

Technology Plan

2006 - 2009



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General Introduction:

This document is an update of the original Technology Plan created in 2002.

A very important component that this committee recognizes is that of the ongoing evaluation of the plan throughout the coming years. This document in a true sense is only a one year plan as the committee will continue to meet and at the end of the first year evaluate the implementation of the plan and then revise it for the coming year. To revise the plan we will need to follow the same steps we went through in creating the original plan. The process of developing and implementing the technology plan at Dalat International School will be a continuous process from this point forward.

Committee Members (2006-2007):

Karl Steinkamp	High School Principal/Director
Nathanael Klassen	Educational Technology Coordinator
David Wilson	Elementary & Middle School Principal
Kathaleen McClary	Head Librarian
Patrick Rogers	K-8 Computer Teacher
Marsha Yost	IT Specialist
Earl Case	Distance Education Coordinator

Mission / Vision Statements

Dalat International School Mission Statement

The mission of Dalat International School is to prepare young people to live fully for God in a rapidly changing world by enabling them to understand, evaluate, and reconcile that world with the foundation of God's unchanging values.

Technology Vision Statement

Technology at Dalat International School is used to support and encourage the best possible learning environment for preparing students to function effectively as God's people in our technologically evolving world.

Technology Goals

Student Goals

Students at Dalat International School will become proficient in the use of technology as an educational resource and communications tool, developing skills that will prepare them to engage in a rapidly changing communications-based world.

Faculty / Staff Goals

Staff at Dalat International School will be encouraged and enabled to use technology to enhance their curriculum, communication, productivity, and effectiveness as educational professionals.

School-Wide Goals

Dalat International School will create a technologically enhanced educational environment that supports teachers and students and furthers the educational mission of the school.

Student Goals

Students at Dalat International School will become proficient in the use of technology as an educational resource and communications tool, developing skills that will prepare them to engage in a rapidly changing communications-based world.

OBJECTIVE I

All students at DIS will be required to demonstrate age appropriate proficiency in technology skills.

Strategy 1.1: DIS will strive to follow the McREL Technology Standards as outlined at <http://www.mcrel.com/compendium/Standard.asp?SubjectID=19>.

Prerequisites: None

Responsibility: Technology Coordinator, Principals, Counseling Department, Curriculum Coordinator

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none">• McREL requirement promoted among parents, staff, and students• Strategies for implementing McREL shared with staff	<ul style="list-style-type: none">• Continued promotion of McREL requirements among parents, staff, and students• McREL for teachers promoted	<ul style="list-style-type: none">• Continue to strive to meet the McREL for both students and teacher

Strategy 1.2: DIS will integrate the McREL skills requirement into the Middle School core curriculum, over the next three years.

Prerequisites: Consultation with MS Teachers and Principal

Responsibility: Technology Coordinator, K-8 Principal, MS Computer Teacher, Curriculum Coordinator, department chairperson(s), MS core curriculum teachers (math, science, social studies, English), DIS School Board

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none">• MS Computer Teacher with MS (Principal) develop and integrate McREL skills into existing curriculum• MS teachers trained	<ul style="list-style-type: none">• MS computer courses fully integrated in curriculum• New MS teachers trained	<ul style="list-style-type: none">• New MS teachers trained• Changes made to curriculum as required by changes in McREL

OBJECTIVE II

Students at DIS will develop advanced research skills through the use of online services and other resources.

Strategy 2.1: Students at DIS will become proficient users of the EBSCO online research service.

Prerequisites: Maintain annual subscription to EBSCO service, upgrade connection to Internet

Responsibility: Technology Coordinator, Head Librarian, Principals, social studies and English department chairpersons, MS and HS social studies and English teachers, Curriculum Coordinator

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none">• All new teachers trained to use EBSCO• Use of EBSCO & library software at DIS promoted and encouraged	<ul style="list-style-type: none">• All new teachers trained to use EBSCO• Use of EBSCO & library software at DIS promoted and encouraged• Evaluation of EBSCO skills integration done by the Technology Coordinator and presented to the school board in the annual technology report	<ul style="list-style-type: none">• All new teachers trained to use EBSCO• Use of EBSCO & library software at DIS promoted and encouraged

Strategy 2.2: Students at DIS will become effective and ethical users of the Internet for educational purposes.

Prerequisites: connection to Internet, software on network computers licensed

Responsibility: Technology Coordinator, Network Administrator, Head Librarian, Principals, Teachers.

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none"> • Acceptable Use Policy (AUP) reviewed & signed by students at the start of the school year • Copyright laws adhered to on all networked computers 	<ul style="list-style-type: none"> • Acceptable Use Policy (AUP) reviewed & signed by students at the start of the school year • Avenues for student families' to acquire legal software promoted • Train teachers to give plagiarism resistant assignments • Explore online anti-plagiarism sites such as: www.turnitin.com 	<ul style="list-style-type: none"> • Acceptable Use Policy (AUP) reviewed & signed by students at the start of the school year • Ethical computer use curriculum continues to be developed and implemented • Train teachers to give plagiarism resistant assignments

Strategy 2.3: Students at DIS will learn and adhere to school-wide procedures for referencing and validating Internet sources.

Prerequisites: None

Responsibility: Technology Coordinator, Principal's Advisory Committee (PAC), Principals, Curriculum Coordinator, Teachers, Librarians

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none"> • Procedures for using and referencing online research established • Teachers trained in Web page validation 	<ul style="list-style-type: none"> • School-wide procedures for referencing online research implemented in HS and MS 	<ul style="list-style-type: none"> • Curriculum to support validation procedures integrated throughout HS and MS

OBJECTIVE III

Students at DIS will be encouraged to develop advanced technology skills through additional curriculum offerings and other programs.

Strategy 3.1: DIS will use online courses and resources to increase its electives options for students.

Prerequisites: Funding

Responsibility: Technology Coordinator, Virtual High School Site Coordinator, HS Principal, Counseling Department, Coordinator of Distance Education, Curriculum Coordinator

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none">• Teaching online promoted to staff• VHS program in the high school and Grade 8 classes promoted• One DIS teacher offers a course through VHS• Grant proposals researched and written to increase funding for technology initiatives• Funds for VHS annual membership approved	<ul style="list-style-type: none">• Funds for VHS annual membership approved• Funding for another teacher to complete the VHS site coordinator training course approved• Grants acquired and new grant proposals presented to increase funding for DIS technology initiatives	<ul style="list-style-type: none">• Second DIS teacher to complete teacher training program• Funds for annual VHS membership and teacher training approved

Teacher Goals

Teachers at Dalat International School will be encouraged and enabled to use technology to enhance their curriculum, communication, productivity, and effectiveness as educational professionals.

OBJECTIVE I

DIS teachers will be encouraged and enabled to increase their use of technology in the classroom through workshops, training, and other professional development opportunities.

Strategy 1.1: The Technology Department will develop an annual plan for workshops and courses that will increase professional development opportunities for DIS teachers.

Prerequisites: appropriate scheduling

Responsibility: Technology Coordinator, Principals

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none">• Assessment of previous years development• Annual plan submitted in May of 2006	<ul style="list-style-type: none">• Assessment of previous years development• Annual plan submitted in May of 2007	<ul style="list-style-type: none">• Assessment of previous years development• Annual plan submitted in May of 2008

Strategy 1.2: Technology Department will allocate adequate funds from its annual budget for development of the faculty and staff.

Prerequisites: Creation of annual professional development plan, approval of annual technology budget

Responsibility: Technology Coordinator, Principals, Director

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none">• Technology Department allocates 5000RM of its annual budget toward professional development	<ul style="list-style-type: none">• Technology Department allocates 5000RM of its annual budget toward professional development	<ul style="list-style-type: none">• Technology Department allocates 5000RM of its annual budget toward professional development

Strategy 1.3: DIS teachers will be encouraged to demonstrate proficiency in the use of educational technology as part of the annual teacher evaluation program.

Prerequisites: Teacher evaluation program developed

Responsibility: Technology Coordinator, Principals, Curriculum Coordinator, Director

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none"> • Workshops and other training opportunities offered to help teachers develop their technology skills • MCREL for teachers promoted 	<ul style="list-style-type: none"> • Ongoing training and development of staff to meet the basic skills criteria • Technology proficiency included in the teacher evaluation program 	<ul style="list-style-type: none"> • Principals to conduct annual reviews which include technology skills expectations

OBJECTIVE II

DIS teachers will be expected to enhance their curriculum through the use of technology and online resources.

Strategy 2.1: The Technology Department will train teachers to use the Internet and campus network to enhance their classes

Prerequisites: Internet connection speed upgraded, annual technology professional development plan

Responsibility: Technology Coordinator, Principals, Curriculum Coordinator

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none"> • Teacher workshops and training on the Internet and campus network offered • Individual training provided on a 'just in time' basis • Training workshops offered. • Advanced workshops offered for those who completed programs from the previous year 	<ul style="list-style-type: none"> • Training workshops offered. • Advanced workshops offered for those who completed programs from the previous year • Individual training provided on a 'just in time' basis 	<ul style="list-style-type: none"> • Technology department will reward or recognize teachers using online resources in their classes • Individual training provided on a 'just in time' basis

OBJECTIVE III

DIS teachers will use technology to enhance communication within the DIS Community

Strategy 3.1: The Technology Department will create training opportunities for teachers on how to use the technology to increase communication with parents and students

Prerequisites: None

Responsibility: Technology Coordinator, Principals, MS and HS teachers

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none">• Email addresses of parents and students compiled regularly by Ah Mooi in the office• Teachers trained on PowerSchool	<ul style="list-style-type: none">• New teachers trained on using communication tools• Technology Department will conduct a student and parent survey concerning administrative software effectiveness	<ul style="list-style-type: none">• New teachers trained on using communication tools

Strategy 3.2: DIS will use Moodle (DIScourse), as a communication tool with students and parents.

Prerequisites:

Responsibility: Technology Coordinator, Principals, Curriculum Coordinator, MS and HS Teachers

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none">• DISCourseWeb continued to be promoted amongst staff• New teachers trained on DISCourseWeb software	<ul style="list-style-type: none">• New teachers trained on DISCourseWeb software• Awareness of program promoted with the parents	<ul style="list-style-type: none">• New teachers trained on DISCourseWeb software

School Wide Goals

Dalat International School will create a technologically enhanced educational environment that supports teachers and students and furthers the educational mission of the school.

OBJECTIVE I

DIS will seek to create a campus environment where technology is an integrated aspect of the daily activity of the school.

Strategy 1.1: DIS will maintain a connection to the Internet which supports the development of the curriculum specified throughout this technology plan.

Prerequisites: Funding

Responsibility: Network Administrator, Technology Coordinator, HS Principals, Director

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none">Continued assessment of Internet access	<ul style="list-style-type: none">Continued assessment of Internet access	<ul style="list-style-type: none">Continued assessment of Internet access

Strategy 1.2: DIS will allocate funds to foster a four-year computer inventory cycle.

Prerequisites: Adequate funding

Responsibility: Technology Coordinator, Principals, Director

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none">Technology Department will budget for a two year cycle of its computers in the computer labs and a five year cycle for all other computers on campus. Lab computer will be redeployed elsewhere in the school.	<ul style="list-style-type: none">Technology Department will budget for a two year cycle of its computers in the computer labs and a five year cycle for all other computers on campus. Lab computer will be redeployed elsewhere in the school.	<ul style="list-style-type: none">Technology Department will budget for a two year cycle of its computers in the computer labs and a five year cycle for all other computers on campus. Lab computer will be redeployed elsewhere in the school.

Strategy 1.3: As technology is integrated into the total curriculum over the next three years, DIS will support its use by purchasing adequate numbers of projectors.

Prerequisites: Funding

Responsibility: Technology Coordinator, Principals, Director,

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none"> Needs assessment done to help determine how many projectors will be needed and where they should be located 	<ul style="list-style-type: none"> Needs assessment done to help determine how many projectors will be needed and where they should be located 	<ul style="list-style-type: none"> Needs assessment done to help determine how many projectors will be needed and where they should be located

Strategy 1.4: To ensure effective telephone communications, DIS will investigate and research alternatives for an integrated phone, computer, and voicemail system.

Prerequisites: None

Responsibility: Phone systems administrator, Technology Coordinator, Director

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none"> Research for alternatives and new technologies 	<ul style="list-style-type: none"> Migrate existing phone lines to the new phone system. 	<ul style="list-style-type: none"> Migrate existing phone lines to the new phone system.

Strategy 1.5: DIS will provide sufficient printing capabilities for students and teachers.

Prerequisites: Adequate funding

Responsibility: Technology Coordinator, Director

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none"> Add one large new laser printer or networked photocopier to office area 	<ul style="list-style-type: none"> Maintain current laser printer number and add more as needed 	<ul style="list-style-type: none"> Maintain current laser printer number and add more as needed

Strategy 1.6: DIS will continue to maintain adequate network resources to meet the demands of our staff and student body.

Prerequisites: Adequate funding

Responsibility: Technology Coordinator, Network Administrator

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none">• Demands of network resources monitored and changes made as needed	<ul style="list-style-type: none">• Demands of network resources monitored and changes made as needed	<ul style="list-style-type: none">• Demands of network resources monitored and changes made as needed

OBJECTIVE II

DIS will use current and future technologies to improve communications within the school and with the broader DIS Community.

Strategy 2.1: DIS will develop a high quality website to enhance communication with students, staff, parents, and alumni.

Prerequisites: permanent Internet connection, adequate funding and staffing,

Responsibility: Technology Coordinator, Principals, Webmaster

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none"> • DIS community awareness of the schools website promoted • DIS news to be sent home via email • Annual assessment of effectiveness • Access to PowerSchool information to be emailed to new parents 	<ul style="list-style-type: none"> • Suitable hardware and software purchased to maintain and improve website • Annual promotion of website uses • Annual assessment of effectiveness • Access to PowerSchool information to be emailed to new parents 	<ul style="list-style-type: none"> • Annual upgrading and use of website as communications tool for the school • Annual promotion of website uses • Annual assessment of effectiveness • Access to PowerSchool information to be emailed to new parents

OBJECTIVE III

DIS will continue to pursue the use of innovative technologies to achieve its overall mission.

Strategy 3.1: DIS will pursue distance education options for DIS students and support the mission of the Distance Learning Resource Center with the use of technology.

Prerequisites: Permanent Internet connection, increased involvement in VHS, and/or other online schooling options (North Star, Potters' School)

Responsibility: DLRC Director, Technology Coordinator, High School Principal,

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none"> • Technology will support the Distance Education program as developed by the DLRC committee 	<ul style="list-style-type: none"> • Technology will support the Distance Education program as developed by the DLRC committee 	<ul style="list-style-type: none"> • Technology will support the Distance Education program as developed by the DLRC committee

OBJECTIVE IV

DIS will pursue a means of simplifying and improving information collection and sharing within the school campus.

Strategy 4.1: DIS will pursue integrating all student information.

Prerequisites: none

Responsibility: Principals, Technology Coordinator, Registrar, Librarian, IT Specialist

2006-2007	2007-2008	2008-2009
<ul style="list-style-type: none">• Explore the use of data integration software	<ul style="list-style-type: none">•	<ul style="list-style-type: none">•

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