

HF-L District Teaching, Learning & Technology Plan

(September 2008- June 2011)

**Superintendent of Schools: Dr. Michelle Kavanaugh
Board Of Education President: Dr. Richard Rasmussen**

District Teaching Learning and Technology (TLT) Committee:

Director of Finance & Operations Co-Chair Ed Johnson, Assistant Superintendent for Instruction (ASI) Co-Chair-Renee Williams, Director Technical Support Services -Cindy Gorley, Instructional Technology Support (ITS) representatives: Lima- Tammy Pulver, Manor-Linda Romig, Middle-Ken Warren, High-Maggie Emens, K-5 Coordinator of Teaching & Learning -Lisa Moosbrugger, 6-12 Coordinator of Teaching & Learning – Mary McNamara, Library Media Specialists(LMS)-Brett Daggs, Alicia DiFranco Teaching staff: Lima-Justine Fancher, Stacey Tisa , Manor- Linda Kuehn, Middle- Katie Joint, High- Ken Goold and Dave Ghidiu, Building Administrators: Lima-Jeanine Lupisella, Manor-Dan McCarthy, Middle-Shawn Williams, High- David Roth, PTA-Dick Gatto, Community- Chris Carosa, Ken Forney, Laurene Hofmann, Laura Lewis, Scott Koch, Brian Smith Board of Education (BOE) Member- Hal Gaffin, Gary Stottler HS Students- Jim Burgasser

Goals and Responsibilities of the District TLT committee:

- Represent all stakeholders within the District, including classroom teachers from each building, District and School Administrators, Technology and Curriculum staff, Students, Community, PTA and Board Members
- Develop a process to establish a District vision and direction for the effective use of technology in the teaching and learning process
- Develop a 3-year District Teaching, Learning and Technology Plan with a 1-year action plan that addresses the philosophy of use, resources, infrastructure, staff development, curriculum integration and accountability
- Oversee the implementation of the District Teaching Learning and Technology plan and provide support to the Building Teaching Learning and Technology committees
- Investigate and utilize world class, best practices and innovations in teaching, learning and technology initiatives to continue to improve student achievement
- Provide effective communication of the committee's actions to BOE, staff, PTA and community, and appropriate District committees such as Leadership Team Teaching and Learning Council, School Improvement Teams, etc.
- Develop and implement strategies to showcase the results of teaching, learning and technology initiatives in the District
- Problem-solve District issues related to teaching, learning and technology
- Recommend budget priorities for teaching, learning and technology based on building and District needs
- Explore and suggest administrative solutions to District administration that will promote effective use of technology

Envision the Future: Preparing Students Today for Tomorrow!

Teaching, learning, and high standards will provide our graduates with a world-class education that prepares them to compete in a continuously changing world. When used effectively, technology enhances the teaching and learning process. Technology breaks down the geographical boundaries allowing for human collaboration and cooperation both locally and globally.

Technology resources will be pervasive for teachers and students and will be used to enhance productivity, communication, research, problem solving, decision-making and creativity. Instructional strategies will accommodate the learning styles of all individuals. Teachers are facilitators of learning and help students become life-long learners who can access and ethically use information and choose appropriate tools based on real world tasks. As future leaders, our students will use their skills and knowledge to contribute to the good of society in the twenty-first century.

Summary of Goals

Curriculum & Instruction Goals

1. Update technology scope & sequence in alignment with the ISTE Standards
2. Integrate HF-L K-12 scope and sequence into curriculum maps
3. Assess and evaluate student performance to adjust curriculum and instruction
4. Enhance knowledge and understanding of technology related curriculum, instruction and resources by effective communication among classroom, home and community members
5. Increase collaboration and communication between our schools and community
6. Moved down to resources

Staff Development Goals

1. Identify and anticipate staff development needs based on:
 - Curriculum and Technology Scope and Sequence
 - District, State and National Standards
 - Assessment and a variety of inputs
 - Skills and knowledge requested by students and teachers to advance the use of higher level technologies
2. Provide staff with the tools, knowledge, practices and skills required to effectively infuse technology, through a variety of ongoing and sustained staff development models
2. Use and employ the ISTE (International Society for Technology in Education) teacher and administrative standards as benchmarks to demonstrate fundamental teaching, learning and technology competencies (http://cnets.iste.org/teachers/t_stands.html)

Resources Goals

1. Continue to provide access to resources to achieve the District's vision based the Technology Scope and Sequence
2. Continue to provide the necessary human resources to support the effective infusion of technology resources in teaching and learning
3. Develop partnerships to provide special support and resources to enable Teaching Learning and Technology (TLT) Plan implementation
4. Continue to use current and varied technologies throughout the District to support our vision and mission

Accountability Goals

1. HF-L School District will be accountable for overseeing the planning, revising and implementation of the District TLT Plan
2. Each building Principal along with their building TLT committee are accountable for overseeing the planning, revising and implementation of their Building TLT Plans to support the District TLT Plan
3. Teachers will be accountable to utilize the Building TLT Plan, Technology Scope and Sequence, and Curriculum Maps to support the District Technology Plan and Vision
4. Students will be accountable to show mastery of required skills and to use technology in a responsible and ethical manner
5. Parents & community will become familiar with District Technology Vision and to increase their knowledge and understanding of technology in education

HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT
District TLT (Teaching, Learning & Technology) Plan

| FOCUS AREA: Curriculum & Instruction | | | |
|--|---|-------------------|--|
| <i>Goal:</i> | <i>Action Plan:</i> | <i>Timeframe:</i> | <i>Responsibility:</i> |
| 1. Update K-12 Technology Scope & Sequence in alignment with the ISTE Standards | 1a) Update K-12 Technology Scope & Sequence to reflect a balance between real world applications; academic goals; student interests and ability; higher education; industry, national and state standards; and innovations in technology. | Ongoing | DITS |
| 2. Integrate HF-L K-12 Technology Scope & Sequence into curriculum maps. | 2a) Coordinators of Teaching and Learning, ITS & LMS continue to work collaboratively to help all staff effectively infuse technology into instruction and integrate scope and sequence into curriculum. | Ongoing | ASI |
| | 2b) Throughout each school year, teachers add technology skills and integrated projects to the curriculum maps | Ongoing | Teachers, CARE, Coordinators of Teaching and Learning & ITS |
| | 2c) Digital curriculum maps will be reviewed and updated with information from 2b above | Ongoing | Coordinators of Teaching and Learning, ASI |
| 3. Assess and evaluate student performance to adjust curriculum and instruction | 3a) Oversee student levels of mastery in classroom technology use, as required by K-12 Technology Scope & Sequence | Ongoing | Coordinators of Teaching and Learning, ITS, LMS |
| | 3b) Continue to evaluate integrated technology projects in curriculum areas through survey, observation, and project based assessment | Ongoing | Coordinators of Teaching & Learning, ITS, LMS |
| 4. Enhance knowledge and understanding of technology-related curriculum, instruction and resources by effective communication between classroom, and home/community. | 4a) Communicate classroom information and resources to teachers, students, parents and community by increasing the use of district, building and/or teacher web pages. | Ongoing | Web committee, Building Principals & Assistant Principals, ITS, LMS & Teachers |
| | 4b) Showcase student work to parents and the community through a variety of methods and outlets. | Ongoing | Teachers, ITS & LMS |
| 5. Increase collaboration and communication between our schools and community | 5a) Identify and create opportunities which promote utilization of community and district-wide technology expertise. | Ongoing | ASI, Communications Specialists BTLT, ITS, LMS & Teachers |
| | 5b.) Communicate collaborative efforts identified in 5a | Ongoing | ASI, Communications Specialist, BTLT |

FOCUS AREA: Staff Development

| <i>Goal:</i> | <i>Action Plan:</i> | <i>Timeframe:</i> | <i>Responsibility:</i> |
|---|--|-------------------|---|
| <p>1. Identify and anticipate staff development needs based on:</p> <ul style="list-style-type: none"> • Curriculum and Technology Scope and Sequence • District, State and National Standards • Assessment and a variety of inputs • Skills and knowledge requested by students and teachers to advance the use of higher level technologies | 1a.) Analyze in-service evaluations and survey staff at each building to identify staff development needs in the area of technology to determine future offerings. | Ongoing | ITS & LMS |
| | 1b.) District leadership supports “Envisioning the Future” by allowing staff : <ul style="list-style-type: none"> ○ Time to investigate and discover emerging technologies in education. (Arrange visitations, speakers, conference attendance, workshops, etc.). ○ Time to share their learnings with colleagues ○ (Provide release time, workshop days, classes, etc. for collaboration) ○ Opportunities to use this information for future planning ○ To attend out of district training opportunities | Ongoing | District Leadership and Board of Education |
| | 1c.) Utilize the results from the Senior Exit Survey for assessment and planning purposes. | Ongoing | HS ITS & Assistant High School Principal |
| | 1 d.) Utilize information from the Technology Program Evaluation to provide staff development opportunities in support of the district vision and to further the effective use of technology in all curricula | Ongoing | ITS & Coordinator of Teaching & Learning (Moosbrugger) |
| 2. Provide staff with the tools, knowledge, practices and skills required to effectively infuse technology, through a variety of ongoing and sustained staff development models | 2a.) Infuse technology staff development resources and planning into traditional modes of teaching and learning. Examples: <ul style="list-style-type: none"> ○ Information technology as a research tool ○ ELA/Collins Writing ○ Spreadsheets to organize and analyze data | Ongoing | ASI ✓ Report Monthly to DTLT |

FOCUS AREA: Staff Development

| | | | |
|---|--|------------------------|--|
| | <p>2b.) Offer a variety of staff development models and opportunities to accommodate various learning styles, time constraints, building needs, and connections to literacy and course content etc.:</p> <p>Examples: (continuously assess, evaluate & revise)</p> <ul style="list-style-type: none"> ○ Online sources for instruction and instructional resources ○ Teaching, Learning & Technology Annual Conference ○ Interactive online discussion--Virtual Learning Portals and video conferences as a connection for staff to support their professional growth ○ Expansion of Mentoring program ○ Product based staff development relevant to teachers classroom curriculum applications | <p>Ongoing</p> | <p>ITS, LMS, & Coordinators of Teaching and Learning</p> |
| <p>3. International Society for Technology in Education (ISTE) standards will be used as a district benchmark to demonstrate fundamental teaching, learning and technology competencies http://cnets.iste.org/teachers/t_stands.html</p> | <p>3.) Survey staff and administrators to assess effectiveness of recommended teacher technology competencies in:</p> <ul style="list-style-type: none"> ○ Improving staff comfort and proficiency in the use of educational technology ○ Assisting students in acquiring required technology skills. <p>Awareness of and easy access to the list of technology competencies and use them in selecting appropriate staff development classes and in creating professional performance goals.</p> | <p>Annual by March</p> | <p>District Leadership, DTLT</p> |
| | <p>○</p> | | |

FOCUS AREA: Resources

FOCUS AREA: Resources

| <i>Goal:</i> | <i>Action Plan:</i> | <i>Timeframe:</i> | <i>Responsibility:</i> |
|---|---|--------------------|--|
| 1. Continue to provide access to resources to achieve the District's vision based on the Strategic Plan | 1a.) Plan for technology equipment needs: <ul style="list-style-type: none"> ✓ Identify areas (e.g. program, materials, etc.) that can be partially reallocated to off-set technology expenditures required to achieve the District's vision ✓ Allocate and/or transfer funds each year to purchase or replace outdated or non-operational equipment ✓ Reallocate current equipment/resources as defined in the District's Hardware Reallocation Plan ✓ Support the increase of funding to continually enhance instruction, learning and productivity for students and staff ✓ Dedicate funds that allows for system upgrades (i.e. operating systems, network infrastructure, communication etc.) to meet the District's Strategic Plan and Goals ✓ Allocate funds as requested for teaching, learning and technology grant writing initiatives ✓ Allocate funds for security of hardware, software, building environments, and student Internet safety ✓ Review and update our long-range financial plan that addresses this goal and continues to replace the existing hardware for staff and students in a effective manner | Annual QED Process | DTLT |
| | 1b.) Assure software and other dynamic resource purchases align with curriculum revisions through use of the District's software evaluation procedure | Ongoing | CARE, ITS, Teachers, Principals, Coordinators of Teaching & Learning |
| 2. Continue to provide the necessary human resources to support the effective infusion of technology resources in teaching and learning | 2a.) Continue to provide adequate technology support to accommodate the growing District and building needs, to include: <ul style="list-style-type: none"> ○ Coordinators of Teaching and Learning ○ Student Technology Mentors: to provide training and support to teachers and their peers ○ Instructional Technology Specialist support in each building ○ Qualified technicians and/or paraprofessionals in each building to help provide support with the Tech Support Services Team | Ongoing | District Leadership Middle School and High School BTLT |

| FOCUS AREA: Resources | | | |
|--|--|---------|----------------------------------|
| 3. Develop partnerships to provide special support and resources to enable TLT Plan implementation | 3a.) Active pursuit of potential partners to provide resources and support for the seamless infusion of technology to allow learning and instruction from anywhere and at any time for all students. We will seek support from the following categories of organizations: <ul style="list-style-type: none"> ○ Technology Vendors ○ Local businesses ○ Colleges and Universities ○ Foundations ○ BOCES ○ Government agencies | Ongoing | District Leadership |
| 4. Continue to use current and varied technologies throughout the District to support our vision and mission | 4a) Continue and add the use of telecommunication technology in the classroom and other areas in the support of and ongoing improvement of education, communication and safety. <ul style="list-style-type: none"> ○ IP Phone System ○ Cellular Smart Devices 4b) Continue and add the use of Internet technology in the support of and ongoing improvement of education. 4c.) Continue to investigate new technologies that will enhance the classroom experience <ul style="list-style-type: none"> ○ Interactive multimedia whiteboards ○ Classroom response systems ○ Enhanced Audio Systems | Ongoing | DTLT, BTLT, TECH Support Service |

| FOCUS AREA: Accountability | | | |
|--|---|-------------------|---------------------------------|
| Goal: | Action Plan: | Timeframe: | Responsibility: |
| 1. HF-L School District is accountable for overseeing the planning, revising and implementation of the District TLT Plan | 1a) Continuously monitor, evaluate and revise District TLT Plan supporting the DTLT vision | Ongoing | DTLT |
| | 1b.) Provide feedback to principals for revision of Building TLT Plans | Ongoing | DTLT |
| | 1c.) Show evidence of student's work on the HF-L website, in buildings, the community and newsletters. | Ongoing | DTLT, Communications Specialist |
| | 1d.) Review and revise security plan for technology resources | Annually | District Leadership |
| | | | Ongoing |
| 2. Each building Principal along with their building TLT committee are | 2a.) Continuously monitor, evaluate and revise Building TLT Plans. Evaluate plans and alignment to District TLT Plan. | Ongoing | BTLT |

| FOCUS AREA: Accountability | | | |
|---|---|----------|--|
| accountable for overseeing the planning, revising and implementation of their Building TLT Plans to support the District TLT Plan | 2b.) Communicate building plans through regular reporting on technology at appropriate venues such as faculty meetings, School Improvement Teams and grade level meetings (i.e. Model exemplary work) | Ongoing | BTLT |
| | 2c.) Each building communicates process & procedures to ensure students' ethical use of technology (see K-12 Technology Scope & Sequence section on ethics) | Annually | BTLT |
| | 2d.) Review and revise building security plan for technology | Annually | BTLT, Building Principal |
| | 2e.) Provide staff, parents and community with formal opportunities for input to the Building TLT Comm. for the development and revision of Building TLT Plan. (Post revised Building TLT plan to website & provide email link for continuous feedback) | Ongoing | Building Principal |
| | 2f.) Maintain clear roles and responsibilities for school ITS and mentors to address building needs, as well as on-going communication and evaluation of the effectiveness of these positions in helping the District achieve its goals | Ongoing | Building Principal |
| | 2g.) Develop their own personal growth plan that addresses leadership & modeling of effective use of technology | 9/07 | Building Principal |
| | 2h.) Collect data to drive technology related decisions and changes to TLT plans: <ul style="list-style-type: none"> o Gather classroom data on utilization of technology o Use data with staff, as appropriate, to assist in planning professional development o Use data to plan any needed changes that would assist teachers and students in their use of technology | Ongoing | Building Principal, BTLT, ITS, DTLT, Library Media Specialists |
| | 2i.) Provide necessary support for students who require additional assistance. | Ongoing | Building Principal, BTLT |
| | 2j.) Track student participation in high-end tech courses | Ongoing | HS Building Principal |
| 3. Teachers will be accountable for utilizing the Building TLT Plan, Technology Scope and Sequence and Curriculum Maps to support the District Technology Plan and Vision | 3a.) Communicate current classroom information wherever possible using school and/or teacher web pages | Ongoing | Teacher |
| | 3b.) Participate in tech staff development to support professional growth | Ongoing | Teacher |
| | 3c.) Infuse appropriate HF-L technology standards (K-12 Technology Scope & Sequence) into classroom curriculum | Ongoing | Teacher |
| | 3d.) Provide ideas to BTLT representatives regarding technology | Ongoing | Teacher |

FOCUS AREA: Accountability

| | | | |
|---|--|----------------|------------------------------|
| <p>4. Students will be accountable for showing mastery of required skills and to use technology in a responsible and ethical manner.</p> | <p>4a.) Demonstrate mastery through completion of classroom projects. 4b.) Demonstrate an understanding of respectful and ethical expectations as per K-12 Technology Scope & Sequence 4c.) Use technology within the guidelines of the Acceptable Use Policy.</p> | <p>Ongoing</p> | <p>Student, Teacher, ITS</p> |
| <p>5. Parents and community will become familiar with the District Technology Vision and increase their knowledge and understanding of technology in education.</p> | <p>5a.) The District will provide various opportunities for parents and community members to further their understanding of technology in education.</p> | <p>Ongoing</p> | <p>DTLT, BTLT</p> |
| | <p>5b.) Parents and community members are encouraged to take part in committees and provide ideas and thoughts regarding technology including curriculum, security etc.</p> | <p>Ongoing</p> | <p>DTLT. BTLT</p> |

08/21/08