Office of Technology Services

Dr. John D. Barge, State School Superintendent

Instructional Technology

DATE: June 20, 2012

Mrs. Marcia Clanton
158 Old Glenwood Springs Road
Eatonton, GA 31024

Dear **Mrs. Clanton:**

Thank you for submitting your system-level technology plan to the Georgia Department of Education. The **Putnam County Charter School District** technology plan meets all the required criteria posted at (http://www.doe.k12.ga.us/_documents/technology/state/tech_planning_rubric.pdf) and is **approved from July 1, 2012 through June 30, 2015.** Keep this official approval with your records for audit purposes of the following programs:

- E-Rate discounts – Federal program

Sincerely,

Kathy Platt

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PUTNAM
COUNTY CHARTER SCHOOL SYSTEM
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Putnam County Charter School System

Eatonton, Georgia

Three-Year Technology Plan
July 1, 2012 - June 30, 2015

First Draft – September 1, 2011
School Draft – March 1, 2012
Final Draft – June 1, 2012
Submitted to ETTC and the State DOE for Approval – June 19, 2012

Superintendent
Mrs. Marcia Clanton
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I. Table of Contents

II. Vision for Technology Use

A. System Mission Statement

The mission of the Putnam County Charter School System is to assist all students in acquiring knowledge, fostering aspirations, and developing life skills that will empower them to become self-directing, productive and contributing members of a global society.

B. Technology Mission and Vision Statements

Putnam County Schools is committed to taking advantage of advancements in technology to prepare its students, educators, and parents for lives filled with change, learning and exploration.

C. Putnam County envisions a school district where:

- Students and teachers will expect the internet in their classroom to be as fast if not faster than the internet in their homes.
- Instruction will be delivered over the high speed network with telepresence technologies enabling real-time face-to-face instruction from an instructor located elsewhere in the world. Students and educators will receive their instruction and professional development using the same types of technology
- Instructional software will evolve to be Common Core Georgia Performance Standards (CCGPS) aligned.
- Teachers will be provided the latest in professional development so they can create a student-centered learning environment utilizing all their technology resources
- Students will have access to their instructional software at home using their home internet connection
- Parents will have access to their children's grades, attendance and assignments via the student information system's parental portal
- All employees will manage their human resource and payroll information via a web-based employee portal
- Financial and human resource business processes will use electronic documents instead of paper-based documents
- Bring Your Own Technology (BYOT) initiatives will enable students to use their own personal devices to collaborate and build their body of knowledge with other students in their learning community
- Community members and parents will increase their involvement in the schools due to the quality of information disseminated to them via the schools website and training classes.

III. Current Reality

A. Access to Technology/Data Sources

The following sources of data are used to drive technology planning decisions:

- Annual Technology Inventory submitted to the Georgia Department of Education
- School Improvement Plans
- Student assessment data
- District Accountability Plan
- Charter System Contract
- School Governing Authority recommendations
- School technology committee recommendations
- Putnam County Charter School System's technology budget

B. Technology Use

1. Instructional

The system currently supports about 1600 Windows based computers. All schools and the district office are connected to a dedicated 1 gigabit fiber network. The network is connected to the internet via a 100MB Metro Ethernet connection provided by AT&T utilizing the State of Georgia's contract.

All schools have an extensive hardwired local area network. Every classroom has 1-10 computers connected to the internet. The majority of the classrooms have Promethean interactive boards, mounted projectors, networked printers and sound systems.

Students in grades PreK-5 use generic accounts to access their applications. Students in grades 6-12 use unique user accounts to access their applications and internet. Each student in grades 6-12 has network storage for storing class assignments and projects.

Teachers and administrators use unique user accounts to access their applications and the internet. All staff members have network storage for their work and special network storage is dedicated to each grade level or department. Teachers have access to the student information system, an integrated electronic grade book and a wide variety of instructional software which includes: Renaissance Learning, Study Island, IXL, E2020, Rosetta Stone, BrainPop, Read180, Scholastic Reading Inventory,

Thinkgate and other online web-based tools. All users are protected by the firewall and internet content filters.

All users have access to the full suite of Microsoft Office and all are protected by anti-virus software. The Microsoft license agreement allows each staff member to load a copy of Office on their own home personal computer.

Each schools technology committee along with school administration and academic coaches have justified and selected hardware and software for classroom enrichment and instruction.

2. Administrative Uses of Technology

The Putnam County Charter School System has installed and maintains a robust set of administrative applications.

Systems	Brief Description
eBoard	Used by Board of Education members and school system staff to plan, schedule, organize and record all Board Meetings activities and decisions. Community Members have access to minutes and agendas via the web.
CSI	Financial and Human Resource applications
SEMSTracker	Special Education uses for all special education students IEP's as well as RTI for Tier 2 and 3 students
Softdocs	Workflow automation and record scanning
BigWebApps	Used by Maintenance and Technology for work order entry, scheduling and tracking
Surveymonkey	Used to conduct online, email and written surveys.
EduLog	Used as system wide crisis communication system
Keckingwood	Used by Nutrition for cafeteria management
Destiny	Used by the media centers for library and media management
Tyler Education Management System (TEMS)	Student information system used in all schools. Includes parent portal and parents are given access to student grades, attendance and discipline information. This information is provided in real time.
One Call Now	Notification system used to alert parents to upcoming events provide status on field trips, sporting events and provide school closing or any other events.
SchoolDesk	Web hosting software used to manage and host all school and district websites.

4. Parent/Community Uses of Technology

Parents and guardians view grades, homework assignments, progress reports and other information provided by teachers using the real time parent portal. Families without a computer at home are encouraged to use the computers in the schools media center or local library.

Each school maintains their own website which is the primary means of communication between the school and its parents. All school events and activities are posted on each website. Each school offers technology training classes to the parents throughout the school year.

School staff use One Call Now to keep parents informed of upcoming school assessments, school events, status on field trips or any other important school announcements.

5. System Readiness/Support

The technology department staff consists of a half-time technology director and two full time support specialists. Contract personnel are used for network engineering, desktop engineering and specialized server support. All server rooms have been upgraded to include rack mounted servers and all IDFs have cable management and power protection. BigWebApps is used as the help desk system.

C. Gap Analysis

The following opportunities exist for improvement:

- School Wide Area Network backbone switches do not support any speed faster than 1Gb. Increasing the backbone to 10 Gb will be needed to support telepresence and video distribution across the system.
- Internet bandwidth will need to continually increase to accommodate the application needs of the system.
- As bandwidth increases, firewalls and content filtering solutions will need to be upgraded to handle the additional traffic load.
- Replacement of school computers has become critical. As the economy has slowed, funds to maintain the modern classroom computer infrastructure have dwindled. These funding shortages are expected to continue for several more years.
- The cost of internet access for homeowners is not projected to decrease during the next several years. This will continue to create a barrier for our students and parents to use web-based instructional software.
- The implementation of Bring Your Own Technology (BYOT) will create the need for new types of professional development and training.

- Training for community members and parents is limited and needs to be expanded to educate and enable parents and community members to be active participants in the schools.
- File storage and backup systems will need to be greatly expanded to accommodate the storage requirements of teachers and students.
- Integration of TEMS with other systems will facilitate an integrated user directory structure.
- Nutrition software will need to be upgraded to the latest version to accommodate swipe card technology at the point of sale.

IV. Goals, Benchmarks, and Strategies

A. Instructional Goals

Goal 1: Integrate technology into curriculum, instruction, and assessment so that students can thrive in the global workplace.				
Strategies	Benchmark and Timeline	Responsible Person	Budget	Evaluation
Maintain modern computers	All classrooms have at least 2 modern computers. Classrooms that are focused on small groups typically have 4-8 workstations.	Director of Technology and School Technology Committee	Splost, Estimate $200,000/ Year	Inventory
Purchase assistive technology for students with special needs	Ongoing 2012-2015	Dir. Of Technology, Dir. Of Special Education	Title VIB	Educator Handbook and SEMSTracker
Provide digital content to support the Putnam County Schools instructional framework	Design and expand educational opportunities for students that will eliminate the achievement gap between subgroups and meet the needs of all learners.	Principals, School Technology committee	Title I	State assessments
Improve student achievement on State tests through pre and post assessments and web based instruction and review	Use existing applications such as USATestPrep, Study Island, Testgate and OAS for practice tests.	Academic Coaches, Principal, Design Teams	Title I and Title VI estimated $150,000 a year.	CRCT and EOCT results
Improve graduation rate through the use of credit recovery software E2020 and Virtual School	Yearly review of Graduation Rate on performance index	Graduation Coach and Alternative School	Title I estimated cost $30,000	Graduation Rate

Implement grades 3-12 BYOT initiative	Conduct pilot projects at each school to determine implementation timeline and conduct needs assessment	Director Technology, Principals, Academic coaches, Media	SPLOST: $25,000 per school	Walkthrough observations and access logs

B. Administrative Goals

Goal 2: Transform current business process from paper based systems to web enabled computerized systems.				
Strategies	Benchmark and Timeline	Responsible Person	Budget	Evaluation
Utilize web versions of financial systems for purchasing and payroll	Electronic filing of archived records	Director of Finance	Local: $3,000/year	Workflow design and process implementation
Utilize web versions of human resources modules in financial systems	2012: Applicant Tracking and online time reporting 2013-2015: Additional workflow as designed	Assistant Superintendent and Director of Technology	Local: $5,000	Leadership team review
Modernize Nutrition System	Card swipe and updated point of sale systems	Directors of Nutrition and Technology	Local: $25,000	Nutrition Department review
Maintain Transportation Systems	Electronic Field Trip Request and improved bus routing software	Directors of Transportation and Technology	Local: $5,000/year	Transportation Department review
Maintain Facility Management Energy management and lighting control systems	Apply upgrades as requested by Facilities	Directors of Facilities and Technology	Local Maintenance budget	Facilities Management reviews
Implement IP based security camera systems and security monitoring systems at selected schools	Replace existing VCR based hardwired systems with DVR based, IP camera systems	Principals and Director of Technology	Estimated $60,000 per school from SPLOST	Needs assessment at each school

C. *Parent/Community Goals*

Goal 3: Actively engage parents and community in the educational process by increasing communication and feedback from parents and community focus groups through surveys and by providing access to computer technology and training.				
Strategies	Benchmark and Timeline	Responsible Person	Budget	Evaluation
Continue to conduct annual parent and community survey	Ongoing 2012-2015	Principals and SGAs	Local: $200/year	Survey results collected via www.surveymonkey.com
Increase the use of school websites	Ongoing 2012-2015	Principals and School Webmasters	Local: $3,000/year	Website hits from server logs
Expand training available to parents and community members	Utilize computer labs at schools for training classes	Media and Instructional Support Specialist at each school	Local: $5,000/year	Sign-in sheets from training sessions
Utilize social media networking sites for notification and outreach	Ongoing 2012-2015	Web master at each school	No cost	Number of likes and followers

D. *System Readiness*

Goal 4: Maintain a viable technology infrastructure				
Strategies	Benchmark and Timeline	Responsible Person	Budget	Evaluation
Upgrade High School wireless network and expand to include new facilities	2013	Technology Department	Erate: $400,000 SPLOST: $40,000	Network expansion and network load
Maintain firewall and content filtering subscriptions	Ongoing 2012-2015	Technology Department	Erate: $6,195 SPLOST: $1,000	Analysis of network traffic
Continue to use help desk tracking software for all technology requests	Ongoing 2012-2015	Technology Department	Local: $2,500/year	Analysis of help desk tickets
Increase Internet Bandwidth	2012 – Upgrade to 250 MB 2013-15 Based on need	Director of Technology	Erate: $50,000 Local: $5,000	Analysis of network traffic
Maintain and upgrade Email server and Storage	Ongoing 2012-2015 based on usage	Director of Technology	Erate in 2014	Analysis of email retention and storage
Backup and Disaster Recovery hardware and software	Ongoing based on need	Director of Technology	Splost: $5,000/year Local: $2,000/year	Analysis of storage and recovery needs
Microsoft School Agreement	Ongoing based on number of installed computers	Director of Technology	Local: $40,000/year	Inventory
Maintenance of network	Ongoing	Technology	Erate:	Inventory

switches and servers		Department	$60,000/year Local: $6,000/year	

V. Communication and Marketing

The Putnam County Charter School System will communicate the details of the technology plan to its students, teachers, parents and community members using the district website and information articles in the local paper.

Technology teachers at the schools will keep the students abreast of the latest changes and new features of the school systems networks and applications. Articles in the school newspapers will also be used to communicate the latest developments in instructional technology.

The school technology committees will continue to provide the leadership for each school's technology needs. These committees will be provided updates on the progress of the plans and asked to provide their feedback and evaluations of the implementations.

The Director of Technology actively participates in all school improvement meetings, instructional focus meetings, cabinet meetings, Board retreats and long-term planning meetings. These meetings include the superintendent, curriculum, finance, human resources, media and instructional support specialists, principals, counselors and academic coaches. The outcomes of these meetings shape the districts long-term goals and ensure that the technology plans stay in sync with the district's needs.

The Director of Technology provides the Board of Education informational presentations as progress is made toward achieving the technology plan goals.

VI. Professional Development

Putnam County Charter School System models its technology professional learning on ISTE NETS for Teachers.

Each school submits a school-wide improvement plan each year which includes professional learning aligned to their school improvement goals, and these plans are reviewed by curriculum, Title 1, Professional learning, technology, special education, and ESOL personnel to ensure they fit with system as well as school goals.

Putnam County teachers will increase their use of interactive boards through on-going training from the district's certified Promethean Board Trainer.

Web-based on-demand training will be offered to teachers, administrators and staff for Microsoft, Adobe and other software applications

Training and professional development will be funded through a variety of sources to include, Local, State, Title IIA, Title I and Title VI B with the majority of the funding coming from Title I and Title IIA.

VII. 8th Grade Technology Literacy

In 2012, the middle school technology position was not filled and our students did not perform well on our end-of-year assessment. To ensure technology literacy at the eighth grade, a curriculum aligned with the NETS-S Scope and Sequence for grades K-8 is being reviewed along with Common Core Standards to develop a pacing guide. The implementation of these new technology standards for instruction and resources will be driven by our media instructional technology specialist during the next school year.

VIII. Appendices

A. Internet Acceptable Use