

**Byrom Elementary School 2009-10 Technology Plan Worksheet**  
 Technology Planning Committee: Rick Fraise, Harry Achilles, Meg Ulrich  
 Rachel Pelissier, Rose Biondo, Jen Reiks, Jennifer Eckert,  
 Nancy Bowker, Julie Wright, Meghann Rollinger

**INTRODUCTION**

The Tigard-Tualatin School District has invested significant monies in technology for classroom instruction and support services. Technology plans are created as a continually evolving strategy that examines the instructional and administrative utilization of technology. This ongoing analysis examines and supports technology integration into the following essential areas of school life: instruction, administration, and communication within the school community and with parents and students in this school district.

**VISION** – Increase the integration of technology into the classroom curriculum through training and awareness of staff, students and parents.

**Professional Development**

*How will teachers receive training in using tech resources and innovative strategies for delivery of specialized curricula through the use of technology? i.e. conferences, in-services, after-school training, classes, staff*

**Baseline:** Kindergarten: 2 out of 3 teachers are using tech in their curriculum. 1<sup>st</sup> Grade: 0 out of 4. 2<sup>nd</sup> Grade: 0 out of 5. 3<sup>rd</sup> Grade: 3 out of 5. 4<sup>th</sup> Grade: 1 out of 4. 5<sup>th</sup> Grade: 4 out of 4

**Goal:** Increase teachers use of technology in lesson plans

Activities	Person(s) Responsible	Timeline with Midpoint Check	Evaluation
-Provide in-service training on grade appropriate activities available to teachers incorporating essential skills matrix	Media-Tech Tech Consultant	Takes place during week before school starts	Teacher feed back

**Goal:** Coordinate Media-Tech and Teacher responsibilities to clarify instructional roles

Activities	Person(s) Responsible	Timeline with Midpoint Check	Evaluation
Tech committee reps meet with grade teams and report to full committee on coordination progress.	Tech Committee Media-Tech	Ongoing through year	Use of technology by all grades

**Goal:** Increase teacher awareness of maintenance, responsibility for tech equipment.

Activities	Person(s) Responsible	Timeline with Midpoint Check	Evaluation
In-service on care of equipment and cost associated with maintenance.	Media-Tech Principal	September in-service.	Teachers sign form taking responsibility for computer.

## Technology Integration

*How will technology be integrated in the curriculum? Address the Technology Matrix here*

**Baseline:** Kindergarten: 2 out of 3 teachers are using tech in their curriculum. 1<sup>st</sup> Grade: 0 out of 4. 2<sup>nd</sup> Grade: 0 out of 5. 3<sup>rd</sup> Grade: 3 out of 5. 4<sup>th</sup> Grade: 1 out of 4. 5<sup>th</sup> Grade: 4 out of 4

**Goal:** Teachers will develop 1 lesson integrating technology into one of their curriculum units.

Activities	Person(s) Responsible	Timeline with Midpoint Check	Evaluation
-Meet with grade level teams at beginning of school year to identify subject area that will be taught using technology	Media-Tech Tech Consultant	Lesson plans developed by end of Sept.	Student projects complete Teacher feedback

**Goal:** Effective use of document camera sets.

Activities:	Person(s) Responsible	Timeline with Midpoint Check	Evaluation
Staff meeting presentations of lesson ideas	Volunteers sign up	Ongoing	Keep calendar/log of presentations

**Goal:** Train staff in use of online calendars for booking computer labs

Activities	Person(s) Responsible	Timeline with Midpoint Check	Evaluation
In-service to train teachers/staff in use of online calendars	Tech Consultant Media-Tech	Training takes place week before school starts	Booking for computer labs done online

**Goal:** Train teachers in use of united streaming to enhance curriculum

Activities	Person(s) Responsible	Timeline with Midpoint Check	Evaluation
In-service demonstrating united streaming on a curriculum topic during staff meeting.	Media-Tech	Completed during first two months of school year.	Teacher evaluation

## Parental Involvement

*A description of how technology will be used to promote parental involvement and increase communication with parents, including a description of how parents will be informed of the technology used*

**Baseline:** Web page provides information/calendars/photos/teacher pages/newsletter for parents to view. Doc cams and projectors are available at meetings to present information

**Goal:** Make information about Byrom readily available to parents online

Activities	Person(s) Responsible	Timeline with Midpoint Check	Evaluation
-All teachers will have webpage including photo, introduction to classroom, (email and phone number are automatically listed on webpage).	Teachers Webmaster	Pages available by beginning of school year	Page is online
-Byrom Buzz online	Webmaster	Available throughout the year, first issue in Sept.	Available online

**Goal:** 50% of teachers will have newsletters available online

Activities	Person(s) Responsible	Timeline with Midpoint Check	Evaluation
Classroom teachers will receive in-service on 'how to's' of creating an online newsletter.  Newsletters will be added to their webpage on monthly basis for parents to read.	Classroom teachers/webmaster/ Media-Tech	First newsletter online by end of September, 50% online by end of October.	Newsletters available

**Goal:** Make parents aware of automatic phone tree.

Activities	Person(s) Responsible	Timeline with Midpoint Check	Timeline with Midpoint Check Completed in Buzz
Announce in Buzz.	Office staff	September	

## Equipment

*List current equipment and supporting resources; list anticipated new equipment; include a sufficient budget to support resources such as bulbs, training, support staff, repairs*

**Baseline** See attached list of equipment.

**Goal:** Provide one digital camera per grade

Activities	Person(s) Responsible	Timeline with Midpoint Check	Evaluation
Determine what camera is best for class use. Check with district on purchasing (bulk purchase, standards)	Media-Tech	Determine model by September	Purchase of cameras
Survey teachers on camera needs	Principal	Purchase by end of September	
Locate source of funds for purchase			
Coordinate purchase with IT Dept.			

**Goal:** Plan purchase dedicated laptops to match with doc cam sets.

Activities	Person(s) Responsible	Timeline with Midpoint Check	Evaluation
-Determine # of laptops needed -Determine funding source -Determine schedule of purchase as part of tech replacement plan. Coordinate purchase with IT Dept.	Media-Tech Principal	One year	Laptops purchased

**Goal:** Budget for upkeep and maintenance of equipment beyond district maintenance. This includes such things as bulbs for projectors and doc cams.

Activities	Person(s) Responsible	Timeline with Midpoint Check	Evaluation
-Develop list of potential repair and replacement items and costs. -Power conservation/maintenance training. -Determine funding source. Coordinate purchase with IT	Media-Tech / Principal/teachers	September	