

**Technology Action Plan**

<b>Target:</b> CHS will increase the use of technology in the classroom by 10%	<b>Result Statement:</b> Students will demonstrate increased proficiency in the use of technology.
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<b>Changes in student learning behavior:</b>	<b>Changing Instruction:</b>	<b>Monitoring Progress with Timelines and Adjustments:</b>	<b>Collaboration &amp; Support:</b>	<b>Resources School &amp; District:</b>	<b>Evaluation of Success &amp; Reporting to the School Community:</b>
Students will continue to develop presentations, such as Capstone, while making them more interactive by integrating technology into the presentation.	Teachers will train students to use available tools such as Smartboards to transform their presentations into more than just a slideshow.	The technology committee will create surveys to monitor advancements. Technology proficiency will also be added to the Capstone scoring guidelines. This process has already begun, but will increase in the 09/10 school year.	<ol style="list-style-type: none"> <li>Classroom Teachers</li> <li>Administration and District</li> <li>IT Department</li> </ol>	<ol style="list-style-type: none"> <li>Teachers will inject this training into their curriculum.</li> <li>The school administration will provide teachers with professional development in the use of Smartboards so that they may effectively train their students.</li> <li>The District IT Department will provide the software tools necessary, such as Microsoft Office and Smartboard Notebook</li> </ol>	<p>The administration and the tech committee will evaluate the new technology use guidelines in the Capstone scoring process to monitor progress. The staff will be surveyed several times a year to monitor achievement.</p> <p>A survey will be administered at the end of the 2008-2009 school year to create a baseline to measure future surveys against.</p>

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<p>Students will use websites and e-mail to communicate with teachers. They will pick up, and submit assignments by accessing websites created by teachers.</p>	<p>Teachers will develop a website where students can view upcoming assignments and other information about the teacher's curriculum. They will have a vehicle where students may submit their work electronically from anywhere that has an active internet connection. Teachers will use some of the advanced features of the e-mail client to plan meetings and develop distribution lists to communicate with students and parents.</p>	<p>Curriculum coordinators will put together a list of expected "features" that their department members' websites should feature. They will regularly check their department members' sites to make sure that they are being updated.</p> <p>Website training will start in the 2009-2010 and it should be expected that every teacher be maintaining a web presence, even if it is a simple interface, by the end of the 2011-2012 school year</p>	<p>1. Curriculum Coordinators and Administration</p> <p>2. School</p> <p>3. IT Department</p>	<p>1. Curriculum Coordinators will be tasked with providing departmental guidelines for websites. Along with administrators they will consider the effective use of a website of as part of the technology portion of their evaluations.</p> <p>2. The school will provide adequate training for teachers to become proficient enough to regularly update a website and to use the advanced features of an e-mail client</p> <p>3. The district IT Department will provide teachers with the software tools required to develop and maintain these websites. They will also provide hosting services. The District will ensure that all computer stations are equipped with the latest workable version of the e-mail client. Teachers should be provided with the opportunity to use "work-at-home" rights</p>	<p>Administration and Curriculum Coordinators will monitor the progress of the number of faculty utilizing websites as a communication medium with the evaluation tools already in place. Advancement will also be measured in administrative evaluations.</p>

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<p>Students will use a productivity suite such as Microsoft Office to develop different types of documents and presentations.</p>	<p>Teachers will encourage students to use some of the more advanced features of the productivity suite to move past basic document design.</p>	<p>Teachers will evaluate the effective use of the productivity suite in student work. Technology proficiency will also be added to the Capstone scoring guidelines.</p> <p>This process has begun, and training will continue until all staff is proficient.</p>	<p>1. Teachers</p> <p>2. School</p> <p>3. IT Department</p>	<p>1. Teachers will be able to help students master the productivity suite, making their basic documents more complete and memorable.</p> <p>2. The school will provide professional development opportunities for teachers to become more proficient in the use of the productivity suite in order to better teach their students.</p> <p>3. The District will ensure that all computer stations are equipped with the latest workable version of the suite. Teachers should be provided with the opportunity to use “work-at-home” rights to help them better integrate the productivity suite into their curriculum.</p>	<p>The technology committee will schedule regular survey to gauge the increases in use of the advanced features of the productivity suite by students. Advancement will also be monitored in Capstone presentation scores.</p>

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<p>Students will be introduced to different electronic collaboration tools.</p>	<p>Teachers will strengthen the lines of student-teacher, parent-teacher and student-student communications by using collaboration tools such as Skype to work collaboratively on projects.</p>	<p>Teachers will monitor the use of these tools in their classroom.</p> <p>This progression will start during the 2009-2010 school year, and will be on going thereafter.</p>	<p>1. Teachers</p> <p>2. School</p> <p>3. IT Department</p>	<p>1. Teachers will integrate collaboration tools into their curriculum.</p> <p>2. The school will provide professional development opportunities for teachers to discover new tools and new ways to integrate existing tools to enhance the collaborative environment of their classroom.</p> <p>3. When possible, the district will make access to collaborative tools possible by allowing access to websites and installing tools.</p>	<p>The technology committee will schedule regular surveys to gauge the increases in use of collaboration tools by students.</p>