

# KINGSTON HILL ACADEMY TECHNOLOGY PLAN

## DRAFT Update September 24, 2009

**People involved in this plan include:** KHA-PTO, Kim Daigle & Amy Duhaime. PARENTS, Kim Daigle, KHA staff (through staff meeting), Lead TEACHERS - Alison Santerre & Kim Charest, TEACHER ASSISTANTS - Tracy Byrnes, OFFICE STAFF - Kathy Sheldon & Alyson Bucolo. ADMINISTRATOR - Stephen Panikoff, GRODEN IT DEPARTMENT - Bill Graves.

**Technology Committee Structure:** Because of the close-knit structure of KHA and families, the technology committee is facilitated by Stephen Panikoff, Director and meets with individual parties or sub-committees of the people/persons mentioned above. At each meeting, this plan is reviewed and changes are made based on the most recent needs of the school community.

**KHA Mission:** KHA is dedicated to providing students with the opportunity for an inclusive and challenging education that supports them to reach their potential.

**Background and Introduction:** In September of 2001, KHA began with just 40 kindergarten students in two classrooms located in a rented office building in South Kingstown, Rhode Island. By September of 2006, KHA had moved into a permanent location on 36 acres of land in South Kingstown. The current building houses 180 students Kindergarten through fifth grade. The IT needs of KHA have grown rapidly in the last few years and our school has made every effort to keep up with the growing demands and roles that technology plays in public schools. Priority has been placed both on acquiring technology for students and staff as well as training and teaching students and staff how to best use technology in the classroom.

**Inventory Update:**

**1) Computers for Students:** Currently we have the following number of student computers in each classroom: Kindergarten: three in one class and three in the other class; grade one: three in one class and three in the other class; grade two: three; grade three: four; grade four: four; grade five: four in one class and four in the other class. Each teacher has their own desk computer.

**2) Computers for Teachers:** In each of the nine classrooms and for every homeroom teacher there is one Pentium 6 P4 dual core 2Gig Ram 160G HDD. These computers run on Windows XP operating system.

**3) Computers for Support Staff:** A Pentium 4, 3 Ghz tower with 512 RAM and 80Gig Hard Drive running on Windows XP can be found in the following areas of the school and are used primarily by staff. Special Services room, staff room, nurse's office, curriculum coordinator's office. Total of six computers. The principal and office personnel also have a server.

**4) Network Support** – Currently, KHA has two network support computers located in the office storage area. IBM x 3650 P4 Quad core Xeon 2.5 4Gig memory 140Gig HDD running Windows Domain. The KHA network allows teachers and staff to share information on common drives. Teachers, students, and staff can access different network drives from most computers in the building for admin, teachers, and students. The other computer is a Pentium 4 2 GHz computer that supports the Lexia software. Backup is at The Groden Center in Providence, RI

**5) Digital Cameras** – Currently there are 5 Sony digital cameras with memory cards that hold up to 75-150 pictures each. The cameras are located in the office. All of the cameras are labeled (numbered 1-5) and signed out. The cameras are collected at the end of the school year for summer storage and checked for maintenance needs.

**6) Digital Video Cameras** – Currently the school has one digital video camera that is located in the main office. A check out form is utilized to check out the cameras to teachers.

**7) Overhead Projectors** – The school received a grant to purchase overhead projectors for each classroom. One overhead projector should be available for each of the nine classrooms. All of the projectors are to be labeled (1-9)

and inventoried at the end of each school year as well as checked for maintenance needs.

**8) E-mail** – Currently, KHA staff use web-mail or “Outlook” that is supported through the Groden Center IT Department. The office and administrative staff also use the same. Currently, students do not have Internet accounts at KHA.

**9) Web Site** – KHA is in the process of updating their website. The new site [www.kingstonhill.org](http://www.kingstonhill.org) allows for teachers and staff to post newsletters, parent information, class updates, and will also be able to eventually provide other e-commerce functions.

### **Technology Support and Maintenance**

KHA receives its WAN (Wide Area Network) through Cox Cable Company. The WAN supplies KHA’s Internet lines and connection outside the building. Cox Cable filtering is done thru a sonicwall/firewall appliance.

KHA’s LAN (Local Area Network) is supported by the Groden Center IT Department. This department set up the Domain and supports this network on a routine schedule and is available as needed.

**Technology in the Classroom:** Classroom use of technology currently takes place in two major forms.

**1) Computer use** – Students use computers with software both for research as well as software that compliments the academic curriculum. All classrooms have typing software (Type 2 Learn or Kids Keys) to teach keyboarding and mouse skills to K-5 students. Students have access to computers per the individual teacher’s schedule and permission. Students use computers for word processing and to develop reports (PowerPoint presentations, etc). Students in the primary grades use a reading program to support learning (Lexia reading) as well as an Internet based math program (Harcourt Math). The school has a site license for up to 10 students (math) and 5 students (reading) throughout the building for these programs. Students also use writing support software (Co-Writer) and the school has 6 licenses for this program. The school also has one license for My Reading Coach – an intensive reading remediation program. At this time, the Internet is not widely used by students with the exception of supervised access for

educational purposes such as research and use of specific sites such as Google Earth.

2) **Alpha-Smarts** – Students began using alpha-smarts as part of a grant from the 2005-2006 school year. Alpha-Smarts are word processing units that help students learn typing skills and assist older students in report and other writing assignments. The school purchased an alpha-smart lab that came with 30 units. These units are equipped with infrared sensors and are able to communicate with a master computer if needed.

**Professional Development:** A technology “acceptable use” policy is in effect for Internet use amongst students and staff. There was an in-service in August 2007 for the 2007-2008 school year. This was hosted by the Groden Center IT department and went over technology use, procedures, training on e-mail, network sharing, web posting and other applications teachers use during the year. All staff using specific educational programs (Lexia Reading, My Reading Coach, Symphony Math) will receive an in-service on how to implement and track student progress in these programs.

Other technology in-services will be delivered by KHA staff, administration, or consultants throughout the year on an as needed basis. At least one of these in services will be focused on student use of technology and will include demonstration lessons on the various uses of technology.

**Short Term Equipment Acquisition and Budgeting:** Currently, KHA is only able to set aside limited amounts of money in the budget for technology. KHA depends greatly on donations and fundraising for technology upgrades. For the 2007-2008 school year \$2, 900.00 was set aside for pupil expenditures for technology and \$1,950.00 was set aside for School Office technology. It should be noted that KHA used CRP (Federal) funding to support teacher in-services in the areas of use of technology for specific reading remediation programs. In addition, CRP grants have helped purchase overhead projectors to help support student learning in the classrooms and helped to purchase the alpha-smart lab used to support student writing.

It is hoped that during the 2010-2011 school year, efforts will be made to hook up a main computer to the alpha-smart lab so that student work can be stored on a common computer. In addition, although a KHA network exists,

efforts will be made to put together a hard drive specifically for pictures used for student portfolios.

**Promoting Equity and Access:** KHA currently has approximately 22% of students that qualify for free/reduced lunch (which is twice the district of residence average) and has approximately 15% minority students. Access to technology is equal across all classrooms for all students. No student is denied access based on race, income, or special needs (special education/IEP). KHA is an inclusive school (as part of the school mission) and does not pull students out of general education environments for specialized services (all special education services are provided in least restrictive environment, i.e., the general education classroom). The software that is acquired for student use is appropriate for multiple ability levels of students. KHA does not have any ESL students at this time and thus no specialized software for ESL students is utilized. If KHA were to have an ESL student population, appropriate software in the student's first language would be sought.

**Evaluating Instructional Uses and Impact on Student Achievement:** Student progress on keyboarding will be assessed through the Type 2 Learn program. In addition, surveys of staff skills and competence in technology will be assessed throughout the school year through informal assessments and staff meetings. Students using the Lexia Reading, Symphony Math. Co-Writer, and My Reading Coach software will have documentation of progress monitored and reported as part of parent teacher conferences in the spring. Finally, students and staff using digital cameras will have their work as part of student portfolios that will be sent home with progress reports.

### **Long Term Equipment Acquisition and Budgeting (Summary of 3 Year Plan)**

By September of 2010, KHA would like to have the following technology goals in place:

- (1) Alpha Smart Labs or Computer Labs available for each classroom K-5 computers would be Pentium 4 or better. Computer Labs hooked up to KHA network.
- (2) Continued use of the Lexia, Harcourt Math, My Reading Coach, Co-Writer and other software support programs that are found to support

student learning. Site licenses for these programs would allow all students that require support to be able to routinely access these programs.

- (3) Students develop and maintain their own electronic portfolios with guidance and instruction from teachers. Portfolios would include digital pictures of projects, Power Point presentations, and typed documents for writing projects. Portfolios may also include audio and visual documents and other assignments developed by the classroom and school community.
- (4) KHA will have staff person or consultant available to work with students and staff on a regular basis to support student learning and use of technology. It should be examined if this person would have the capacity to both support the current Network and IT needs of the school as well as teach students and staff about how to use technology in the classroom.

These goals will require increased funding and/or grant awards to help support the technology needs of KHA. The technology committee will work to develop grant proposals and funding requests to accomplish these goals.