

TECHNOLOGY PLAN

Whitmore Lake Public Schools

81140

A Member of Washtenaw Intermediate School District



July 2003 – June 2006

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Whitmore Lake Public Schools TECHNOLOGY PLAN 2003-2006

Executive Summary

Using the district mission and vision as a guide, the Whitmore Lake technology committee developed this three year plan to ensure that technology based resources are used throughout the district to provide an exceptional personalized education for all students. The plan focuses on five areas: 1) Curriculum and Instruction, 2) Professional Development, 3) Infrastructure and Technology Support, 4) Funding and Budget, and 5) Policy and Evaluation.

Curriculum and Instruction

A detailed technology curriculum was created during the 2002-03 school year. This curriculum focuses on the integration of technology in key curricular areas. Over the next three years, Whitmore Lake Public Schools will focus on taking the technology curriculum and weaving it into each content area curriculum as it is developed. The emphasis of curriculum integration of technology will begin in mathematics in the 2003-04 school year and move to language arts and social studies in the following years. The media specialists will play an important role in each of their buildings to help teachers learn about and adopt new technologies into their instructional practices.

Professional Development

Professional development related to technology will focus on integrating technology into the curriculum and using technology effectively through differentiated instruction. To accomplish this, a technology professional development planning team will be created to investigate training models, plan professional development activities and support all teachers as they learn to use technology effectively for exceptional personalized education.

Infrastructure and Technology Support

The passage of the bond will facilitate the entire reevaluation of network systems throughout Whitmore Lake Public Schools. Existing network infrastructure is not sufficient to meet instructional needs for the next three years. This plan outlines the necessary upgrades and additions to the current network infrastructure, classroom computers, and video systems. It also includes additional technology tools needed for effective use of technology in the classrooms such as digital cameras, projection systems, and wireless computer carts.

Funding and Budget

The funding for the infrastructure upgrades and additions is dependent on the passage of the bond in June 2003. The curriculum integration and professional development plans rely entirely on current district resources including Durrant funding. They also rely on restructuring existing committees and job responsibilities to include an emphasis on technology integration.

Policy and Evaluation

This technology plan will be continually evaluated and modified as needed. District policies related to technology are currently in place and will be a part of the continual evaluation and modification cycle. An evaluation team will meet regularly to address these evaluation needs.



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District Profile

Whitmore Lake Public School District is located primarily in Washtenaw County with a portion of the district in Livingston County. The school district is located in portions of Northfield and Webster Townships in Washtenaw County and Green Oak Township in Livingston County. The school district encompasses an area of 23.7 square miles and includes the unincorporated Village of Whitmore Lake, which is located nine miles north of the City of Ann Arbor.

Whitmore Lake started as a summer resort area and remains primarily residential. Having developed around two beautiful all-sports lakes, the larger of which is Whitmore Lake and the smaller of which is Horseshoe Lake. U.S. 23 intersects the school district running west of both lakes and connects to I-96 and I-94 to the north and south respectively, affording residents easy access to major highways.

The school district has an enrollment of 1258 students in grades K – 12 for the 2002-2003 school year. The school population breakdown is as follows:

Kindergarten – Fourth Grade	503
Fifth – Eighth Grade	420
Ninth – Twelfth Grade	335

Approximately 19% of the student population qualify for free and reduced lunches and the elementary population receives targeted Title I assistance.

The school district has a staff of 85 teachers (82.45 FTE), 5 administrators, 7 program directors and 78 support personnel.

The District also owns a 77 acre parcel on Whitmore Lake Road, between Six Mile and Five Mile on the east side of the road. A June 9, 2003 Bond Election will determine if this will be the site of a new high school. A successful election would also result in immediate acquisition of technology upgrades.



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School Buildings

The students are housed in three buildings, one elementary school, one middle school and one high school. The middle school and high school are located on the same site and are physically attached to each other.



Whitmore Lake Elementary School

1077 Barker Road
Whitmore Lake, MI 48189
734.449.2051
Mary Williams, Principal



503 Students in Grades K- 4
33 Teachers

Mission Statement

The Whitmore Lake Elementary School community is engaged in continuous research, teaching, and learning to promote student achievement. We prepare all students to reach their highest potential and become responsible productive members of society.



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School Buildings



Whitmore Lake Middle School

8845 Main Street
Whitmore Lake, MI 48189
734.449.4715
Mary Anne Waters, Principal



420 Students in Grades 5 - 8
30 Teachers

Mission Statement

Our mission is to prepare all students to make a successful transition to high school by helping them develop academically, socially, emotionally, physically and aesthetically.



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School Buildings



Whitmore Lake High School

8877 Main Street
Whitmore Lake, MI 48189
734.449.4461
Tom DeKeyser, Principal



335 Students in Grades 9 - 12
22 Teachers

Mission Statement

A learning community dedicated to the growth of knowledge, excellence, mutual respect, and the keys to our future



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District Vision Statement

- Providing each individual the inspiration to dream and the skills to succeed.

District Mission Statement

- Partnering with students, parents and the community to provide exceptional, personalized education



District Technology Vision Statement



- The students of Whitmore Lake Public Schools will be technologically literate members of society, capable of a multifaceted, broad use of technology. They will demonstrate the ability to choose the right technological tool for the task at hand. Students will engage in a challenging, integrated curriculum, focused on personalized, inquiry-based, hands-on learning.



- The teachers of Whitmore Lake Public Schools will integrate technology across the curriculum to accomplish effective teaching and promote lifelong learning.
- Staff and students, with the support of their families, will demonstrate an understanding of the ethical and responsible use of technology.



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The Planning Process

In December of 2002, a five member Technology Plan Steering Committee was formed, consisting of a consultant from the Washtenaw Intermediate School District, the technology director, and the elementary, middle school and high school media specialists from Whitmore Lake Public Schools. The initial meeting of the Steering Committee focused on two issues: inviting the appropriate people to serve on the WLPS Technology Planning Committee and the timeline needed to complete the plan by June of 2003.

The superintendent extended the invitations to community members and the Steering Committee invited WLPS staff members to participate. The first meeting of the WLPS Technology Planning Committee was scheduled for Thursday, January 16, 2003. The meeting opened with each of the nineteen members in attendance introducing him/herself and expressing an individual technology vision represented in Figure 1 on page 10 of this document. Those visions were then categorized into the five basic areas of investigation required by the State's guidelines for technology plans. An overview was presented by the superintendent which supported the fact that technology is not a separate entity from the other school-wide initiatives taking place in the district, namely curriculum development and school improvement planning. A breakout session, followed by a group discussion, resulted in consensus on a list of core values from which to build our vision statement. Next we divided our members into five sub-committees: Curriculum and Instruction, Professional Development, Infrastructure/Hardware/Software/Technology Support, Funding and Budget, and Policy and Evaluation. Each of these sub-committees was chaired by a member of the Steering Committee. Timelines and meeting dates for the project were established and committee work was begun.

The sub-committees established their own meeting dates and times, and developed appropriate surveys and/or methods to collect the necessary data for the ultimate task of writing the whole technology plan. Monthly meetings of the entire group kept the members informed as to the progress of each sub-committee.

In May, the Steering Committee met to compose the rough draft of the WLPS Technology Plan. That draft was then e-mailed to the WLPS Technology Planning Committee a week in advance of our last meeting. The final draft was created by incorporating the suggestions of the entire membership, after which the group recommended submission of the plan to the W. L. School Board for approval.



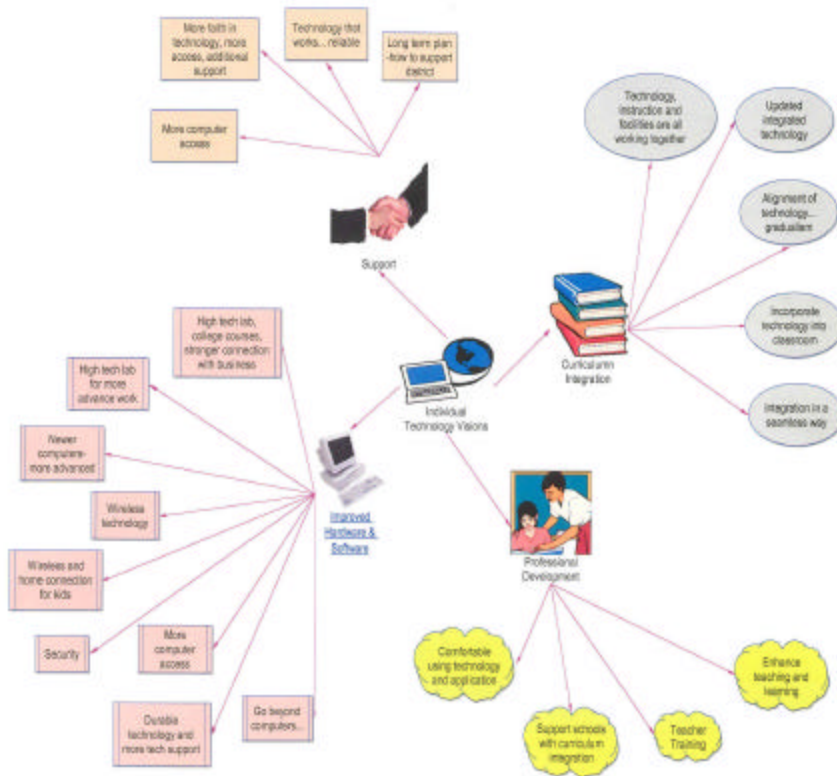
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DISTRICT TECHNOLOGY PLANNING TEAM

Name	Position
Sue Booth	Parent/School Board Member
Tracy Carbery	Teacher, WLMS
Bonnie Carpenter	Parent/Tech Club Sponsor
David Chapman	Teacher, WLMS
Rhonda Couchman	Teacher, WLMS
Sherrill DeShano	Teacher, WLHS
Gary Gillhooley	Volunteer Consultant
Sue Holtz	Technology Director
Pam Huey	Teacher, WLMS
Sue Johnson	Library Media Technician
Mike Krebill	Teacher, WLMS
Laurie Lacca	Library Media Specialist
Lynne Mead	Teacher, WLHS
Scott Menzel	Superintendent
Karen Mile	Library Information Specialist
Naomi Norman	Supervisor, IRN/REMC
Jamie Ogden	Community Member/Volunteer Consultant
Jan Pardy	Teacher, WLMS
Amber Schuett	Teacher, WLMS
Scott Sprow	Teacher, WLHS
Paul Twigg	Project Director/Ed.Technology/Barton Malow
Mary Anne Waters	Principal, WLMS

Figure 1

Technology Vision





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Curriculum

Goals:

The overall goal of the curriculum is to have technology integrated into all core curriculum areas and at every grade level to offer an exceptional personalized education for all students. To do this, we have to adopt the technology curriculum which was created during the 2002-2003 school year by a team of media specialists, teachers and technology staff. This curriculum is aligned with the state technology benchmarks and the International Society for Technology in Education (ISTE) benchmarks, (see WLPS Technology Curriculum in the appendix). The technology curriculum identifies ways that technology will be used to improve student achievement, specifically through the use of software applications in the area of language arts, science, mathematics and social studies. Specific curricular links have been identified in the technology curriculum and professional development will focus on teaching strategies most useful for technology integration. Each year, as core curriculum is developed and updated, technology tools and strategies will be incorporated. This process will follow a rotation cycle of the core curriculum areas. Future goals include investigating interactive video resources and on-line courses to enhance instruction.

The technology curriculum goals:

- 1) WLPS Technology Curriculum will be implemented in all core subject areas.
- 2) Technology hardware and software to enhance curriculum goals will be evaluated, selected and implemented.
- 3) Research-based instructional strategies for integrating technology will be reviewed and implemented.
- 4) Distance learning opportunities will be investigated, selected and gradually implemented.
- 5) Parental communication and community relations will be enhanced by the districts' available technology.
- 6) Technology opportunities will be made available to the school and community.



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Curriculum

Strategies:

Goal 1:

Whitmore Lake's technology curriculum will be implemented in all core subject areas.

Strategies:

- Introduce the new WLPS Technology Curriculum in regular staff meetings at each building level.
- Involve technology committee members in subject area curriculum development.
- In all subject curriculum development, state and national technology benchmarks will be utilized.
- Professional development will focus on integrating technology into specific subject areas.
- The role of technology in improving MEAP scores will be discussed within curricular integration goals.
- The Assistive Technology Committee will supply input regarding appropriate assistive technology implementation.

Goal 2:

Technology hardware and software to enhance curriculum goals will be evaluated, selected and implemented.

Strategies:

- Form an ad hoc technology investigation team, consisting of teachers and technology staff.
- The technology investigation team will develop a selection rubric for hardware and software.
- The technology investigation team will evaluate and select curriculum-specific technology tools.
- Teachers and/or media specialists will pilot the selected technology tools.
- The Technology Investigation team will assess the effectiveness of selected technology tools in the support and enhancement of the curriculum.
- Effective technology will be recommended for purchase in order to implement the tools.



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Curriculum

Goal 3:

Research-based instructional strategies for integrating technology will be reviewed and implemented.

Strategies:

- Investigate instructional strategies specific to the school improvement goals of differentiated instruction.
- Share and incorporate strategies into district-wide differentiated instruction workshops and sessions.
- Teachers will incorporate ISTE standards for teaching with technology.
- Timeline for implementation of strategies for curriculum improvement aimed at improving student achievement as related to technology integration will be followed.

Goal 4:

Distance learning opportunities will be investigated, selected and gradually implemented.

Strategies:

- Michigan Virtual High School for on-line courses will continue to be made available to our students.
- Appropriate satellite programming will be made available as needed for instruction.
- Two-way interactive video will be piloted in cooperation with Washtenaw Intermediate School District's distance learning lab.

Goal 5: Parental communication and community relations will be enhanced by available technology in the district and through representation on various educational committees.

Strategies:

- The WLPS Technology Plan will be made available to the community through the district's web page located at the following URL: www.whitmorelakeschools.org
- The WLPS Technology Curriculum, as well as all district curricula, will be made available through the district's web page located at the same URL as above.
- The school's cable access channel (Channel 22) will be used to broadcast educational and community service information to the community as a whole.
- Information/Homework Hotline will be used to impart educational information to the parents of the school district.
- Various committees and organizations (i.e. Parent Teacher Organization, Very Interested Persons, Technology Planning Committee) will have the availability of the district's technology (i.e. Channel 22, district's web page, Information Hotline) for the dissemination of information
- The WLPS Technology Planning Steering Committee will continue to periodically meet to assess and revise how the technology plan is being communicated to the community.



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Curriculum

Goal 6: Technology opportunities will be made available to the school and community.

Strategies:

- The Whitmore Lake Board of Education is investigating the implementation of an alternative high school. Implementation of the technology plan will be incorporated into the development of the alternative high school.
- WLPS Community Education offerings will utilize the available district technology
- WLPS will continue its cooperative relationship with Northfield Township Library in offering connectivity for the community



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Curriculum

Objectives and Timeline

Year One - 2003-04	
All year	
The school media specialists will collaborate with the math curriculum development team to help select, train, learn about and encourage the use of technologies appropriate for mathematics. Technology for mathematics will be integrated into these curriculum meetings. Media specialists will showcase different curriculum-related hardware and software tools. The newly created technology curriculum will be introduced to staff at all levels.	
Fall	Winter
<i>August – December</i>	<i>January – May</i>
Media specialists will help teachers become aware of technology-based resources that are available to them. As a follow-up to the monthly staff presentations, the media specialists will work with grade level teams to integrate current hardware and software into a specific lesson plan.	Classroom teachers will showcase their technology integrated lesson plan at monthly staff meetings. This will be the incentive for additional staff members to be motivated to develop their own technology integrated lessons.

Year Two - 2004-05	
All year	
The school media specialists will collaborate with the language arts curriculum development team to help select, train, learn about and encourage the use of technologies appropriate for language arts. Technology for language arts will be integrated into these curriculum meetings. Media specialists will showcase different curriculum-related hardware and software tools.	
Fall	Winter
<i>August – December</i>	<i>January – May</i>
Media specialists will demonstrate new equipment and software and their potential instructional uses. Teachers will be encouraged to incorporate these new technology tools into their existing classroom curriculum. As a follow-up teachers will be required to report their successes with technology integration at the monthly staff meetings. Staff meeting minutes will reflect the report of the use of technology. Each grade level/subject area will be responsible for a monthly report on a rotating basis.	Classroom teachers will continue to showcase their technology integrated lesson plan at monthly staff/grade level meetings. This will be the incentive for additional staff members to be motivated to develop their own technology integrated lessons (with emphasis on wireless laptop carts used for differentiated instruction).



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Curriculum

Objectives and Timeline

Year Three - 2005-06	
All year	
The school media specialists will collaborate with the social studies curriculum development team to help select, train, learn about and encourage the use of technologies appropriate for social studies. Technology for social studies will be integrated into these curriculum meetings. Media specialists will showcase different curriculum-related hardware and software tools.	
Fall	Winter
<i>August - December</i> Teachers will showcase the classroom use of technology at the annual fall open house in their respective buildings. Teachers will continue to showcase their technology integration through district newsletters, staff meetings and classroom/subject area web pages.	<i>January - May</i> Media specials will assist classroom teachers in utilizing databases, including media center electronic catalogue, video streaming, online encyclopedias and Michigan Electronic Library (MEL).



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Professional Development

Goals:

Technology integration into the WLPS curriculum through differentiated instruction will be the focus of the professional development related to technology over the next three years. The strategies will be consistent with the WLPS Principles of Professional Development for Technology Integration (see page 20). These principles are based on national standards for both technology training and staff development in general. Additionally, ALL teachers, including core curricular, special education, physical education, music, and art will be expected to attend technology-related training. This is especially important for the curriculum development and integration effort in order to provide an exceptional personalized education for all students.

The professional development goals for technology:

- 1) Provide a district-wide coordinated approach to technology professional development across curriculum areas and school buildings
- 2) Integrate WLPS technology curriculum into one general curriculum area each year and provide professional development to support the use of technology in each curriculum area
- 3) Provide multiple opportunities, including follow-up sessions, for teachers to learn how to use and integrate technology
- 4) Embed appropriate technology resources and uses in district-wide school improvement efforts.
- 5) Assist teachers in incorporating assistive technology tools and strategies into their instruction



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Professional Development

Strategies:

The specific strategies for implementing professional development rely heavily on the formation of a formal group of educators taking leadership of technology integration. This group, the technology professional development implementation team (Tech PD Team), will consist of the district technology director, building media specialists and teachers. This team will coordinate the district's efforts to provide technology rich professional development opportunities.

Goal 1:

Provide a district-wide coordinated approach to technology professional development across curriculum areas and school buildings

Strategies:

- Form a technology professional development implementation team
- Set monthly meeting time for Tech PD Team to meet
- Assess teachers technology knowledge and skills
- Tech PD team members will attend county-wide and regional technology-related opportunities as needed in a "train-the-trainer" model to bring regional technology-based training to WLPS staff.

Goal 2:

Integrate WLPS technology curriculum into one general curriculum area each year and provide professional development to support the use of technology in each curriculum area

Strategies:

- Introduce technology curriculum (see curriculum document in Appendix) to entire teaching staff at each school building
- Have a member of the Tech PD Team serve on each district curriculum committee (Math, Science, Language Arts, Social Studies, Art, Physical Education, Music)
- Provide opportunities to learn about technologies in the curriculum area that is being focused on in a given year (Math for 2003-04)
- Provide curriculum specific training that includes appropriate content area uses of technology, and match this training to the new curriculum being implemented. (i.e. Mathematics for 2003-04, Language Arts for 2004-05, etc.)



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Professional Development

Goal 3:

Provide multiple opportunities, including follow-up sessions, for teachers to learn how to use and integrate technology

Strategies:

- Members of Tech PD Team will use staff meetings to inform and introduce teachers to new or upcoming technologies.
- Initiate “Lunch and Learn” professional development opportunities in each building as an optional learning and support group for teachers wanting to learn more about technology (focus on ISTE and National Education Technology Standards (NETS)).
- Send a minimum of 10 Whitmore Lake Teachers to The Michigan Association for Computer Users in Learning (MACUL) conference each year. Make sure different teachers go each year so all teachers have the opportunity to attend.
- Provide follow-up sessions after MACUL to synthesize new learning and share new information with building, grade level, and/or department staff members

Goal 4:

Embed appropriate technology resources and uses in district-wide school improvement efforts.

Strategies:

- At least one member of Tech PD Team will serve on the school improvement planning team.
- Tech PD Team encourages district wide school improvement related to professional development activities modeling and practicing effective technologies.
- District wide professional development for differentiated instruction will include technology resources.

Goal 5:

Assist teachers in incorporating assistive technology tools and strategies into their instruction

Strategies:

- Form district-wide assistive technology committee.
- Establish meeting times for assistive technology committee.
- Support Strategies and Tools to Enhance Learning for All (STELA) project and the use of assistive technologies for at-risk students in addition to special education students.
- Train ALL teachers in the use of assistive technologies.



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Professional Development

Guiding Principles for Technology Related Professional Development

Whitmore Lake Public Schools Professional Development Plan recognizes that successful professional development addresses the following issues or beliefs:

1. A commitment from administration to ongoing staff development aimed at integrating technology into the curriculum
2. Content must be linked to:
 - Whitmore Lake Public Schools Technology Curriculum.
 - Whitmore Lake Public Schools Core Curriculum Benchmarks.
 - State of Michigan Instructional Technology Plan Standards.
 - National Educational Technology Standards (NETS).
 - International Society for Technology in Education (ISTE).
3. Focus must be on integrating technology into the curriculum to improve teaching and learning. Components should include:
 - An approach that facilitates teachers trust in WLPS technology.
 - Recognition that technology means much more than computers.
 - Skill development that integrates into the core curriculum.
4. Training must be ongoing and continuous.
 - Concepts, skills and application should be introduced and taught.
 - Follow-up training should occur to ensure understanding.
 - Follow-up discussions should occur to discuss future directions and applications of software.
5. Involve staff in planning staff development.
 - Adapted to instructors' needs
 - Linked to and supportive of long range school improvement (NCA) goals
 - Leaders should value and encourage individual adaptations of the innovations learned
6. Staff members must have administrative, technical and instructional support.
 - Appropriate software, hardware, and facilities
 - Reliable equipment and programs
 - Continuous technological and instructional support
 - A support group consisting of trained colleagues
7. Must Include ongoing evaluation of:
 - Student and staff needs
 - Effectiveness of staff development sessions
 - Staff members progress along a continuum from novice to implementation
 - Effectiveness of the district technology professional development plan



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Professional Development

Resources

The development of the Whitmore Lake Technology Plan was done with a clear focus on the district mission and vision statements. District goals and policies were carefully considered throughout the development phase of this plan.

The curriculum integration portion of the plan utilizes resources that are currently available through the Washtenaw Intermediate School District media center including the video lending library, United Streaming video streaming and downloading site, and Grolier's Electronic Encyclopedia. Additionally, databases from the Michigan Electronic Library, such as First Search and Proquest E-Library will be used throughout the district for educational purposes. Students will also have access as needed for individual curricular goals to the Michigan Virtual High School.

Support from Washtenaw ISD will be utilized where appropriate, with substantial assistance in the area of the STELA project and assistive technology.



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Professional Development

Objectives and Timeline

Year One - 2003-04	
All year	
<p>A member of the Tech PD Team sits on the Math Curriculum Development Team to help select, train, learn about and encourage the use of technologies appropriate for mathematics. Technology for mathematics will be integrated into these curriculum meetings. Professional development specific to mathematics content knowledge will be selected in part for its use and modeling of current technologies and resources.</p> <p>The school wide focus on differentiated instruction will also have current technologies and resources embedded into the monthly training/learning opportunities for all staff.</p>	
Fall	Winter
<p>Form Technology Professional Development Team and set monthly meeting times. <i>August</i></p> <p>Assess staff members beliefs about Technology in Teaching using online survey. <i>September</i></p> <p>Library personnel will learn to use Spectrum Library Automation System and develop methods to use Spectrum to enhance integration of library information skills into core curriculum areas.</p> <p>Assess proficiency level <i>using online survey</i>: productivity, research, instructional, presentation, communication tools, (hardware and software) and common programs on the district network.</p> <p>Introduce staff to WLPS Technology Curriculum Standards <i>October staff meeting</i></p> <p>Support staff training Office and library support staff will be trained on new printers and any other new equipment to which they have access. <i>October</i></p>	<p>Members of Tech PD Team provide training for staff on use of programs installed on the new teacher computers in each classroom, including how to hook up data projectors, TVs, cameras and other peripheral devices they will have access to. <i>January</i></p> <p>Members of Tech PD Team provide training for staff on ways to use the one teacher computer in an instructional fashion (i.e. focusing on group brainstorming in Inspiration or information literacy skills using web searching.) <i>February</i></p> <p>At least ten teachers attend MACUL conference. <i>March</i></p> <p>Professional development options focused on specific curriculum areas or teaching related to differentiated instruction will be investigated. If any options are viable they will be scheduled for the 2004-05 school year. <i>January-March</i></p>



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Professional Development

Year Two - 2004-05	
All year	
<p>A member of the Tech PD Team sits on the Language Arts Curriculum Development Team to help select, train, learn about and encourage the use of technologies appropriate for language arts. Technology for language arts will be integrated into these curriculum meetings. Professional development specific to language arts content knowledge will be selected in part for its use and modeling of current technologies and resources.</p> <p>Staff members, who attended train the trainer sessions in i3 Training, will begin a series of training sessions at each building with the goal of training 10 teachers per building throughout the course of the school year. This training focuses on techniques for integrating technology into the curriculum.</p> <p>As the math curriculum implementation occurs, necessary technology-based training will occur. This may include training in spreadsheets, graphing, and online lesson planning for all teachers (including teacher consultants and others) who have responsibility for teaching mathematics.</p> <p>As differentiated instruction is implemented, training related to the use of technology in differentiated instruction is addressed through professional development.</p>	
Fall	Winter
<p>Professional Development will focus on increasing staff use of and proficiency with existing and new software – <i>Word, Excel, HyperStudio, PowerPoint, Inspiration, video editing</i> - and on existing and new equipment: <i>computers, data projectors, scanners, copiers, printers, digital cameras and camcorders</i>. Instruction will be provided by members of the PD Team and other qualified staff members. All teachers will be expected to attend these sessions. <i>August & September</i></p> <p>Every year a “Lunch and Learn” program will be initiated to provide an opportunity for teachers to share ideas focusing on technology integration in an informal, friendly, non-threatening venue. This will be hosted by a member of the Tech PD team. <i>September</i></p> <p>Contracted professional development in the area of language arts curriculum integration or differentiated instruction will occur. <i>October-November</i></p>	<p>Professional development about online database access and use will be offered for databases such as MEL, Grolier, FirstSearch, and others that are available to Whitmore Lake teachers. School media specialists will provide the training. <i>January</i></p> <p>Time at the building staff meetings will be made available to share technology-based curriculum lessons and ideas across school buildings. (For example, a presentation on the STELA project would be valuable for teachers in the elementary and high school buildings who haven’t heard of the project.) <i>February-April</i></p> <p>At least ten teachers attend MACUL conference. <i>March</i></p> <p>Online training options, such as Learn Port, Michigan Teacher Network and MVU will be examined and explained to faculty. <i>April - May</i></p>



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Professional Development

Year Three - 2005-06	
All year	
<p>A member of the Tech PD Team sits on the Social Studies Curriculum Development Team to help select, train, learn about and encourage the use of technologies appropriate for Social Studies. Technology for Social Studies will be integrated into these curriculum meetings. Professional development specific to Social Studies content knowledge will be selected in part for its use and modeling of current technologies and resources.</p> <p>As the language arts curriculum implementation occurs, necessary technology-based training will occur. This may include training in word processing, online databases & research strategies, and online lesson planning for all teachers (including teacher consultants and others) who have responsibility for teaching language arts.</p>	
Fall	Winter
<p>Professional Development will continue to focus on increasing staff use of and proficiency with existing and new software – <i>Word, Excel, HyperStudio, PowerPoint, Inspiration, video editing</i> - and on existing and new equipment: <i>computers, data projectors, scanners, copiers, printers, digital cameras and camcorders</i>. Instruction will be provided by members of the PD Team and other qualified staff members. All teachers will be expected to attend these sessions. <i>August & September</i></p> <p>Every year a “Lunch and Learn” program will continue to provide an opportunity for teachers to share ideas focusing on technology integration in an informal, friendly, non-threatening venue. This will be hosted by a member of the Tech PD team. <i>September</i></p> <p>Online training options will be made available to faculty. <i>October</i></p> <p>Contracted professional development in the area of language arts curriculum integration or differentiated instruction will occur. <i>October-November</i></p>	<p>Contracted professional development for administrators focusing on recognizing effective technology integration will occur. <i>January</i></p> <p>Members of the PD Team attend relevant technology workshops and trainings to help them continue to provide support to teachers throughout the district. These workshops/trainings could include classes at statewide/national conferences, local universities, and the ISD. <i>January-May</i></p> <p>Time at the district-wide curriculum days will be made available to share technology-based curriculum lessons and ideas across school buildings. <i>February-April</i></p> <p>At least ten teachers attend MACUL conference. <i>March</i></p>



**Whitmore Lake Public Schools
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Infrastructure, Hardware, Technical Support and Software

Current:

In 2002, the Washtenaw ISD conducted an assessment of the technology infrastructure. This section is a summary of their findings as well as subsequent information from the bond issue planning teams.

Cabling Infrastructure

In 1997, the Whitmore Lake wiring plant was installed using Category 5 wiring. This is a common standard and has the capacity to support up to a switched Gigabit network with the appropriate electronics. However, cable tests show that a few of the cables do not meet EIA/TIA Category 5 standards which may cause problems when faster network switches are installed.

Strategies:

- Create additional IDF's and reroute cables to bring all cables within distance standards.
- Install new Category 5e cables in any areas renovated as a part of the bond issue to maintain consistency with existing buildings.
- Install new Category 6 cables throughout the new High School

Current:

Network Infrastructure

The hubs/switches that create the current shared 10 MB/sec network were purchased in 1997 and currently are not on a maintenance plan. There is no phased replacement plan for the five-year-old equipment, which consists of one Cisco 4700 switch and a bank of daisy-chained hubs. The SCNC server provides the DNS and radius server authentication for the district. Utilizing a network analysis tool (Packetshaper), WISD examined the network efficiency. With the current 10MB network handling the majority of the network traffic on a limited number of segments, retransmissions will most likely be very high and slow down the network's ability to transmit at an efficient level.

Strategies:

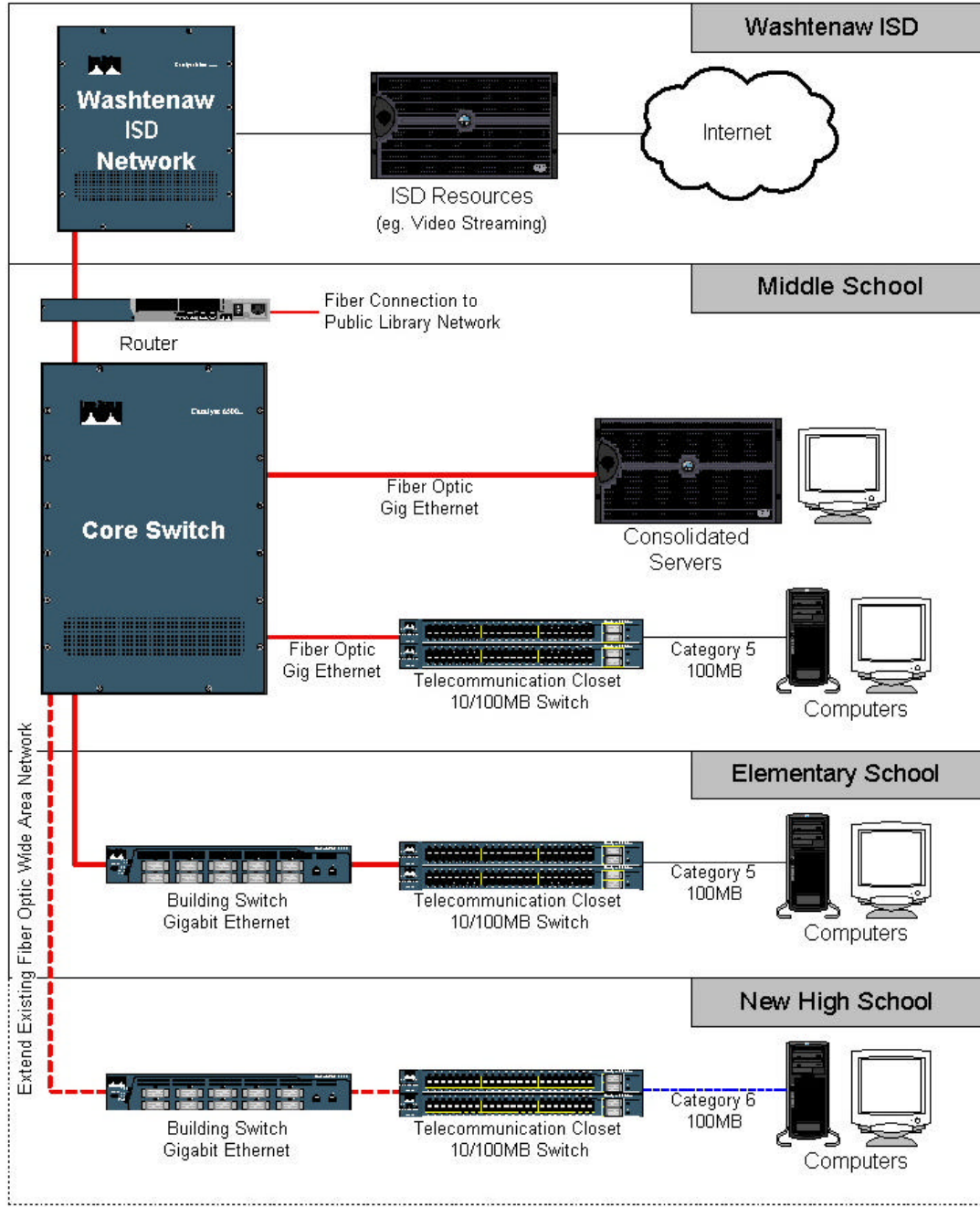
- Install a new core switch to provide Layer 3 switching between buildings, servers, and the public network.
- Replace existing hubs with 10/100MB switches
- Provide Gigabit switches where necessary (i.e. CAD or multimedia locations)
- Replace the SCNC server



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Infrastructure, Hardware, Technical Support and Software

Planned Network Infrastructure





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Infrastructure, Hardware, Technical Support and Software

Current:

Internet Access and Fiber Wide Area Network

The gateway to the Internet is through a Cisco switch supplied by the WISD which connects to the countywide fiber network. The WISD provides and runs the county wide fiber network and provides Gigabit capability to the Internet. In the 18 months that the network has been in place, there has been minimal interruption in Internet service to Whitmore Lake.

Strategy:

- Extend the fiber optic Wide Area Network to the new High School as a part of the bond issue.

Current:

Public Library Access

The Northfield Township Library is currently connected via fiber to the high school and thus to the WISD county wide fiber network. Running the network for the library and the district complicates the internal network management in maintaining two separate but congruent networks.

Strategy:

- Install a router and firewall to segment the library connection to improve security and manageability while still providing access for the library needs.

Current:

Consolidated Servers

There are currently 5 servers providing services for the District – 4 Novell NetWare servers and one FreeBSD Unix server. While major applications and storage space are distributed adequately across the servers, all of these servers are between 4-5 years old and have no maintenance coverage. Even with the age of the servers, they are in good condition, but are reaching the age when there will be possible on-going hardware failures. BorderManager, a software solution, is being used as a filter and firewall. This has recently been installed and has presented occasional configuration issues.



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Strategies:

- Compare and evaluate a traditional server/computer configuration vs. a thin-client/terminal server configuration.
- Replace the existing servers and include both maintenance and support for the duration of the technology plan.
- These servers will provide:
 - file/print services
 - messaging with web access
 - anti-virus
 - desktop/network management
 - proxy/filtering services
 - web services
 - remote access via Internet (terminal server, VPN, etc.)

Current:

Computers, printers, and peripherals.

The majority of desktop workstations were purchased with bond funds in 1997. Workstations are primarily low end Compaq Pentium computers (166 MHz with 32 MB of memory running Windows 95).

Strategies:

- Replace existing computers (possibly thin-clients depending on server direction).
- Improve printing availability by replacing/upgrading existing network printers.
- Establish software standards to support the technology curriculum (Microsoft Office Professional, Inspiration, Winnebago, Storybook Weaver, Microtype Pro, etc.)
- Provide wireless laptop carts in each building to bring additional resources into the classrooms.
- Provide low-cost tools such as PDAs, AlphaSmarts, Daynas, etc. where appropriate to support the curricular goals.



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Infrastructure, Hardware, Technical Support and Software

Current:

Telephone System

The current telephone system was purchased and installed with bond funds in 1997. While the system continues to meet the user's needs, neither the switch nor software has been upgraded since its installation.

Strategies:

- Extend the phone system to the new high school as a part of the bond issue
- Upgrade the phone system to the current software levels.

Current:

Video System

The current video system was purchased and installed with bond funds in 1997. While the system continues to meet the user's needs, it has not been upgraded since its installation.

Strategies:

- Extend the video system to the new High School as a part of the bond issue.
- Replace failing televisions/VCRs as necessary.
- Install fixed data projectors in computer labs and media centers.
- Evaluate the need for fixed projectors in certain classrooms

Current:

Technical Support

The current technical staffing consists of one full time (ten month) technology director who manages all of the technical support of the infrastructure, desktop support, telephone support, application support and data management. Requests for support are made to the technology director on an ad hoc basis by all district employees.

There is an annual voicemail maintenance agreement with the current vendor and annual telephone support agreements for the student accounting portion of data management.



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Strategies:

- Use the Michigan Department of Education Technology Staffing Guidelines to determine the appropriate number of technology support personnel to help maintain district technology resources.
(See attached “Technology Staffing Guidelines Worksheet”.)
- Budget and implement possible options for repair and maintenance agreements to adequately maintain district technology resources.
- Develop an online request system or paper procedure to handle requests for support.
- Ongoing purchases of new equipment will have built-in maintenance/warranty agreements.

Current:

Assistive Technology

In April of 2003 a district Assistive Technology Team was formed. The membership of this team includes, but is not limited to, at least one general education teacher, one special education teacher from each of the buildings in the district, the special education director, the technology director and a consultant from the intermediate school district.

Strategies:

- The team will develop a procedure for dealing with all requests for assistive technology devices needed to provide the best learning opportunities for the students of Whitmore Lake Public Schools.
- The team will determine the appropriate implementation process for all requested assistive technology devices and provide a smooth transition into the use of these devices.
- The team will develop a reporting system to assure the proper documentation of licensing for all copyrighted assistive technology solutions.



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Infrastructure, Hardware, Technical Support and Software

- The team will develop a reporting system to list and track the assistive technology equipment implemented in the district.
- The team will ensure that assistive technology is made available to special and general education students of the district where such devices are deemed necessary for effective teaching and learning to occur.
- The STELA project will be continued and expanded at the middle school level, serving both special needs, at risk students and general education students.
- Application serving will be implemented enabling the use of web based application serving for all staff and students.



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Infrastructure, Hardware, Technical Support and Software

Objectives and Timeline

Year One - 2003-04	
All year	
<p>With the passing of the bond issue, this will be a busy year. In addition to the support and maintenance for the current systems, there are five ongoing objectives for Year One.</p> <ol style="list-style-type: none"> 1. Implement network improvements to support the curricular goals and improve ongoing maintenance. 2. Refine the technology scope and vision for the new high school. 3. Work with the architects to incorporate technology and technology requirements into the new high school design. 4. Design and issue bid documents for extending the existing fiber optic wide area network to the new high school site. 5. Work with the Math Curriculum Development Team to help select and implement technologies to support the math curriculum. 	
Fall	Winter
<p>Finalize the design for the new network infrastructure, issue bid documents, and contract services to assist with the implementation. <i>July/August</i></p> <p>Purchase standalone equipment (printers, Dayna's, projectors, etc.) to help with immediate needs after the bond passes. <i>August</i></p> <p>Participate in schematic design meetings with the architect to ensure that the goals of the technology committee are reflected in the new high school design. <i>September-December</i></p> <p>Begin working with the integrator and teaching staff to refine the functionality and usability of the new server farm. <i>September</i></p> <p>Design and issue bid documents for extending the fiber optic WAN to the new high school site. <i>October</i></p> <p>Finalize the new network implementation and review with the teaching staff to ensure usability. <i>October-December</i></p>	<p>Cutover to the new network infrastructure and work with the professional development teams to train the staff on the new systems. <i>January</i></p> <p>Rollout wireless laptop carts in each building. <i>January</i></p> <p>As the architects refine the new high school design, participate in design review meetings to ensure that the goals of the technology committee are reflected in the new high school design. <i>January-March</i></p> <p>As the architects refine the elementary school renovation plans, participate in design review meetings to ensure that the goals of the technology committee are reflected. <i>January-March</i></p> <p>At least ten teachers attend MACUL conference. <i>March</i></p> <p>Work with the Math Curriculum Development Team to help select and implement technologies to support the math curriculum. <i>February-April</i></p> <p>Refine the scope and bid the technology work impacted by the summer 2004 elementary school renovations. <i>February-April</i></p>



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Infrastructure, Hardware, Technical Support and Software

Objectives and Timeline

Year Two - 2004-05	
All year	
<p>During year two, construction will begin on the new high school, and the technology infrastructure for the new high school will be finalized in order to maintain the construction schedules. In addition to the support and maintenance for the current and new systems, there are four ongoing objectives for Year One.</p> <ol style="list-style-type: none"> 1. Implement the technology-based systems recommended by the Year One math curriculum committee. 2. Refine the scope and bid the technology work impacted by the elementary school renovations. 3. Refine the scope and bid the technology infrastructure for the new high school. <p>Work with the Language Arts Curriculum Development Team to help select and implement technologies to support the math curriculum.</p>	
<p>Fall</p> <p>Implement the technology -based systems recommended by the Year One math curriculum committee <i>July-August</i></p> <p>Implement the technology scope associated with the elementary school renovations (install sound-field amplification systems at remaining instructional spaces, install a projector and smartboard in the computer lab, replace televisions and VCRs where necessary, etc.). <i>July-August</i></p> <p>Finalize the design and issue bid documents for the new high school technology infrastructure. <i>December-January</i></p>	<p>Winter</p> <p>Work with the Language Arts Curriculum Development Team to help select and implement technologies to support the language arts curriculum. <i>February-April</i></p> <p>Work with the new high school project team as the contractors begin working on the technology infrastructure. <i>January-June</i></p>
Year Three - 2005-06	
All year	
<p>During year three, the new high school will open and major renovations will take place at the existing high school. In addition to the support and maintenance for the systems, there are four ongoing objectives for Year One.</p> <ol style="list-style-type: none"> 1. Implement the technology-based systems recommended by the Year One language arts curriculum committee. 2. Work closely with the construction team as the new high school work is completed 3. Refine the scope and bid the technology infrastructure for the existing high school. 4. Work with the Social Studies Curriculum Development Team to help select and implement technologies to support the math curriculum. 	
<p>Fall</p> <p>Implement the technology-based systems recommended by the Year Two language arts curriculum committee <i>July-August</i></p> <p>Implement the technology scope associated with the 2nd phase of elementary school renovations. <i>July-August</i></p> <p>Work closely with the bond issue team as both the technology infrastructure and construction for the new high school are completed. <i>July-December</i></p> <p>Finalize the design and issue bid documents for the middle school technology modifications. <i>October</i></p>	<p>Winter</p> <p>Review and test the technology systems as equipment is brought into the new high school. <i>January</i></p> <p>As students move into the new high school, ensure the functionality of the high school technology systems. <i>February</i></p> <p>Work with the Social Studies Curriculum Development Team to help select and implement technologies to support the math curriculum. <i>February-April</i></p>



**Whitmore Lake Public Schools
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2003-2006**

Funding and Budget

Year 1 – 2003-04 Budget

Category	Description	General Budget	Bond	Durrant	ISD/ Regional	Grants
Curriculum						
	MVU subscription	3,000				
	Satellite (Maintenance fee)	500				
Professional Development						
	Technology Director (10%)	6,500				
	3 Media Specialists (10% each)	12,000				
	Sub costs for MACUL - 20 days	1,500				
	Sub costs for PD team - 6 days	450				
	Sub costs for STELA - 15 days	1,125				
	Contracted PD services			22,007		
	STELA consultant (7days)				2,576	
	Lunch and Learn			300		
	MACUL registration fees			1,500		
	MACUL hotel costs			1,000		
Infrastructure (hardware and software)						
	Projectors, smartboards, document cameras		50,000			
	HS infrastructure & upgrades		200,000			
	New consolidated server farm		300,000			
	Computers and printers		224,000			
	Wireless laptop carts		100,000			
	Cameras, scanners		50,000			
	Bond Contintency and Professional Services		125,000			
	STELA Toolkit				120	1,500
	Curriculum specific software					1,000
	Maintenance fees					
Technical Support						
	Technology Director - 50%	33,000				
	Contracted Services	35,800				
	SRSD Support - 50%	6,000				
	Web Design Support - 12.5%	2,500				
Evaluation						
	Online Evaluation subscription	400				
	Sub time to cover time to do evaluation - 1 day	75				
Total		\$102,850	\$1,049,000	\$24,807	\$2,696	\$2,500



**Whitmore Lake Public Schools
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2003-2006**

Funding and Budget

Year 2 – 2004-05 Budget

Category	Description	General Budget	Bond	Durrant	ISD/ Regional	Grants
Curriculum						
	MVU subscription	3,000				
	Satellite (Maintenance fee)	500				
Professional Development						
	Technology Director (10%)	6,663				
	3 Media Specialists (10% each)	12,300				
	Sub costs for MACUL - 20 days	1,500				
	Sub costs for PD team - 6 days	450				
	Sub costs for STELA - 15 days	1,125				
	Contracted PD services			22,007		
	STELA consultant (7days)				2,640	
	Lunch and Learn			300		
	MACUL registration fees			1,500		
	MACUL hotel costs			1,000		
Infrastructure (hardware and software)						
	Sound-field amplification		60,000			
	New HS video system		25,000			
	Video system modifications		31,750			
	Projectors, smartboards, document cameras		100,000			
	HS infrastructure & upgrades		200,000			
	New consolidated server farm		50,000			
	Computers and printers		300,000			
	Wireless laptop carts		100,000			
	Cameras, scanners		50,000			
	Tech Lab at the MS and HS		200,000			
	Bond Contingency and Professional Services		125,000			
	STELA Toolkit				120	
	Assistive Technology Devices		1,000			
	Curriculum specific software					1,000
	Maintenance fees					
Technical Support						
	Technology Director - 50%	33,825				
	Contracted Services	35,800				
	SRSD Support - 50%	6,000				
	Web Design Support - 12.5%	2,500				
Evaluation						
	Online Evaluation subscription	400				
	Sub time to cover time to do evaluation - 1 day	75				
Total		\$104,137.50	\$1,242,750.00	\$24,807.00	\$2,760.40	\$1,000.00



**Whitmore Lake Public Schools
TECHNOLOGY PLAN
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Funding and Budget

Year 3 – 2005-06 Budget

Category	Description	General Budget	Bond	Durrant	ISD/Regional	Grants
Curriculum						
	MVU subscription	3,000				
	Satellite (Maintenance fee)	500				
Professional Development						
	Technology Director (10%)	6,829				
	3 Media Special lists (10% each)	12,608				
	Sub costs for MACUL - 20 days	1,500				
	Sub costs for PD team - 6 days	450				
	Sub costs for STELA - 15 days	1,125				
	Contracted PD services			22,007		
	STELA consultant (7days)				2,706	
	Lunch and Learn			300		
	MACUL registration fees			1,500		
	MACUL hotel costs			1,000		
Infrastructure (hardware and software)						
	HS phone system		137,500			
	Sound-field amplification		38,000			
	New HS video system		52,000			
	Video system modifications		31,750			
	Projectors, smartboards, document cameras		100,000			
	HS infrastructure & upgrades		213,500			
	New consolidated server farm		91,000			
	Computers and printers		300,000			
	Wireless laptop carts		184,000			
	Cameras, scanners		145,000			
	Tech Lab at the MS and HS		250,000			
	New HS Library system		20,000			
	Bond Contingency and Professional Services		146,500			
	STELA Toolkit				80	
	Curriculum specific software	4,000				
	Maintenance fees					
Technical Support						
	Technology Director - 50%	34,671				
	Contracted Services	38,000				
	SRSD Support - 50%	6,150				
	Web Design Support - 12.5%	2,627				
Evaluation						
	Online Evaluation subscription	400				
	Sub time to cover time to do evaluation - 1 day	75				
Total		\$111,933.75	\$1,709,249.50	\$24,807.00	\$2,786.41	\$0.00



**Whitmore Lake Public Schools
TECHNOLOGY PLAN
2003-2006**

Monitor and Evaluate

Goals:

The overall goal of integrating technology into the curricula through instruction using best practices will be monitored and evaluated by an evaluation team consisting of teachers, media specialists, administrators and/or community members who will identify and/or develop instruments to be used in the collection of data. Evaluation strategies may include interviews, questionnaires, class observations and analysis of student products or scores. The WLPS Technology Plan will be considered a “living” document and the evaluation process will be an ongoing activity focusing on the expectation that the plan will change to meet the needs of the students and teachers. Based on feedback from staff members and gathered data, an annual overall district report will be compiled which may result in addendums to the WLPS Technology Plan to accommodate major changes agreed upon by the Technology Planning Committee. The goal of integration will enable WLPS students to reach their highest potential in terms of academic standards and will increase the ability of WLPS teachers to personalize learning. During this process we will continue to educate and monitor students in the appropriate use of technology through the Acceptable Use Policy in effect district-wide. (See attached AUP)

The monitoring and evaluation goals for technology:

- 1) The evaluation team will investigate, develop and/or adopt instruments for data collection.
- 2) The evaluation team will monitor and evaluate professional development in relationship to the integration progress.
- 3) The evaluation team will monitor and evaluate student progress in relationship to WLPS technology curriculum which is linked to the state and national technology benchmarks.
- 4) The evaluation team will adjust the WLPS Technology Plan as needed to accommodate major changes occurring in developing technologies and instructional practices.
- 5) The evaluation team will continue educating and monitoring appropriate use of technology through the district-wide Acceptable Use Policy.



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Monitor and Evaluate

Strategies:

Goal 1:

The evaluation team will investigate, develop and/or adopt instruments for data collection.

Strategies:

- A monitoring and evaluation team will be formed.
- Monthly meeting times for the team will be set.
- The team will investigate, develop and/or adopt appropriate instruments for monitoring and evaluating:
 - professional development at integrating technology,
 - student progress at meeting WLPS technology benchmarks,
 - the technology plan to accommodate changes in developing technologies and instructional practices,
 - the district-wide Acceptable Use Policy.

Goal 2:

The evaluation team will monitor and evaluate professional development in relationship to the integration progress.

Strategies:

- Develop instructional technology benchmarks at the 2nd, 4th, 6th, 8th and 12th grade levels based on the combined national, state and district technology curriculum standards that the teachers can utilize.
- Use staff meeting time to provide teachers with the district technology curriculum which includes integration and assessment activities.
- Establish informal monthly meetings to provide collaboration between teachers and media specialists to ensure integration of technology by way of the core curriculum standards. Media specialists will document these meetings.
- Assure that needed technological equipment is available for teachers to implement integrated lessons.



**Whitmore Lake Public Schools
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Monitor and Evaluate

Goal 3:

The evaluation team will monitor and evaluate student progress in relationship to WLPS technology curriculum which is linked to the state and national technology benchmarks.

Strategies:

- Develop instructional technology benchmarks at the 2nd, 4th, 6th, 8th and 12th grade levels based on the combined national, state and district technology curriculum standards that the students can learn, practice and master.
- Students will maintain electronic portfolios and/or grade level folders saved to their personal disc space available for teacher review.

Goal 4:

The evaluation team will adjust the WLPS Technology Plan as needed to accommodate major changes occurring in developing technologies and instructional practices.

Strategies:

- Gather feedback and assess needed support and/or changes at monthly staff meetings to be used in the annual evaluation.
- Gather feedback and assess needed support and/or changes at district technology-related training and in-service sessions.
- Gather feedback and assess needed support and/or changes at informal monthly collaboration meetings between teachers and media specialists.
- Review core curricular and technology curriculum at the state and national level for potential changes.
- Compile an annual report and append with appropriate addendums to the WLPS Technology Plan as needed.



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Goal 5:

The evaluation team will continue educating and monitoring appropriate use of technology through the district-wide Acceptable Use Policy.

Strategies:

- Continue the practice of having all students and employees read and sign the district's AUP before activating individual email and network accounts.
- Review the adopted AUP for possible revisions. Address user friendliness at the elementary student level. Use available information at www.neirtec.org, www.NCREL.org and various other web sites to enhance this process.
- Develop guidelines which are (grade level/employee position) appropriate to be used when the terms of the AUP are violated.
- Present the guidelines to the building level administrators for adoption and use.

Attachments:

Attachment 1	WLPS Technology Curriculum
Attachment 2	WLPS Technology Staffing Guidelines Worksheet
Attachment 3	WLPS Full AUP
Attachment 4	WLPS AUP Staff Agreement Form
Attachment 5	WLPS AUP Elementary Student Agreement Form
Attachment 6	WLPS AUP Middle School Student Agreement Form
Attachment 7	WLPS AUP High School Student Agreement Form