. Criteria for replacement will be based on any emergency situation (system failure, irreparable damage), age of computer and operating system, followed by general condition of the laptop. Annually, the technology committee will identify recommended equipment so that site level purchasing remains consistent with district standards and recommendations. All funding decisions related to technology will reflect the goals and objectives of the plan. When it is determined that a computer is no longer functional, each site will take measures to remove the computer from the inventory and take appropriate steps to dispose of the computer through available e-waste recycling programs.

