

Technology

PLEASE COMPOSE YOUR DOCUMENT IN THE NARRATIVE STYLE.

The Technology assessment identifies the current technology hardware, software and Internet connections used in schools, as both educational tools in the classroom, and for administrative services in the office.

A. Historical Background

- Number of computers for use in the following areas:
 - Administration
 - Computer lab
 - Classrooms
- Types and areas of training for:
 - integration of technology in classrooms
 - use of technology in daily lessons for core and specialize instruction
 - administrative staff in use of PowerSchool, Honeywell, and other administrative programs
 - teacher training in use of hardware and software tools available in the school
- Type of network connection and the name of the company or person who maintains the system
 - Firewall protection services – Who provides the service and the flexibility for the school to program in allowable websites?
 - School website – hosting company and the person who updates the pages. How frequently?

B. Current usage and future considerations

- Hardware – List all computer and technology equipment (cameras, scanners, SMARTBoards, alphasmarts, etc.) with brand and date installed for teacher or administrative use
- Software – List all programs used in classrooms and technology labs (ex. KidPix, Inspiration, Kidspiration, typing programs, math programs, etc.)
- Technology Plan – All schools must have an updated Technology Plan approved by the State provider (for the diocese of Metuchen the approver is the Assistant Superintendent of Technology.) Goal and Objectives should be listed and include percent complete and estimated completion dates.
- Internet based programs – Describe usage and comfort level with PowerSchool, Writing Roadmap, Study Island, etc.
- Access – Is there a consistent school e-mail account that teachers can access and allow parents to e-mail questions or concerns?
- Policies – Diocesan policies should be used to create a school technology agreement for staff and students. Signed forms of understanding should be on record in the school office and/or within the teacher's possession.
- Security – A filtering system should be in place. If possible, teachers and students should have specific logons to the system. Data should be backed up nightly and should be saved within the school building with a copy saved outside of the school building.
- Personnel – continuous availability of training in all areas of technology should be offered to both faculty and staff in consistent training throughout the year. Technology

staffing should include a computer teacher, a person versed in networking capabilities and able to offer professional development on hardware and software in the school system.

- Facilities – all computer areas must be maintained with updated electrical wiring, Internet connections and climate control.
- Funding – Purchases of technology equipment and training should be limited to funds received from state monies. Additional areas of funding should come from private donations of funds (not equipment), Grants, and technology fees. If the school identifies a need for funds raised from private, foundation and corporate sources, these should be included in the schools strategic and annual advancement plans. All Schools should participate in the e-rate program for reimbursement of telephone and Internet costs.
- School Web Site
 - Should be easy to navigate.
 - Should have a common design and color scheme.
 - Should include contact information.
 - Should be updated regularly.

C. Areas of Concern

- Problems with effective computer usage must be addressed. Maintenance of computer equipment should be done yearly and assessment of replacement needs for machinery or parts should be addressed prior to failure of a machine.
- Teacher comfort with using technology in classrooms must be addressed with ongoing training or partnering teachers who have a higher comfort level with technology with teachers who have a low level of comfort.

D. Future Technology Plans

- Purchases of technology hardware should reflect current and future trends. They should include cost estimates and funding sources.
- Funding should be available throughout the school year to upgrade as necessary and to maintain current usage of machinery.

E. Using the information you gathered from the focus groups and from your research work on Technology, formulate goals and objectives for school improvement.

Signature of Committee Chair and Members who prepared this document:

Chair: _____

Committee Members: _____

Date of completed report: _____