

**South Dakota Department of Education
Office of Curriculum, Technology, and Assessment
Technology Plan**

**Hanson School District 30-1
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**Technology Plan Submitted by:
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II. Technology Committee

The technology committee has developed an action plan as the focus of making our technology plan a reality. The plan has been devised as a three-year plan, yet each year may bring adjustments as new circumstances develop.

COMMITTEE MEMBERS:

Doni Bridge	Network Administrator
Stacy Oltmanns	Elementary Millbrook
Jessi Kampshoff	K-7 Computers
Jim Haskamp	Physical Education
Bryce Holter	Technology Teacher
Elizabeth Schroeder	2 nd Grade Teacher
Kevin Lein	Principal
Jim Bridge	Superintendent
Alyssa Persson	Student
Becky Cheeseman	Parent
Curt Hart	School Board Member

Meeting Dates: Meetings are held on the 2nd or 3rd Wednesday of each month on our early dismissal dates. The meeting dates are: 9/23, 10/21, 11/18, 12/9, 1/20, 2/24, 3/24, 4/14.

III. Vision Statement

Students, teachers, and community members, who comprise the learning community of the Hanson School District, will be technologically literate life-long learners; will be able to interact successfully in a technological environment to achieve their personal, education, and workplace goals. They will skillfully use technology to access, retrieve, and use information school-wide, community-wide, state-wide and globally.

We see people continually reaching beyond the walls of the schoolhouse to the world outside via the internet and distance learning links.

We envision high school students mentoring in elementary classrooms, helping both teachers and students with the use of technology; small groups working cooperatively on projects; special needs students having access to programs and projects that will enhance their inclusion on the learning process; and school-to-work students helping businesses in the community with technology.

We envision students interacting with other students from different schools while working on joint projects, carrying out hand-on experiments with visual and graphic results, involving students in interactive simulations, performing all stages of the writing process, programming involving the development of logic and other higher cognitive functions, networking in which teachers and students are able to access information and to communicate with one another, and community members sharing the learning process with the students and staff by having access to the facilities and equipment in the schools and by interacting with the students and staff in the learning process.

Current technological advances in today's society make it imperative that students, teachers, and community members be given the opportunity to explore and learn lessons in new ways. To become more comfortable and productive in their lives and vocations, these people must continually learn to use new technologies in a productive manner. It is the goal of Hanson School District to encourage people to discover and create knowledge utilizing the most current technologies available, thereby preparing them for life's changing roles.

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IV. Needs Assessment

The District continues to encourage technology integration into all classes throughout the year promoting research based learning for all students. Examples of our integration are use of state e-mail, campus portal for all teachers, students, and parents. All high school students have laptops, middle school students have computer labs and elementary students have access to computer labs. Staff and students use Synchroneyes, staff web pages, Quia website, and web based programs like Accelerated Reader and K to the 8 power which is for all k-8 students to work on across the curriculum studies while using technology. We keep our equipment and software updated as finances will allow and we are always looking to the future and planning for growth.

Objective:

1. Through continued assessments and evaluation, technology needs for the school district will be monitored and adjusted to provide the greatest benefit to our students, staff, and community members. Areas assessed will include quantity and quality of the school's available resources including hardware and software, the appropriateness of what is taught by age group and how well our students are prepared for situations outside of school, (IE) jobs or college uses of technology. We will also asses how well technology is integrated into the classrooms to enhance the learning process.

Activities:

- a. Needs assessment forms for students, staff, community members, and alumni will be updated yearly.
- b. A minimum of one target group from the list above will be surveyed each year.
- c. Informal assessments of students and staff will be conducted annually by the technology coordinator.
- d. The technology committee and administration will meet annually to review survey results and observations and to develop a plan to address district ever changing technology needs and available sources of funding.

All HSD staff access technology for communication on a daily basis. Each staff member has access to a personal computer (gateway tablet) with email, web pages and internet access. In addition, all teachers post grades on the DDN Campus, and that data can be reviewed by students and parents through a special "portal," as well as my administration for use in monitoring academic process. Teachers have been given the opportunity for trainings in using technology in the classroom.

Our computer class offerings include Computer Applications, Multi-Media, Tech I, Tech II, Tech III, and Tech IV at the high school level (?). Keyboarding and junior high exploratory computer classes are also offered to the 6th - 8th graders. Students use technology to access internet sources through research, for database management, word-processing, presentation software, photo alterations, webpage development, and desktop publishing. The two computer labs are used by all instructional staff across the curriculum in grades K through 12.

Our staff participates in various technology professional development courses throughout the year. A professional development plan now in place in our district allows for the sharing of information and instruction in new technologies among staff during days set aside for professional development sharing and school improvement work. All staff member are required to attend summer in-services targeted around their area of study and technology.

A needs assessment of students, parents, and staff, was completed from a survey that took place on September 30, 2009 which contributed to the determination of the following goals and objectives. The assessment covered how equipment is being used and what could be done to improve it as well as what future needs there are in the areas of hardware, software, and curriculum integration. The questions asked if staff felt they needed additional professional development with software like Microsoft Office products such as Word, Excel, PowerPoint, etc as well as the use of/or the need for additional peripherals devices such as scanners, projectors, promethean boards, digital/video cameras, etc. This input has been used to help plan professional development for our staff to help them integrate technology and software into the curriculum. Some areas of development our staff would like that we will target are in depth training on Campus and website development. Our goal is to have projectors mounted in most classrooms, work on getting more promethean boards in classrooms and have digital cameras and video cameras to check out for classrooms. This professional development takes place at our in-services once a month.

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The surveys can be found on pages 30-32 of our technology plan. Our student survey was mainly to see how students are using tablets in the classroom and if the purchasing of tablets was a wise investment. Most students responded saying that computers have helped out tremendously but the tablet feature is not being utilized enough. The parent survey dealt with issue of home computer use and internet use at home. Most parents rely heavily on the schools computers for their child to complete homework at home. This data was used to formulated the goals and objectives listed in section 4 based on the needs of the staff and students that our surveys showed as areas that we should focus on.

Our surveys have showed the need for professional development, updating infrastructure for hardware and software, designing a strong curriculum, and preparing students with a strong technology background. Staff development needs to be offered to continue to push the use of technology in the classrooms as it becomes available.

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V. Consolidated Application Goals

Objectives:

1. By 2013-2014, all students in grades k-8 will reach high standards, at a minimum attaining proficiency or better in reading and language. The number of 3-5 students at Hanson Elementary School achieving proficient or advanced status in reading will improve from 85 percent to 86 percent in 2009-2010 school year.
2. By 2013-2014, all students in grades k-8 will reach high standards, at a minimum attaining proficiency or better in mathematics. The number of 3-5 students at Hanson Elementary School achieving proficient or advanced status in math will increase from 80 percent to 82 percent in the 2009-2010 school year.
3. The number of 3-8 students at Millbrook Colony School achieving proficient or advanced status in math will increase from 83 percent to 84 percent on the Dakota STEP test in 2009-2010.
4. The number of 3-8 students at Millbrook Colony School achieving proficient or advanced status in reading will improve from 76 percent to 80 percent on the Dakota STEP test in 2009-2010.
5. The number of students k-12 at all attendance centers in the Special education subgroup scoring proficient or advanced in reading achievement will increase to 50 percent.

Activities:

- a. Continue to update elementary computers as needed.
- b. Continue laptop purchase for one-on-one initiative.
- c. Purchased Auto Skills math and reading program for k-12 students to help with individualized instruction for our students.
- d. Teachers and students have access to many other programs to help improve math and reading scores, ex. Auto Skills, Star Reading, Accelerated Reader, Dakota Step, DACS, Star Math, and access to online resources.

The Consolidated Application/School Improvement Plan specifically is addressing researched based applications to be used in the areas of reading and math. We currently are using Accelerated Reader, and Auto Skills which is for all k-12 students to work on reading and math. Auto Skills is a web based environment so that students and staff have maximum easiest access to these programs.

Staff training and workshops are scheduled throughout the year. Staff members who attend technology programs will continue to help train other staff members who need assistance. The technology coordinator is available to teachers to offer technical support and assist with technology integration. The district plans to evaluate the need for additional technology support and/or a curriculum and technology coordinator to assist with integration & infrastructure needs.

Our district uses technology in various classes in the curriculum. Language Arts classes develop incorporate the use of Microsoft Word, Photoshop, Photo Story, Movie Maker, and the internet to assess student learning. We use Accelerated Reading and Auto Skills in Math and Reading k-12. The internet is an invaluable tool used as a resource in many classes like Wellness/Health, Composition, and World History. We have been using Synchroneyes for classroom and file management. This helps teachers to manage their classroom and integrate the laptops that each student has into the curriculum. We will continue to explore new software and hardware for our district to better meetings the needs of students to enhance the curriculum that is being offered.

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VI. Three Year Goals and Objectives

A. Improve Student Academic Achievement

Goal: Our goal is to improve student academic achievement with technology in assisting learning experiences. All students will be technologically literate before they graduate high school.

Grades K-2

Objective	Activity	Time Line	Quality if Applicable	Evaluation Method Benchmark	Project Cost	Source of Funding
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 1: Knowledge of basic computer skills	Weekly and as needed. On going	All students enrolled in a teacher's class.	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 2: Knowledge of basic computer components.	Weekly and as needed. On going	All students enrolled in a teacher's class.	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 3: Use of technology in the classroom.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 4: Understands the Responsibility of technology	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 5: Variety of different media, VCR, DVD, CDROM, Calculator, hardware, software, and other technology resources.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 6: Use of Office products to make documents and saving and storing data to save folders	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 7: Use of technology how to uses software and hardware	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities

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Grade 3-5

Objective	Activity	Time Line	Quality if Applicable	Evaluation Method Benchmark	Project Cost	Source of Funding
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 1: Knows the basic function of hardware and uses basic input and output devices efficiently and effectively.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 2: Uses proper fingering for all keys, beginning from the home row, maintaining proper posture while using keyboard.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 3: Discusses common uses of technology in daily life and advantages and disadvantages of its use.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 4: Knows potential hazards to computer media (e.g. damage caused to floppies by magnetic fields, dirt, dust, and to computers by heat, moisture, and power surg. Technology instruction will be implemented at all levels to help students attain this goal.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 5: Discusses basic issues related to responsible use of technology and information. Students will describe personal consequences of inappropriate use.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 6: Uses a word processor to edit, copy, move, save and print text with some formatting (centering lines, using tabs, forming paragraphs).	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 7: Makes back-up copies of stored data such as text, programs and databases.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 8: Can open files and store them appropriately on the file server.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 9: Trouble-shoots simple problems in software (reboots, uses help systems)	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 10: Uses database software to add, edit & delete records & find information thru simple sort or searching.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities

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Objective	Activity	Time Line	Quality if Applicable	Evaluation Method Benchmark	Project Cost	Source of Funding
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 11: Uses telecommunications and online services (e-mail, Web environments) for problem solving activities for directed research.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 12: Uses technology resources (calculators, data collection video, software, Internet search) for problem solving, self-directed learning and extended learning activities.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 12: Knows areas in which technology has improved human lives.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 13: Knows new inventions often lead to other new inventions and methodology.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 14: Understands the concept of software piracy and that piracy is a violation of copyright laws.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 15: Knowledge of web base activities, Using various search engines. Example: google and yahoo.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities

Grades 6-8

Objective	Activity	Time Line	Quality if Applicable	Evaluation Method Benchmark	Project Cost	Source of Funding
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 1: Types with some facility, demonstration some memorization of keys.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 2: Can open files and store them appropriately on the file server.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 3: Knows basic characteristics of an operating system.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 4: Understands and knows the importance of a program updates and virus updates.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 5: Understands the vulnerability of their exposure to less than savory people through the Internet, pictures and / or other things that might be offensive.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities

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Objective	Activity	Time Line	Quality if Applicable	Evaluation Method Benchmark	Project Cost	Source of Funding
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 6: Uses advanced features and utilities of word processors (clip art, spell check, grammar check, and thesaurus)	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 7: Knows the common features and uses of desktop publishing software (documents are created, designed, formatted for publications: data, graphics and scanned images can be imported into a document).	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 8: Knows common features and uses of spread sheets.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 9: Applies strategies for identifying and solving routine hardware and software problems that occur during everyday use.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 10: Knows ways in which technology has influenced the course of history. (agriculture, medicine, warfare, transportation, communication).	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 11: Knows ways in which technology and society influence one another (technological changes accompanied by social, political, and economic change: influence on needs, attitudes, values, and beliefs.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 12: Demonstrate knowledge of current changes in information technologies and the effect those have on the workplace and society.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 13: Exhibits legal and ethical behaviors when using information and technology and knows consequences of misuse.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 14: Uses content specific tools, software and simulations to support learning and research (graphing calculators, exploratory environment, Web tools)	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 15: Designs develops, publishes, and presents products using technology resources that demonstrate and communicate curriculum concepts.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities

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Grades 9-12

Objective	Activity	Time Line	Quality if Applicable	Evaluation Method Benchmark	Project Cost	Source of Funding
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 1: Identifies capabilities and limitations of contemporary and emerging technology resources and assesses the potential of these systems and services to address personal and workplace needs.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 2: Uses a variety of input devices (keyboard, scanner, mouse, voice recorder).	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 3: Understands and knows the importance of program updates and virus updates.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 4: Understands the vulnerability of their exposure to less the savory people, pictures, and/ or other things that might be offensive.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 5: Knows and understands proper e-mail and chat etiquette.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 6: Knows how to import, export and merge data sorted in different formats.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 7: Uses desktop publishing software to create a variety of publications.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 8: Analyze advantages and disadvantages of widespread use and reliance on technology on the work place and society as a whole.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 9: Knows ways in which social and economic forces influence which technologies will be developed and used, (personal values, consumer acceptance, patent laws, regulations, tax incentives, economic competition.)	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities

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Objective	Activity	Time Line	Quality if Applicable	Evaluation Method Benchmark	Project Cost	Source of Funding
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 10: Knows that technological knowledge is often not made public because of patents and financial potential of invention.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 11: Demonstrates legal and ethical behaviors regarding the use of technology and information.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 12: Observes common courtesies and acceptable use policies while using technology.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 13: Identifies the role of technology in a variety of careers.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 14: Uses technology tools and resources for managing and communicating personal/career information (finances, schedules, correspondence).	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 15: Routinely and efficiently uses online information resources to meet needs for research, publication, communication, and productivity.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment		Capital outlay, general fund, grant opportunities
Technology instruction will be implemented at all levels to help students attain this goal.	Activity 16: Selects and applies technology tools for research, information analysis, problem solving and decision-making in content learning.	Weekly and as needed. On going	All students enrolled in a teachers class	Teacher assessment	N/A	Capital outlay, general fund, grant opportunities

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VI. Three Year Goals and Objectives

B. Improve Professional Development

Three Year Goal(s) – Professional Development This may include teachers, principals, administrators, school library personnel and support staff to further the effective use of technology.

Goal: Hanson School expects integration of technology to be successful; therefore all teachers, administrators, and staff will learn how to best use technology. We will continually build and revise our three year expectations based on the adoption of new technologies and having the funds available to afford that adaptation. It is the goal of the Hanson School District to be at the forefront of technology adoption and leadership. As resources become available it is the responsibility of the school staff to learn and utilize the resources, the responsibility of the school administration to be sure that the staff has appropriate training and opportunity to use said resources and the school board to allocate funding as available to acquire said resources.

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity	Projected Cost	Source of Funding
Teachers will grow in their professional capacity to deliver quality instruction to all students.	Activity 1: Professional leave to tech coordinator to attend workshops	Yearly plan	Staff documentation and anecdotal reports	NA	As needed	NA
The Hanson School will commit to on-going staff development	Activity 1: Professional leave to attend tech instructional programs	Yearly	Teachers contribute information to staff professional development	NA	As needed	NA
Teachers will be trained in the use of computers, software and other technologies to develop and to present subject matter as an integral part of their lessons during in-service dates.	Activity 1: Staff members will continue to be encouraged to attend outside conferences and opportunities for advanced training on technology integration into the classroom.	Monthly	Staff evaluations	NA	NA	NA
Teachers will be trained in the use of computers, software and other technologies to develop and to present subject matter as an integral part of their lessons during in-service dates.	Activity 2: Staff will present workshops for other staff members	Monthly	Staff evaluations	NA	NA	NA
Teachers will be trained in the use of computers, software and other technologies to develop and to present subject matter as an integral part of their lessons during in-service dates.	Activity 3: Using professional development days, staff members will be encouraged to visit other school districts, business sites or participate in seminars to enhance technological skills	Monthly	Staff evaluations	NA	NA	NA
Teachers will be trained in the use of computers, software and other technologies to develop and to present subject matter as an integral part of their lessons during in-service dates.	Activity 4: Staff members will be sent to the statewide TIE Conference on a continuing basis.	Monthly	Staff evaluations	NA	NA	NA

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Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity	Projected Cost	Source of Funding
Teachers will be trained in the use of computers, computer software and other technologies to develop and to present subject matter as an integral part of their lessons during in-service dates.	Activity 5: Through evaluation staff will be encouraged to integrate technology into their teaching strategies and/or practice various uses of technology.	Monthly	Staff evaluations	NA	NA	NA
Teachers will be trained in the use of computers, computer software and other technologies to develop and to present subject matter as an integral part of their lessons during in-service dates.	Activity 6: Teachers will have the opportunity to show case technology integration that they have been doing in their classroom at in-service dates	Monthly	Staff evaluations	NA	NA	NA
Provide onsite technology support for staff and students.	Activity 1: The Hanson School District hired a full time person to fill the duties of technology coordinator and to teach classes. The goal is to make this a full time technology position with no teaching duties.	One Year	Staff Evaluations	NA	As needed	General fund
Provide onsite technology support for staff and students.	Activity 2: Offer a class for a student to work as an assistant to the technology coordinator.	One Year	Staff Evaluations	NA	As needed	General fund
Provide onsite technology support for staff and students.	Activity 3: The technology coordinator will be available for curriculum integration of technology.	One Year	Staff Evaluations	NA	As needed	General fund
Monthly in-services for staff development	Activity 1: Staff development for the in-service training that we have each month will be as needed.	One Year	Staff Evaluations	NA	As needed	General fund

Hanson School District Technology Plan

VI. Three Year Goals

C. Improving Technology Integration into Curricula and Instruction

This may include software and electronically delivered learning materials.

Goal: Design a strong curriculum infused with appropriate technology to meet the state standards at all grade levels.

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity if Applicable	Projected Cost	Source of Funding
Curriculum Mapping & Development will be tied to technology & innovative programming.	Activity 1: Curriculum maps examined for coordination of technology.	On going	None	NA	NA because already figured into Early Staff In-services	General Fund
Curriculum Mapping & Development will be tied to technology & innovative programming.	Activity 2: Students will complete various tech projects.	On going	As needed	NA	NA because already figured into Early Staff In-services	General Fund
Curriculum Mapping & Development will be tied to technology & innovative programming.	Activity 3: State standards coordinated with student learning & use of technology.	On going	None	NA	NA because already figured into Early Staff In-services	General Fund
Technology integration with in the curriculum.	Activity 1: Staff members will be encouraged to team together to enhance technology integration.	On going	As Needed	NA	NA	General Fund
Technology integration with in the curriculum.	Activity 2: Teachers will include the use of technology as an integral part of their individual lesson plans in each subject area taught.	Daily	As Needed	NA	NA	General Fund
Technology integration with in the curriculum.	Activity 3: Technology integration will become part of the teacher evaluation standards.	Quarterly	As Needed	NA	NA	General Fund
An on-going staff development process will be established and implemented.	Activity 1: In-service opportunities will be built into teaching calendar directed toward technology.	Monthly	As Needed	NA	NA	General Fund

Hanson School District Technology Plan

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity	Projected Cost	Source of Funding
Curriculum Standards-following the state standards	Activity 1: Teachers will examine current curriculum maps for integration of technology and to develop technology rich learning experiences for their students.	Monthly	As Needed	NA	NA	General Fund
Curriculum Standards-following the state standards	Activity 2: Students will complete various technology projects, including word-processing, internet assessment and research, multi-media, digital technologies to enhance their written and oral communication skills.	Daily	As Needed	NA	NA	General Fund
Curriculum Standards-following the state standards.	Activity 3: Students will use technology to develop math, science, social, and language skills that meet the current expectations for proficient and advanced learners.	Daily	As Needed	As Needed	NA	General Fund

Hanson School District Technology Plan

VI. Three Year Goals

D. Improving Infrastructure and Technology

Goal: Infrastructure - Provide an up to date and well-maintained infrastructure.						
Objective	Activity /Item	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
About \$140,000 was spend the in 2008-2009 to update our infrastructure to include, servers, wireless controller, access points, storage system, backup management solution.						

Goal: Hardware– Provide an up to date and well-maintained infrastructure for hardware and software needs.						
Objective	Activity /Item	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
Purchase laptops Class of 2014	Activity 1: 1 on 1 laptop initiative	2010	Hardware	20 @ \$1200	\$24,000	Capital Outlay
Increase 21 st Cent Skills in students	Activity 2: Expand Promethean boards	2010-2013	Hardware	4 @ \$3000	\$1200 / yr	Capital Outlay
1 Projectors / room	Activity 3: Mounted projectors	2010 - 2013	Hardware	10 @ \$1000	\$10,000	Capital Outlay
Laptops Class of 2015 as 8 th	Activity 4: 1 on 1 laptop initiative	2010	Hardware	20 @ \$1200	\$24,000	Capital Outlay
Update Mac Library Lab	Activity 4: Desktop Lab	2011	Hardware	25 @ \$1,500	\$37,500	Capital Outlay
Update Mac Laptops	Activity 5: Laptop w Desktops	2012	Hardware	25 @ \$1,500	\$37,500	Capital Outlay
Add Laptops Class of 2016& 2017	Activity 6: 1 on 1 laptop initiative	2011	Hardware	2017 -2011 laptops 2016 – used by 2015	NA	Capital Outlay
CNC Plasma Router	Activity 7: Router table	2011	Hardware	1 @ \$20,000	\$20,000	Grant
Update staff laptops	Activity 8: 1 on 1 laptop initiative	2011	Hardware	40 @ \$1000	\$40,000	Capital Outlay

Goal: Software– Provide an up to date and well-maintained software as needed.						
Objective	Activity /Item	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
Increase 21 st Cent Skills w Staff / Students	Activity 1: Microsoft Vol License Agreement	2010 / annual	Software	1 @ \$15,000	\$15,000	Technology Budget
Upgrade to Smart Snch Suite 2009	Activity Update Synchroneyes	2011	Software	1 @ \$3,000	\$3,000	Technology Budget
Purchase Keyboard Software	Keyboard software	2011	Software	1 @ \$1,000	\$1,000	Technology Budget

Hanson School District Technology Plan

VI. Three Year Goals

E. Distance Learning and DDN use.

Goal: Maintain and provide distance learning systems that will increase the quality of student education for students at Hanson School and Millbrook Alternative High School sites.

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
Increase student access to quality courses	Activity 1: Provide distance courses that will meet the requests of students	2009-2013	Course evaluations	Quantity based on need	Cost maybe associated with various classes that are offered, depends on sending school.	NA
Increase student access to quality courses	Activity 2: Agricultural business class	2009-2013 daily	Course evaluations	10 current (available as needed)	Cost maybe associated with various classes that are offered, depends on sending school.	NA
Increase student access to quality courses	Activity 3: Millbrook Alternative High School (ten classes total)	2009-2013 daily	Course evaluations	30 per class currently with more availability as needed	NA	NA

Projected DDN Usage

Activity	Timeline	Quantity if applicable	Projected Cost	Source of Funding
Millbrook Alternative High School Classes	Activity 1: 2010-2013	30 max per class currently with more availability as needed	NA	NA
Other professional Development opportunities	Activity 2: 2010-2013	Quantity based on need	NA	NA
Specialized Classes	Activity 3: 2010-2013	Quantity based on need	NA/ Stipend maybe associated	General Fund

VI. Three Year Goals

F. Telecommunications Services and Equipment

Goal/Objective	Service	Timeline	Quantity	Projected Cost	Source of Funding
Increase access to information technologies	Activity 1: Increase bandwidth btw buildings	2010-2011	T-1 Line (Millbrook)	Cost is on the phone company	NA
Increase access to information technologies	Activity 2: Increase bandwidth to Alexandria/ Millbrook if needed	2010-2011	T-1 Line (Hanson)	Provided BIT	BIT
Telecommunications/ERate funding	Activity 3: Long distance service	Annual	Based on % of free and reduced	\$5,500	General Fund
Reimbursement of internal connections/equipment	Activity 4:ERate funding reimbursement	2011-2012	Based on % of free and reduced	NA	Millbrook and Oaklane applying for free and reduced

Hanson School District Technology Plan

VI. Three Year Goals

G. Use of Technology Promote Parental Involvement and Increase Communications with Parents

Goal: Provide opportunity for parents' to help their child excel in learning.						
Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity If Applicable	Projected Cost	Source of Funding
Open communication with parents	Activity 1: Updating Webpage, email parents	2010-2011	Evaluation of websites, Hanson weekly newsletter	All staff	NA	NA
All parents have access to campus portal	Activity 2: Maintain parent portal, update grades daily	2010-2011	Portal time use evaluation	NA	NA	NA
Parent/Principal meetings	Activity 3: Parent to school connections and input	2010-2011	Open discussion monthly	NA	NA	NA

VII. Inventory

The list of Hanson School Districts technology inventory is listed on the Public School Districts annual technology survey that is submitted to the K-12 Data Center at <https://members.k12.sd.us/in/DDNAdmin/DDNSurveys.asp>

A district list of technology equipment is also maintained in an Access database which includes management information on the district's technology equipment such as serial numbers, Hanson asset tag number, hard drive size, RAM, processor speed, etc. Computers are reviewed annually for performance and new equipment needs or upgrades. All Windows computers currently are running Windows XP Professional and all Macs are running Mac OS X.

Software

A list of software licenses and quantities is being compiled in an Access database to ensure that all software is current. The network administrator and the technology committee will assess the district's needs for new software or replacement of outdated software as a part of the quarterly meetings that will be held. We have a Microsoft School Agreement to cover our OS, the Office Suite and other programs. The terms and conditions of our school agreement is that we renew it based on the total number of computers in the district in January of each year. The agreement covers all computers we have currently and any additional computers we add throughout the year at no additional cost until time of renewal. Server licenses are bought separately and purchased as needed. We use the State Contract for Symantec Corporate Ed.

Other software is bought on an as needed and replacement basis and has to meet the requirements of being researched based. Where possible we are looking to web based software solutions based on concurrent use such as in the case of keyboarding program success. We have upgraded our Synchroneyes 7.0 to Synch 2009 Suite for 41-99 users to help teachers with integration of technology in support of the 1 on 1 initiative that has been implementing in 2006-2007. Autoskills is a program that individualized math and reading programs for all K-12 students.

Only software approved by the District Technology committee and purchased by the district is allowed in the system. Control of local rights on individual machines is the primary control to prevent the loading of unapproved software and all machines are re-imaged at least once per year to remove any unapproved software. Software is the direct property of the district. It is stored in a secure location and only accessible by the network coordinator or superintendent. It is not available for personal use or installation on home machines.

All staff and students have user names and passwords to log onto the network authenticated against a Windows 2008 Domain controller. All students and staff have storage space on the network server and routine backups are made and stored off site. All stored data files on school equipment (computers or servers) are considered the property of the school district and are subject to inspection or review as determined by the school administration.

Hanson School District Software

Name: SHI Telephone: 1-888-591-3400
 Address: 33 Knightsbridge Rd Fax: 1-877-289-6088
 City/State/Zip: Piscataway, NJ 08854

Description (Be Specific)	Catalog Number	Quantity	Unit Price	Total Amount
Microsoft Office Ent. License and Software Assurance 1PC EDU School Win All Lang - Microsoft School Agreement	76J- 01821	325	\$17.28	\$5,616.
				\$0.
				\$0.
Microsoft Windows Vista Business - W/ Microsoft Windows Vista Enterprise - upgrade & software assurance - 1PC -EDU Campus School	66J-1156	325	\$15.42	\$5,011.
				\$0.
				\$0.
Microsoft Windows Server - License & software assurance -1 device Cal -EDU - Campus School	R18-00095	325	\$1.97	\$640.

Hanson School District Technology Plan

ClassAct NT [Module Manager]

Home Lock Help Print **ClassAct**

Level 2 Mod: 71.00 (V1) Current User

Modules Assignments Sections Questions Objectives

Module Version Name Level 2 CAI

Module	Version	Name
71.69	2	Investigating the Internet (10 hour Exploration)
71.75	1	Employability Skills (10 hour) Worksheet & Enrichment Assessment
71.76	1	Customer Relations (10 hour) Worksheet and Enrichment Assessment
71.77	1	Entrepreneurship 1 (10 hour) Worksheet and Enrichment Assessment
71.78	1	Entrepreneurship 2 (10 hour) Worksheet and Enrichment Assessment
71.80	1	Network+ Certification Test Preparation
71.81	1	i-Net+ Certification Test Preparation
73.10	4	ST100/30 Alternative Energy
73.11	3	ST110/30 Weather Monitoring
73.12	2	ST120/30 Construction Technology
73.13	2	ST130/30 Computer Aided Design
73.14	3	ST140/30 Basic Electricity
73.15	2	ST150/30 Research & Design
73.16	2	ST160/30 Health Management
73.17	4	ST170/30 Biomedical Technology
73.18	2	ST180/30 Aerodynamics Technology
73.19	2	ST190/30 Space Technology
73.20	2	ST200/30 Electronic Communications
73.21	3	ST210/30 Digital Sound Technology
73.22	2	ST220/30 Computer Applications
73.23	3	ST230/30 Computer Aided Publishing
73.24	2	ST240/30 Robotics and Automation
73.26	3	ST260/30 Mechanisms
73.27	4	ST270/30 Pneumatics
73.28	3	ST280/30 Hydraulics
73.29	3	ST290/30 Industrial Control Technology
73.30	3	ST300/30 Graphics and Animation
73.31	2	ST310/30 Video Production Technology
73.32	5	ST320/30 Multimedia Production
73.33	2	ST330/30 Electronics Technology
73.35	1	ST350/30 Materials and Processes
73.37	1	ST370/30 Navigation and GPS
73.38	2	ST380/30 Digital Photography
73.39	1	ST390/30 Automotive Technology
73.40	1	ST400/30 Digital Video Production
73.60	1	Computer Programming (30 hour Specialization)
73.61	2	Web Page Design (30 hour Specialization)
73.62	2	Network Configuration (30 hour Specialization)
73.63	2	Network Administration (30 hour Specialization)

+ New

Edit

Delete

List of available Modules.

start ClassAct NT - [Modul... ClassAct NT - [Main M... ClassAct NT - [Netwo... Mr. Holter's Class - S... Document1 - Microsof... 10:42 AM

XIII. Acceptable Use

INTERNET USEAGE

ACCEPTABLE USE POLICY: The goal of the Hanson School District through online resources is to promote educational excellence by facilitating resources, sharing innovation and communication within our own community, our nation and worldwide. Unfortunately, with the access of online resources comes the availability of material that is not of educational value in the context of the school setting. It is the Hanson School District's belief that the valuable information and interaction on these networks far outweigh the possibility that a user may locate material not consistent with the educational goals of the district.

The guidelines set in this document are provided to make the user aware of the responsibilities he/she will acquire. Internet and email users are responsible for their actions in accessing online resources; therefore, any accessing of inappropriate material may result in revoked access privileges, school disciplinary action, and/or appropriate legal action. The Hanson School District will not be responsible for any damages suffered (loss of data, nondeliveries, misdeliveries, or service interruptions caused by the computer or the user's errors or omissions. The Hanson School District cannot be responsible for inappropriate or offensive material encountered on the Internet.

The following activities are NOT permitted:

- Sending, displaying, or accessing offensive messages or graphics
- Using obscene or vulgar language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or networks
- Violating copyright laws
- Trespassing in others' folders, work or files (School officials may monitor users folders, work or files without permission or notice.)
- Intentionally disrupting the system or wasting resources in any way (such as disk space or printing capacity)
- Using the network services for illegal means

We require users (staff and students) to sign the AUP that is then turned into the office which is then given to the technology coordinator who then assigns usernames and passwords which are required to log on to the network.

Technology Protection Measure:

Hanson School District shall use a technology protection measure that blocks and/or filters Intranet/Internet access to prevent access to Intranet/Internet sites that are not in accordance with the policies of Hanson School District.

Ownership of software and data:

Any storage device, i.e. floppy disc, cd, flash drives, etc. brought into the school is subject to search. In addition, all data saved to the hard drive and/or the servers is considered property of Hanson School District and is also subject to search.

Confidentiality:

Each user has their own home directory protected by username and password. Any information saved to their home directory is subject to search. Only authorized personnel have access to school data/student records. This information is also protected by username and password and is restricted with user rights.

Hanson School District Technology Plan

Users are also not able to access a computer unless they have authentication to the domain controller with a valid username and password. The username is then displayed on the desktop which allows for monitoring of users access via another users account information.

Policy Violations:

Any violation of this policy may result in the loss of access to the Intranet/Internet by individuals. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Hanson School District board policy, and including applicable law enforcement agencies when necessary.

**Hanson School District
Equipment Use Agreement**

This agreement constitutes a contract between the student, his/her parent/guardian, all users, and the Hanson School District pertaining to the use of school-owned equipment.

It is agreed that the student and parent/guardian will be responsible for the proper care and maintenance of any equipment entrusted to them, will be held financially responsible for loss or damage which results from anything other than normal equipment failure, and will follow the guidelines of proper use and care of the equipment.

The following use instructions pertain to all equipment but are particularly pertinent to laptop computers:

1. The individual who signs out equipment will bear all financial responsibility. If damaged or taken by a third party, the one who checked out the equipment is responsible for repair or replacement.
2. Do not touch screens with your fingers or any object. Do not clean the screen with any type of cleaner or water. A soft cloth may be used to gently wipe the screen.
3. When the laptop (equipment) is taken out of the building, it must be taken directly home. LCD screens cannot be left in a hot or cold car.
4. If equipment, i.e. computer, is damaged, the individual who signed out that equipment will be responsible for repair or replacement. Any repair or replacement must be approved by the technology coordinator.
5. No equipment (other than student laptops) may be removed from school property unless a signed agreement is on file with the school district.
6. The individual who signs out the equipment are legally responsible for any unauthorized material downloaded on the computer. Videos, music files, graphics, pictures, etc. that are copyrighted or illegal are not appropriate and will be deleted from the computer.
7. User of a school computer must sign and adhere to the district's acceptable use policy.

I understand the responsibility involved in checking out and using this equipment. I understand I am responsible for damage or loss up to the replacement value.

Student Signature _____ **Date** _____

Parent/Guardian _____ **Date** _____

Equipment Checked Out:

Computer: Model _____ Serial # _____ Value _____

Battery Re-charger: Model _____ Serial # _____ Value _____

Other (list): Model _____ Serial # _____ Value _____

Other (list): Model _____ Serial # _____ Value _____

Date Returned: _____

Verified By: _____

IX Distance Learning Policy

We utilize the distance learning system of the State to receive classes otherwise unavailable to our students. We also teach classes from Hanson High School to Hanson Alternative Colony High School.

Our Distance learning rooms are available to the public to use at their discretion to take continuing education classes or classes or meetings of a non-commercial nature.

Distance Learning Mission Statement:

The administration of Hanson School District recognizes the significance of organizing the distance education initiatives of the institution so that a well-coordinated program will be delivered.

Coordination of distance education initiatives is required to provide the resources and assistance for faculty, to provide support services for distance education students, to maximize the use of school resources with a minimum of duplication, and to ensure consistent and fair policies and procedures related to faculty and students. Organized and well-coordinated programs facilitate strengthen the school's image as an innovative and technologically sound institution.

Rapid advancements in technology will undoubtedly create new methods for providing and delivering distance education. Therefore, policies and procedures that impact distance education will continuously change and these guidelines reflect the latest developments at the time of printing. As changes occur that are internally developed, required by the South Dakota Department of Education, this document will be revised to incorporate those changes.

Academic:

1. Academic Calendars: The starting and ending dates for DDN classes as well as other holidays, in-service days, or non-class days will be based upon Hanson School District 30-1's calendar.
2. Late Starts: If the Hanson School District 30-1 starts late, it would attempt to teach any DDN classes that are scheduled with any adjustments that may be necessary.
3. School cancellation: When the Hanson schools are cancelled or closed due to inclement weather or unforeseen circumstances, DDN classes are cancelled. The teacher will determine necessary class adjustments for that particular day.
4. Course quality: We adhere to the state standards and aligned course guidelines.
5. Course and program evaluation: This program will follow the established course assessments set forth by the instructor.
7. Credits earned: Students will receive one-half (½) or one (1) credit based on semester.
8. Grading: Students will be graded according to the Hanson School District 30-1 established four-point grade system.
9. Admission: Enrollment will be determined by the space available.
10. Curriculum review: All courses offered will follow the established curriculum review procedure.
11. Approval process: The requesting district will assure that students have the class pre-requisite requirements and the ability necessary to be successful in the program.

Fiscal, Geographic, and Governance:

1. Tuition rates: Tuition rates will be determined by the Hanson School District School Board on a yearly budget review. The fee does not include materials or textbooks. Registration is considered complete when the Hanson School District 30-1 principal receives student registration form and the principal sends confirmation.
2. Contracts with collaborative associations: Partnerships and associations will be considered. A cooperative agreement may be with, but is not limited to, surrounding school districts.
4. Board oversight: The policy will be Hanson School District 30-1 School Board approved.
5. Administration cost:
 - Video tapes: The sole purpose of the tapes are for instruction. Sale, taping or reuse of material is prohibited without the permission of the teacher and the Hanson School District 30-1.
 - A teacher will be paid a stipend per semester or per hour based on the type of class. Compensation will be determined and negotiated by the Hanson School District School Board.
 - A stipend/extra duty pay will be determined by the Hanson School District Board on a yearly budget review to be paid for delivery of a class during normal/outside class instruction.
 - Release time for training instructors and class preparation will be determined by the Hanson School District 30-1. Teachers new to the interactive system will receive training prior to teaching. The opportunity to do visitation to other sites doing similar instruction will be available. Professional leave will be at the discretion of the site administrator. Hanson School District 30-1 will pay the cost of substitute pay and transportation to visit another site.

Student Behavior:

See responsibilities of Hanson School District Students in Their Use of the Network.
Each student taking a class will sign a student contract which outlines expected behavior.

Hanson School District Technology Plan

Faculty:

1. Class requirements, grading, make-up requirements, schedules, etc. will be provided by the teacher. These policies will be the policies of Hanson School District 30-1; if you have questions, see your local site administrator.
2. The rate for the teacher stipend will be set by the Hanson School District 30-1 Board of Education.

Site Coordinator:

- Supervise the set up of classroom, ensuring cameras and microphones are operational and the appropriate sites are scheduled with the bridge.
- Collect assignments from students and fax, mail, or delivery, copy and distribute the materials to students as required by the host teacher.
- Collect assignments from students and fax, mail, or deliver them to the host teacher as required.
- Safeguard all testing materials received from the host teacher.
- Provide supervision of students during testing as needed.
- Receive updates and information regarding further programs; distribute this information within the school district as needed.
- Participate in meetings for administrators to exchange information.
- Inform host teacher of any special health or learning disability needs of remote students.
- Inform host teacher of any disciplinary actions regarding remote students.
- Contact DDN for technical difficulties.
- Coordinate the taping of classes for known absences when remote site does not have class and class is still being conducted by the host.
- Make daily contact over DDN with the host teacher at beginning or end of each class.
- Ensure each student signs a student policy and maintain a copy within students' records.

Student Protocol:

The following procedures will ensure effective classes:

- Microphones should be positioned nearby the students.
- Assume you are on camera at all times and can be recorded; therefore, act appropriately.
- Stay in view of the camera at all times. Failure to do so is considered a disciplinary referral.
- Each school has a local class facilitator/coordinator who will assist you in collection of papers, tests, etc. and getting additional help as you request.
- Notify the teacher at the start of the class if you need to be excused.
- Class requirements, grading, make up requirements, and policies will be that of the host school.
- Each student will sign a student contract.
- Handouts and materials will be provided to you by your site coordinator or available online.
- It is your responsibility to have materials as provided; see your coordinator or principal for assistance. Your coordinator will be responsible for mailing, faxing, or delivering materials; however, you are responsible to turn in these items to the coordinator by the due date. Whenever possible, work will be e-mailed or submitted online.
- On the first day of class, teachers will give alternatives for contacting him/her for assistance.
- In the event that the network should fail or disconnect, contact your coordinator or principal immediately for assistance.
- If you have any questions in regard to student guidelines or procedures, contact your site coordinator, principal or teacher.

Student Policy:

This document enables students and parents to clearly understand the responsibilities of a distance learner. If students have any questions, they should contact a teacher, a system administrator, or school administrator.

Students taking courses must be aware that:

- a. Insubordination will not be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom.
- b. Inappropriate language or gestures will not be tolerated.
- c. The two-way audio/video classes may be taped.
- d. Students will sit within camera view at all times.
- e. Students will handle the equipment in the classroom appropriately.
- f. The student will pay the cost to repair or replace any equipment damage for which he/she is responsible.
- g. Students will schedule make-up work and tests with the teacher.
- h. Students will follow classroom rules as specified by the teacher.
- i. The distance learning classrooms may be monitored.

The disciplinary action will follow those rules that are set forth in the student handbook.

Hanson School District Technology Plan

Signature Form

The signatures below affirm that we have read, discussed, and understand the student policy and agree to follow the outlined procedures.

This signature form also authorizes and gives consent to the Hanson School District 30-1 for distance learning classes to record and play back any likeness, image, voice and performance; and any and all materials furnished by me on film, tape, or otherwise during the school year. I understand that this access is designed for educational purposes only. I give these rights freely and without compensation now or in the future.

Student _____ Date _____

Parent _____ Date _____

XV. Telecommunications

Our telecommunications equipment has been upgraded and expanded extensively since 2008. We feel we have outstanding equipment and services to support our district. Should the need arise then those issues will be address but at this time we see no needs that must be address.

A. Voice

1. Cell phones – before and after school, and during lunch
2. Paging service – School Reach has been contracted to provide message service for school related information. Administration and some staff members carry 2 way radios for communication.
 1. Telephone service – the phone system was upgraded in 2008-2009 school year to include voicemail and call message forwarding.
 2. Alarm telephone lines – the fire alarm system automatically calls 911 when the alarm system has been activated.

B. Data

1. Routers – the routers are provided by the State and support is provided by SDN, BIT, and Qwest.
2. Switches – All switches were updated in 2008-2009 which includes 2 GB 48 port HP Procurve 2650 to support our backbone and provide network access to servers, Buffalo storage array, administration, and office staff computers. 1 POE HP Procurve provides power to our 35 access points.
3. Web servers – We use the State web servers for this feature.
4. Internal data lines – the school was wired in 1999 through the Governors Wiring the Schools project.
5. Domain Name registration – This service is provided by the State.
6. Firewall service – The State provides firewall protection and support.
7. WAN – The State along with SDN and our local telephone companies provide our WAN. We Have 3 sites that are all connected with a VPN to provide server based communication.
8. Access Points – A Cisco 4400 Wireless Controller was purchased along with 35 access points in 2008-2009 to provide our wireless network access.
9. Antennas – NA
10. Battery Backup – Apc units are used at all three locations to provide battery backup to our servers, network support equipment, and keyless entry systems.

D. Video

1. We have four video Polycom systems that are all provided and supported by the State.
2. The security camera system was doubled from 15 to 30 camera to provide better coverage and increase security.

XI. E-rate Document Retention Policy

All E-rate documentation is kept on file by our business manager and is available upon request.

Hanson School District Technology Plan

XII. Children's Internet Protection Act

A Fortiguard content filter purchased by the Hanson School District and maintained by the State and Hanson School District to block inappropriate sites and content. We further enhance that by adding our own specific blocks as needed for content typically inappropriate for school.

We also use the State K12 site for e-mail and those e-mails are scanned appropriately in and out of the system for content that is not school appropriate by the State's system. The email system filters for inappropriate language and can be monitored by the State and local administration. The students are able to use the chat functionality in the Synchroneyes program which is led and monitored by the teacher. No other forms of chatting or electronic communication are allowed.

Any students found using school computers for the purposes of hacking will be dealt with accordingly by the Principal, Superintendent or other outside law enforcement officials as deemed appropriate. Hacking as a category is blocked within the firewall. This is considered the highest of violations and students can lose computer privileges and even be suspended from school.

The release of personal information by students or staff is handled the same way as the hacking policy.

Parents are advised of various issues regarding Internet policies and appropriate use of any school hardware and software at an annual meeting where we allow for the checkout of laptops to all students. The policies concerning the monitoring and updating blocking/filtering of our firewall is presented at this laptop checkout meeting which is a requirement of all parents and students to get their laptop.

We conduct our CIPA meeting in conjunction with Cyber Bullying / Internet Safety workshop that was held on April 17th. This is an ongoing process that is done through continuous communication with parents with the use of email, newsletters, and even phone calls.

XIII. Collaboration with Adult Literacy

At this time we do not articulate with any such service. We hope to add a community service and facility to our school which was included in our last building addition back in 2003 but was later removed as a budget item. This would include a joint library / computer lab venture with our public library.

XIV. Evaluation

The technology planning committee will review the technology plan and purchases for that year. The monitoring process for identified strategies and goals will involve the collection of data, analysis, and reporting. Data is collected by surveys from teachers, students, parents, and administrators. The impact of technology on student performance is planned to be measured by (but not limited to) results of student grades, attendance, attitudes, discipline reports, problem-solving skill levels, surveys and questionnaires, ACT scores, and other scores on standardized tests. Professional development will play a key role in the evaluation process. The district will evaluate the needs for professional development that is needed to give the teachers and students every opportunity to succeed in the integration of technology into the curriculum to that we engage the learner and enhance the curriculum. The technology committee will meet at in-service 1:00 dismissals 2 times per quarter to review the technology plan and make any revisions based on the data that has been collected or to meet unforeseen needs that may arise. The revisions will be submitted once a year to the state to update the technology plan that the state has on file. Our district requires the school boards approval of the technology plan after the revisions have been made to the plan that is currently on file with the State.

Our technology plan is formulated to be a workable document; therefore we feel the following areas will be checked marked annually:

Committee members, inventory, infrastructure, needs assessment, goals and objectives, vision, professional development, curriculum integration action plan, distance learning, parent involvement, and student performance.

The purpose of this survey is to understand the current status of your technology needs and the use of technology in your classroom.

1. ON a scale of 1 to 4, 1 not accessible and 4 very accessible; when a tech problem arises, how accessible do you feel the tech person is to assist you?
2. Should your classroom have a mounted overhead projector that you can hook up to your laptop? Yes, no, already have one
3. How valuable would a Promethean Board be in teaching your subject area? Not valuable, fairly valuable, moderately valuable, extremely valuable, need more information on what it can do
4. How often do students use their laptop in your class for assignments? 1-3 / week, 3-6/ week, 6-9/ week, 9-12/ week, 13+ / week
5. What areas do you feel you could use additional staff development? Campus, Microsoft Office 07, Webpage development, File Management, Email
6. Check all forms of technology that you use or would use in your classroom if they were available. Computers, projector, promethean board, Microsoft Office package, internet, email, video/digital camera, webpage, student response system
7. How often do you enter grade in campus? Daily, weekly, monthly, midterms/quart grades.

1. How often do you check campus? 1-3 / week; 3-6 / week; 6-9 / week; 9-12 / week; 13 +
2. ON a scale of 1-4 with 4 being the best, how would you rate Hanson's technology used in the classroom? 1-poor; 2-fair; 3-good; 4-best
3. Does having a laptop add to your education and make it easier to complete assignments? Yes or No
4. Do you have a personal computer at home in addition to your school provided laptop? Yes or No
5. Do you feel laptops are an important tool the school has provided you? Yes or No
6. Which program do you use the most often? Word, excel, publisher, PowerPoint, one note, GIMP, Microsoft digital image suite, Google earth, Google sketch up 7, ink art, art tool, dictionary tool, drawing animator, power paint tool.
7. How many classes a day do you use your computer for school work? 1-3; 3-5; 5-7; 7+
8. Do you have internet access at home? Yes or No
9. What technology would you want to see in our school for your educational benefit?
10. If you have been taught a lesson with a promethean board or smart board has it enhanced your learning? N/A; 1- No, not really; 2- Yes, Very little; 3- Yes, somewhat; 4- Yes, very much

Hanson School District
TECHNOLOGY SURVEY
PARENT SURVEY

1. I have children in: Lower elementary -3; Upper Elementary 4-6; Middle School 7-8; High School 9-12
2. Do you have a computer at home? Yes or No
3. If yes, do you have internet access? Yes or No
4. My internet access is...dial up; wireless or cable or DSL
5. Does your child use a computer? How much does your child use the computer? 0 hrs; 1-5 hrs; 6-10 hrs; 11-15 hrs; 16-20 hrs; more than 20 hrs
6. How often does your child use their computer for school work at home? 0 hrs; 1-5 hrs; 6-10 hrs; 11-15 hrs; 16-20 hrs; more than 20 hrs
7. My internet is secure. Yes or No
8. Would you be interested in technology training classes for parents at the school? Yes or No
9. Do you use the parent portal to check your child's grades? Yes or No
10. Does your child use social networking sites like face book or MySpace? Yes or No
Check all that you use to get school information. Email, announcements, Hanson homepage, public folder

