

**SANDY GARRETT**  
**STATE SUPERINTENDENT OF PUBLIC INSTRUCTION**  
**OKLAHOMA STATE DEPARTMENT OF EDUCATION**



**2008 - 2011**  
**District Technology Plan**

Technology plans must be submitted for approval prior to the due date listed on your most recent technology plan approval letter. Submit your plan online or mail to:

Oklahoma State Department of Education  
Instructional Technology/Telecommunications  
2500 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105-4599

**DISTRICT INFORMATION**

County Name: Stephens County Number: 69  
District Name: Duncan Indep School District District Number: 1001  
Superintendent: Dr. Sherry Labyer  
Mailing Address: PO Box 1548  
City, State Zip: Duncan, OK 73534

Contact Person: Charla Grimes, Systems Coordinator  
Telephone: 580-255-0686 x 115  
Fax Number: 580-252-2450

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Introduction

### District Information

**District Name:** Duncan Indep School District  
**County Name:** Stephens  
**County-District:** 69-I001  
**Superintendent:** Dr. Sherry Labyer  
**Mailing Address:** PO Box 1548  
Duncan, OK 73534

### Contact Information

**Contact Name:** Charla Grimes  
**Contact Title:** Systems Coordinator  
**Contact Email:** charla.grimes@duncanpublicschools.org  
**Contact Phone:** 580-255-0686 x 115  
**Contact Fax:** 580-252-2450

### Demographics

**Average Enrollment (ADM):** 3,800  
**Number of Certified Staff:** 265  
**Low Income Percentage:** 54  
**Number of School Sites:** 9

### Tech Plan Duration

**Beginning Year:** 2008  
**Ending Year:** 2011

### Technology Committee

Glenda Cobb, Assistant Superintendent  
Kathie Brown, Supervisor of Student Services  
J. D. Taylor, Supervisor of Technical Services  
David Altom, Technology Coordinator  
Susan Nix, Assistant Technology Coordinator  
Charla Grimes, Distance Learning Coordinator  
Stephanie Britton, Technology Office Assistant  
Phyllis Richie, Elementary Media Coordinator

### Executive Summary

The Duncan Public School District enjoys a rich heritage of tradition and academic excellence. It boasts a reputation of highly qualified faculty and staff, a constantly evolving infrastructure, strong academic curriculum with championship academics and fine arts program, plus a strong and proud athletic history. Because of the strong commitment from our local community, coupled with support from local education foundations, Duncan Public schools is a thriving education entity.

William Duncan founded the town of Duncan in 1892. Duncan High school was started in 1893. The first graduating class was in 1902 and consisted of six graduates.

Today, the district serves approximately 4,000 students in its ten sites. Duncan's educational facilities

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Introduction

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consist of seven elementary sites, a new middle school, one high school, and one alternative academy. In 2001, Phase I of the Duncan Middle School (Sixth Grade Center) was completed. In 2003, it became the home for Duncan's sixth, seventh, and eighth grade students. The district covers 67.8 square miles, with 60.9 students per square mile.

Over the last decade, Duncan Public Schools has been dedicated to providing state of the art technology to enhance student achievement and develop professional growth. In the year 2000, Duncan was one of the first school districts in the state to implement a wireless wide area network. Every classroom in the Duncan School District has a computer with Internet access, which allows opportunities for a broad range of research tools for both students and teacher.

During the 2001-2002 school year, Duncan realized the implementation of its first long distance learning classroom located on the campus of Duncan High School. This high-tech learning tool affords Duncan and area students an opportunity to experience global learning from the comfort of their home campus. In addition, faculty and staff are able to take advantage of continuing and higher education opportunities minus the travel time to class.

The Duncan School District is dedicated to providing cutting edge enrichment opportunities, based on sound research and years of teaching experience. At the elementary level, strong emphasis will be placed on integrating technology into daily core curriculum. Duncan is fortunate to employ a wide range of specialists offering a variety of focused services such as Reading Specialist, Counseling, Library Media Specialist, Speech Pathologists, Special Needs Teachers, Nurses, and Technology/Curriculum Specialists.

It is the goal of the Duncan School District to educate, enrich, and capitalize on multiple intelligences of all children. We embrace this vision with enthusiasm and look forward to meeting the challenges of the 21st century.

## Vision

In keeping with the vision and goals of the Duncan Public Schools Board of Education, we are committed to graduating students who possess the skills needed to succeed in an increasingly complex information society. The ability to process and manipulate information has already become the single most important determiner of economic success for individuals, states, and countries. In this new information age, that ability to gather and distribute information through electronic communication is vital. Therefore, Duncan Public School's vision is to graduate students who are comfortable with and proficient in using technology in all its forms and who possess the skills to interact with individuals, organizations, and agencies through computer telecommunications.

## Mission

Duncan Public Schools, inspired by an on-going tradition of excellence, will provide an opportunity for each student to develop to the maximum of his or her potential by mastering grade level skills. We will maintain an environment which fosters responsibility, productive citizenship and lifelong learning.

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Assessment - Existing Inventory

### Operating Systems

**Operating systems used at your district:**

MSWin 98, Win 2000, Win XP, Windows Server, Linux

### Computers

**# Servers:**

23

**# Workstations < 3 yrs old:**

220

**# Workstations > 3 yrs old:**

575

**Average # of students to workstation ratio:**

not known

**Average # of teachers to workstation ratio:**

not known

### Peripherals

**Peripherals installed at your district:**

Network laser printers - 70  
Personal Laserprinters - 55  
Deskjets - 400  
Flatbed scanners - 35  
Digital DLP model projectors - 25  
SmartBoards - 6  
SmartSlates - 3  
Star Board - 1  
Digital camcorders - 1  
Digital cameras - 5

### Other

**Other technology hardware:**

VS4000 2 camera system  
Gentner Voice Codec  
Shure Distribution amp  
Panja Touch pad  
Elmo  
JVC VCR - 2  
Mimeo presentation  
Sony Trinitron monitors - 6  
Apple G4 used with Final Cut Pro HD Edit Software  
(2) 17" Apple Studio Display Monitors  
(1) Lacie 500gb Mass Storage Hard Drive  
(2) JVC KY-19 3 CCD Studio Cameras  
(1) JVC KY-19 3 CCD Camera with BR-S422U recorder  
(1) Sony DSR-250 Digital Camcorder  
JVC KMD-600 Digital Effects Switcher and Key Generator  
JVC RMG860U Edit Controller

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Assessment - Existing Inventory

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JVC BRS822U Edit Deck SVHS  
JVC BRS622U Edit Deck SVHS  
Mackie 1402-VLZ audio Mixer  
Panasonic DMR-E100H DVD Recorder  
DiscMaker Reflex CD/DVD Duplicator times 10  
Tascam DV-D6500 Broadcast Playback unit  
Jerrold C6M modulator (RF signal carrier)  
Vine CorioScan Pro  
Leightronix Pro 8 Broadcast Switcher and Event Manager

### Networks: Local or Wide Area

#### Network Connectivity:

Eleven sites connected to core by fiber optic - core at Administration building

### Bandwidth

#### Bandwidth speed of Local Area Network (LAN):

100 mbps

#### Bandwidth speed of Campus/Metropolitan Area Network (MAN):

100 mbps

#### Bandwidth speed of wide area network (WAN):

6 mbps

### Telephone Access

#### # Cell phones:

21

#### # of phone lines:

126

#### Internal Phone System:

Plexar network with Toshiba Strata digital systems at each site

### Email

#### Email Usage of District:

Used by Duncan Public Schools staff only

### Software Applications

#### Software Applications Installed:

PowerPoint, PhotoShop, Final Cut Pro, Academy of Reading, Academy of Math, Waterford, SuccessMaker, KnowledgeBox, My Reading Coach

### School Information Management System

#### Student Information System:

SASI software developed by Pearson School Systems. It is DB4 application running on a Compact Proliant 800 server.  
It is SIF compliant. SASI is the Student Information System used by Duncan Public Schools for

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Assessment - Existing Inventory

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enrollment, scheduling, and attendance information. This software allows users to have the ability to control student information on a daily basis. SASI gives the user the following opportunities:

- Allows total access to comprehensive, relevant information such as;
  - student demographics
  - daily tracking of student gains and losses
  - parent information
  - health and emergency information
  - tracking discipline incidents
  - storing relevant teacher information
  - tracking Test History
- Users can Query all vital information stored in the database
- Powerful Scheduling capabilities
- Additional Applications include:
  - o Gradebooks
  - o Parent Access
  - o Classroom Functionality
  - o Posting daily attendance
- Abacus (Assessment Tool)
  - o Tracks students achievement
  - o Builds Tests to determine student abilities
  - o Scanners (score tests)
  - o Reports (print out all information)

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Assessment - Technology Proficiency

The following chart shows the results of the district's self assessment of their progress toward proficiency in Essential Technology Conditions for K-12 Schools (See Appendix).

<b>A. Technology Administration &amp; Support</b>	Stage 1	Stage 2	Stage 3	Stage 4
Vision Planning & Policy	█	█	█	
Technology Support	█	█	█	
Instructional Technology Staffing	█	█	█	
Budget	█	█	█	
Electronic Data Support Systems	█	█		
Funding	█	█		
<b>B. Technology Capacity</b>	Stage 1	Stage 2	Stage 3	Stage 4
Student Technology Equipment Access	█	█		
Teacher Technology Equipment Access	█	█		
Internet Access	█	█	█	
Video Capacity	█	█		
Distance Learning; Conditions & Capabilities	█	█		
LAN/WAN	█	█	█	█
Curriculum based tools	█	█		
<b>C. Educator Competencies &amp; Professional Development</b>	Stage 1	Stage 2	Stage 3	Stage 4
Educator use of technology	█	█		
Leadership	█	█		
Professional Development	█	█		
Models of Professional Development	█	█		
Effective Use of Electronic Data Support System	█	█	█	
Content of Technology Training	█	█		
<b>D. Learners and Learning</b>	Stage 1	Stage 2	Stage 3	Stage 4
Student Use of Technology	█	█		
Technology Integration	█	█		
Available Technology Curriculum	█			
Community Connection	█	█		
Demonstrating Effective Use of Technology in Learning	█	█		
<b>E. Accountability</b>	Stage 1	Stage 2	Stage 3	Stage 4
Student Technology Essential Learnings	█			
Administrator Technology Competency	█			
Teacher Technology Competencies	█			

# **Duncan Indep School District, 2008 - 2011 Technology Plan**

## **Assessment - Current Use & Identified Needs**

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### **District's Current Use of Technology**

We utilize our distance learning lab to afford our students an opportunity to experience global learning from the comfort of their home campus. In addition, faculty and staff are able to take advantage of continuing and higher education opportunities minus the travel time to class.

We currently utilize specialized software to integrate technology into the day to day classroom experience. Some of the most popular titles include PowerPoint, PhotoShop, Final Cut Pro, Academy of Reading, Academy of Math, Waterford, SuccessMaker, KnowledgeBox, and My Reading Coach.

### **Identified Needs**

To be determined

## Duncan Indep School District, 2008 - 2011 Technology Plan

### Assessment - Technologies to be Acquired

Technologies to be Acquired	Enhancement of Teaching	Enhancement of Training	Enhancement of Student Achievement
<i>Basic Maintenance</i>	Ensures all technology is operational for learning activities.	Ensures all technology is operational for learning activities.	Reliable access to technology equipment.
<i>Computer workstations for classrooms and computer labs.</i>	Computers will be used as an instructional tool providing access to graphics, sound, and text to make the learning environment more interesting and to provide current information.	Computers will be used as a learning and productivity tool for teachers. Software will be available to keep student records, prepare lessons, prepare information for parents, and as a teaching and communications tool.	Students will use computers to learn about subjects, to complete assignments, and as a way of reinforcing learning.
<i>File server for administrative use.</i>	Improves operation of the network by transferring workload of accounting software to one server	Additional space for programs and files will be available for use by teachers	Students will have additional space on the network for software programs and file storage
<i>Firewall-Data Protection</i>	A firewall will protect the network from intrusions from hackers and others and will keep the network operational.	The existence of the firewall will insure that the network is up and running in a safe environment for use in training and delivery of access to educational resources.	Students can safely use the network being protected from those who would harm them or the network.
<i>Internet Access using Broadband Circuits</i>	Provides access to online resources to assist in the development of lessons, enables interactive conferences with other schools and experts elsewhere.	Having adequate bandwidth enables teachers to participate in online training and collaboration, and access professional development resources through the Internet.	Students and staff will have bandwidth available to use educational resources available on the Internet.
<i>Internet filtering/virus protection annually renewable</i>	Filtering provides safe access to Internet resources and filters out unwanted sites.	Filters out unwanted sites and protects network from spam and viruses.	Protects network and minors from spam, inappropriate sites, and viruses.
<i>Network Equipment for data distribution (access points, switches, routers)</i>	Will provide new resources for student learning.	Internet and network access provides access to resources on the Internet and on servers located outside the classroom that can be used to upgrade skills.	New uses of the network will provide new learning opportunities for both staff and students.
<i>Printers and fax machines</i>	Enables teachers to print documents for use in	Printed documents provide reference	Students will use printed materials for reference

## Duncan Indep School District, 2008 - 2011 Technology Plan

### Assessment - Technologies to be Acquired

Technologies to be Acquired	Enhancement of Teaching	Enhancement of Training	Enhancement of Student Achievement
	class. Fax machines provide means for sharing documents throughout the district and with outside stakeholders.	materials for use in training.	and to complete coursework.
<i>Professional development</i>	Teachers will have access to learning activities, lesson plans, web excursions, lesson planning tools, and professional development activities.	Teachers will participate in continuous professional development as they implement the use of the resources in the professional development package.	Students will receive more targeted instruction and have access to additional learning activities.
<i>Server(s)</i>	Will provide network services to the classroom enabling access to the local area network (LAN) resources and access to the Internet.	Teachers will have access to educational resources both within the school district and from resources available on the Internet.	Students will have access to educational resources both within the school district and from resources available on the Internet to assist them in achieving curriculum objectives.
<i>Telecommunications Services, Phone Service, Long Distance, Cell Phones and Pagers, Phone System or Services such as PlexarVoice Mail</i>	Access to parents and to outside sources of educational programming will be maintained. Voice mail will enable messages to be left by parents outside school hours.	Adequate access is necessary for arranging training sessions and following up with training recommendations. The ability to retrieve messages from parents will be sure that they remain fully involved in the educational process.	Communicating present student achievement and alerting parents to potential problems is essential to maintaining or improving student achievement.
<i>Training for staff on how to integrate technology into the curriculum</i>	Staff will learn how to use technology as an integral part of the curriculum thereby providing a technology-enriched learning environment	Proven methods for using technology as a tool for both teaching and learning will enhance the staff's training experience in both retention and comprehension of the materials presented.	Students will be more involved in learning as technology is integrated into the curriculum
<i>Training for staff on new technologies</i>	Staff will use new technologies to enhance instruction.	Training will help teachers become proficient users.	Students will be more involved in learning as technology is integrated into the curriculum.
<i>UPS equipment and backup systems.</i>	Protects equipment and data enabling reliable access to the Internet and district network.	Reliable access to the district network and Internet access is essential when providing training sessions and	Ensures reliability of technology equipment and data protection so students will have access to technology and

## Duncan Indep School District, 2008 - 2011 Technology Plan

### Assessment - Technologies to be Acquired

Technologies to be Acquired	Enhancement of Teaching	Enhancement of Training	Enhancement of Student Achievement
		access to professional development resources.	Internet resources.

**Other Technologies to be Acquired**

Security system at every site in the district.

Large plasma or LCD display at each site in the district via a digital information center.

Student identification system to be used with existing software.

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

### Goal 1

Install and maintain technology that is both manageable and flexible to adapt to future growth and technical change.

#### Objective 1.1

Overhaul network equipment - replace core equipment at each local area network and at the core of the wide area network. Convert all unmanaged switching with layer 3 managed switching.

Category: Technology Capacity

Budget Y1: \$35,000.00 Budget Y2: \$5,000.00 Budget Y3: \$5,000.00

#### Strategy 1.1.1

Managed switching at the core of each LAN and at the WAN will vastly improve network performance and network control.

Status: Planned

Timeline: Conversion of each site will begin in early 2008.

Responsible Individual/Dept: Network administrator

Evaluation Method/Measure of Success: Increase network performance

Supporting Resources/Comments: Network performance reports

#### Objective 1.2

Continually improve network monitoring and security capabilities at the core of the WAN.

Category: Technology Capacity

Budget Y1: \$50,000.00 Budget Y2: \$25,000.00 Budget Y3: \$25,000.00

#### Strategy 1.2.1

The ability to monitor network traffic and content is essential to providing a clean and usable system of exchanging data between systems. Knowing when systems fail or become unreliable is invaluable in order to minimize service downtime.

Status: In Process

Timeline: Ongoing

Responsible Individual/Dept: Technology Coordinator

Evaluation Method/Measure of Success: Ease of response to network issues

Supporting Resources/Comments: Technology budget

#### Objective 1.3

New email system will enhance the overall interface and usability of the system and provide much better protection from unwanted malware.

Category: Technology Capacity

Budget Y1: \$500.00 Budget Y2: \$500.00 Budget Y3: \$500.00

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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### Strategy 1.3.1

The new system will coexist with the old system for a period of three months to allow for a smooth transition.

Status: Planned

Timeline: Summer 2008

Responsible Individual/Dept: Technology department

Evaluation Method/Measure of Success: User feedback

Supporting Resources/Comments: Technology budget

### Objective 1.4

Complete construction of the district training lab.

Category: Educator Competencies & Professional Development

Budget Y1: \$50,000.00 Budget Y2: \$5,000.00 Budget Y3: \$5,000.00

### Strategy 1.4.1

To create a facility with the sole purpose of professional development for both technical and classroom purposes.

Status: Planned

Timeline: 2008-09

Responsible Individual/Dept: Technology department; professional development supervisor; curriculum coordinator

Evaluation Method/Measure of Success: Event calendar showing when the room was used and for what purpose. We expect a steady growth in usage.

Supporting Resources/Comments: Technology budget, grants, use of existing resources

### Objective 1.5

Replace all end of life computer systems being utilized by staff and students.

Category: Educator Competencies & Professional Development

Budget Y1: \$225,000.00 Budget Y2: \$50,000.00 Budget Y3: \$50,000.00

### Strategy 1.5.1

To insure our staff and students have the best technology available.

Status: In Process

Timeline: As budget allows

Responsible Individual/Dept: Technology department

Evaluation Method/Measure of Success: Equipment listing of new hardware

Supporting Resources/Comments: Grants, technology budget

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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### Objective 1.6

Upgrade network storage capabilities by creating a centralized data center.

Category: Technology Capacity

Budget Y1: \$30,000.00 Budget Y2: \$5,000.00 Budget Y3: \$30,000.00

#### Strategy 1.6.1

To centralize and streamline the storage, retrieval, and backup of essential electronic information for the entire district.

Status: Planned

Timeline: Implement a sealable storage array network at the core of the network and eliminate saving of data to local workstations.

Responsible Individual/Dept: Technology Coordinator

Evaluation Method/Measure of Success: Dedicated network storage for all employees and students

Supporting Resources/Comments: Network storage reports, bond monies, technology monies

### Objective 1.7

Establish a media content and delivery server for video conferencing between sites and media on-demand capabilities for all sites.

Category: Learners and Learning

Budget Y1: \$5,000.00 Budget Y2: \$1,000.00 Budget Y3: \$2,000.00

#### Strategy 1.7.1

Improve communication capabilities for staff and students and make online media content readily available at the local level as opposed to internet based.

Status: Planned

Timeline: School year 2008-2009

Responsible Individual/Dept: Technology department

Evaluation Method/Measure of Success: Ability to correspond via video and access media by staff and students. Cost/benefit analysis will be performed.

Supporting Resources/Comments: Bond monies, technology budget

### Objective 1.8

Schools Interoperability Framework (SIF).

Category: Administration & Support Services

Budget Y1: \$15,000.00 Budget Y2: \$15,000.00 Budget Y3: \$15,000.00

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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### Strategy 1.8.1

Deploy where possible the use of agent software to operate under the specification of SIF. Communication between all databases should be automated. Key components would be single point of data entry and the use of student and staff IDs to access resources.

Status: In Process

Timeline: As new software is purchased

Responsible Individual/Dept: Technology coordinator

Evaluation Method/Measure of Success: All new software purchases should be SIF compliant and will be evaluated based on cost, performance, and vendor support.

Supporting Resources/Comments: Site budgets, technology budget

### Objective 1.9

Create and maintain a complete inventory of installed technology.

Category: Technology Capacity

Budget Y1: \$8,000.00 Budget Y2: \$8,000.00 Budget Y3: \$8,000.00

### Strategy 1.9.1

Create a database with current inventory.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Technology department

Evaluation Method/Measure of Success: Current technology asset list will provide for identification of hardware needs and obsolete equipment.

Supporting Resources/Comments: Use existing resources

### Objective 1.10

Install and maintain database applications to meet the diverse needs of our district.

Category: Technology Capacity

Budget Y1: \$13,991.40 Budget Y2: \$13,991.00 Budget Y3: \$13,991.00

### Strategy 1.10.1

Maintain student information system which is used for data collection and state reporting.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Technology department

Evaluation Method/Measure of Success: Accuracy of reporting, data retrieval speed, and the ability to effectively produce reports as needed.

Supporting Resources/Comments: Use existing software

## Goal 2

Provide ongoing Professional Development for certified and support personnel to further the effective use of technology in the classroom, library media center, and all other areas of need across the school district.

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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### Objective 2.1

The district will use technology to coordinate the connection and sharing of educational resources among all buildings and district personnel.

Category: Educator Competencies & Professional Development

Budget Y1: \$319,556.67 Budget Y2: \$43,150.00 Budget Y3: \$43,150.00

#### Strategy 2.1.1

Provide teachers with technology resources and training on use of scanners, printers, scan convertors, SMART boards, palm pilots, etc.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Media specialist, technology staff

Evaluation Method/Measure of Success: Utilization of technology

Supporting Resources/Comments: Inventory lists and sign-in sheets for training

#### Strategy 2.1.2

Setup software and other data information for access to multiple buildings across the district.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Technology department

Evaluation Method/Measure of Success: Increased usage of district software.

Supporting Resources/Comments: Completed work orders.

#### Strategy 2.1.3

Purchase network software to replace single user versions when possible. All software purchases must be approved by the Technology department prior to the actual purchase.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Technology department

Evaluation Method/Measure of Success: Work orders and copies of approvals

Supporting Resources/Comments: Technology budget, building fund monies, Title monies, and grant monies

### Objective 2.2

All staff, certified and support, must be provided with ongoing Staff development to enhance their abilities with technology.

Category: Educator Competencies & Professional Development

Budget Y1: \$14,007.67 Budget Y2: \$74,324.00 Budget Y3: \$74,324.00

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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### Strategy 2.2.1

Setup and maintain email accounts for all teachers and staff.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Technology department

Evaluation Method/Measure of Success: Ability to send and receive email

Supporting Resources/Comments: New employees will be notified when their account is activated and informed of their generic password.

### Strategy 2.2.2

Provide ongoing training and updates for the district grade book application, classroom attendance program, and student management system.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Training personnel

Evaluation Method/Measure of Success: Sign-in sheets and usage tracking reports

Supporting Resources/Comments: General fund monies

### Strategy 2.2.3

Provide ongoing training and updates for all district software purchased for student assessments, skilled-based programs, and other student curricula needs.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Technology department

Evaluation Method/Measure of Success: Software progress reports and training sign-in sheets

Supporting Resources/Comments: As monies are available

### Strategy 2.2.4

Provide both online and classroom instruction for teachers to learn specific uses of technology: file management, word processing, spreadsheets, Internet, email, scanning, presentations, and web page design.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Training staff

Evaluation Method/Measure of Success: Training sign-in sheets

Supporting Resources/Comments: Classes will be offered for existing technologies and new classes offered as technology is purchased

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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### Objective 2.3

Provide training and software for the administrative staff and clerical staff to gain the necessary skills to use technology to improve their effectiveness.

Category: Administration & Support Services

Budget Y1: \$29,347.70 Budget Y2: \$25,073.00 Budget Y3: \$25,073.00

#### Strategy 2.3.1

Provide training for administrative staff and clerical staff in the use of software (office/management software, student management system, e-mail, MS Office, online calendaring, and online surveys).

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Training staff

Evaluation Method/Measure of Success: Call logs, needs surveys, training sign-in sheets, comment sheets

Supporting Resources/Comments: Title IID

### Goal 3

Provide equal access to technology for all students, faculty, staff, and administrators including students who may have disabilities, are economically disadvantaged, or early language learners.

### Objective 3.1

All students, teachers, staff, and administrators will have equal access to technology.

Category: Administration & Support Services

Budget Y1: \$37,938.00 Budget Y2: \$20,000.00 Budget Y3: \$20,000.00

#### Strategy 3.1.1

Every teacher will have two or more computers connected to the network in their classroom.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Technology department

Evaluation Method/Measure of Success: Easy access for students and staff will increase use and opportunity to use technology.

Supporting Resources/Comments: Network/internet ready computer installed in every classroom. Each teacher and staff assigned login and password.

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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### Strategy 3.1.2

Building principal will assign lab time based on targeted grades.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Building principal

Evaluation Method/Measure of Success: Lab schedule. Students will have increased access to technology which will help to increase test scores.

Supporting Resources/Comments: Lab schedules submitted to assistant superintendents.

### Goal 4

Develop programs in collaboration with adult literacy service providers to maximize the use of technology.

#### Objective 4.1

Coordinate with the Duncan Public Library to provide adult literacy training and other training opportunities as determined by community needs.

Category: Learners and Learning

Budget Y1: \$500.00 Budget Y2: \$500.00 Budget Y3: \$500.00

#### Strategy 4.1.1

Develop an agreement to coordinate programs with public library to deliver adult literacy programming.

Status: In Process

Timeline: March 2008 - June 2011

Responsible Individual/Dept: District media specialist

Evaluation Method/Measure of Success: Implementation of program

Supporting Resources/Comments: Regularly scheduled meetings with stakeholders.

### Goal 5

Identify and promote curricula and teaching strategies that integrate technology effectively into curricula and instruction, based on a review of relevant research and improvements in student academic achievement.

#### Objective 5.1

Teachers will be provided with the necessary technology skills to insure student mastery of grade level technology and competencies.

Category: Learners and Learning

Budget Y1: \$33,590.00 Budget Y2: \$101,536.00 Budget Y3: \$101,536.00

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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### Strategy 5.1.1

Provide training on integration and cross curricular activities in all subject areas.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Curriculum coordinator, training staff

Evaluation Method/Measure of Success: Sign-in sheets

Supporting Resources/Comments: Use of professional development funds for incentives

### Strategy 5.1.2

Inform all teachers of new or existing software which includes network applications.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Technology department

Evaluation Method/Measure of Success: Email, fax, and hard copy

Supporting Resources/Comments: Information will include how to access the software (username and password)

### Strategy 5.1.3

District will incorporate the National Educational Technology Standards for Administrators (NETS-A) in district expectations for effective administration, teaching, and learning.

Status: Planned

Timeline: July 2008 - June 2011

Responsible Individual/Dept: District administration

Evaluation Method/Measure of Success: Analysis of district initiatives and documents. Analysis of self-assessments and observations.

Supporting Resources/Comments: Provide administrators a copy of the NETS-A technology standards for administrators.

### Strategy 5.1.4

Encourage teachers to attend professional development opportunities held outside the district to increase their educator competencies and to learn new strategies for collaboration and integrating technology into the curricula.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Administrators

Evaluation Method/Measure of Success: Course completion certificates, professional development points

Supporting Resources/Comments: One point awarded for each hour of training

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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### Objective 5.2

Technology will be used to encourage and support district-wide joint development and dissemination of curriculum.

Category: Learners and Learning

Budget Y1: \$150,000.00 Budget Y2: \$50,000.00 Budget Y3: \$40,000.00

#### Strategy 5.2.1

Grade level meetings will be attended by teachers across the district to work together and prepare projects in all core subjects. Teachers will promote student participation in these projects.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Building administration

Evaluation Method/Measure of Success: Lesson plans submitted to principal

Supporting Resources/Comments: Technology will be used to support these projects.

### Goal 6

Technology will be used to promote parental involvement and increase communication with parents. Parents will be informed of the technology being taught to their child so that reinforcement of this instruction can be applied at home.

### Objective 6.1

Develop and maintain a district web site for school and community-wide communication and collaboration.

Category: Learners and Learning

Budget Y1: \$1,050.00 Budget Y2: \$19,738.00 Budget Y3: \$19,738.00

#### Strategy 6.1.1

Involve students and teachers in updating and maintaining web sites.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Web masters

Evaluation Method/Measure of Success: List of target areas for advanced technology

Supporting Resources/Comments: Training for teachers on how to post and edit information on the web site. MS FrontPage tools.

#### Strategy 6.1.2

Inform parents of web site address and how to access pertinent information regarding school board meetings, calendars, and student events.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: All certified personnel

Evaluation Method/Measure of Success: Parents know how to access the district web site. Observation.

Supporting Resources/Comments: Notify parent-teacher organization, announce at board

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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meetings, family night, and on local public access educational channel.

### Strategy 6.1.3

Provide training and documentation to teachers on acceptable materials to be posted on the web site for protection of students.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Training staff

Evaluation Method/Measure of Success: Sign-in sheets

Supporting Resources/Comments: Current processes supported

### Objective 6.2

Implement and monitor the consistent practice of increasing communications about student achievement among students, parents, and staff.

Category: Administration & Support Services

Budget Y1: \$25,000.00 Budget Y2: \$25,000.00 Budget Y3: \$25,000.00

### Strategy 6.2.1

Maintain student information system for reporting student achievement to Oklahoma State Department of Education and parents.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Technology department

Evaluation Method/Measure of Success: Access by authorized users to student achievement data.

Supporting Resources/Comments: Student information system (SASlpx)

### Strategy 6.2.2

Develop strong, ongoing partnerships with the district's community, students, parents, and businesses to insure efficient use of our limited resources.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: District personnel

Evaluation Method/Measure of Success: New partnerships established, budget analysis

Supporting Resources/Comments: Strengthen existing partnerships, establish new ones

### Goal 7

Purchase and provide access to software and advanced technologies that support and enhance curriculum.

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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### Objective 7.1

Purchase software that supports and enhances the district curriculum which meets the student's needs and is aligned with the Oklahoma State Department of Education PASS objectives.

Category: Learners and Learning

Budget Y1: \$41,542.00 Budget Y2: \$192,750.00 Budget Y3: \$192,750.00

#### Strategy 7.1.1

Teachers and the technology department will have input on the purchase of new technology.

Status: In Process

Timeline: As needed

Responsible Individual/Dept: Building principals, technology

Evaluation Method/Measure of Success: Formal and informal surveys, committees

Supporting Resources/Comments: No additional funds needed

#### Strategy 7.1.2

Purchase software that will enhance the current curriculum based on review of achievement test scores to identify areas of greatest need.

Status: In Process

Timeline: Annually

Responsible Individual/Dept: Curriculum coordinator, technology department

Evaluation Method/Measure of Success: Improved test scores

Supporting Resources/Comments: Grants, technology budget, general fund monies

#### Strategy 7.1.3

Provide training for teachers on how to use new software purchased to integrate technology into the classroom.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Training staff

Evaluation Method/Measure of Success: The degree to which technology has been integrated into the curricula.

Supporting Resources/Comments: Title IID

### Goal 8

Technology planning and integration must be included in the district curriculum planning and implementation. This planning process must guide the direction of technology acquisition and implementation.

#### Objective 8.1

Provide students with technologies that create an atmosphere for thinking, learning, and producing.

Category: Learners and Learning

Budget Y1: \$59,043.62 Budget Y2: \$20,000.00 Budget Y3: \$19,000.00

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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### Strategy 8.1.1

District will incorporate the National Education Technology Standards for Students (NET-S) as adopted by the State Department of Education in district expectations for learners and learning.

Status: Planned

Timeline: July 2008 - June 2011

Responsible Individual/Dept: District personnel

Evaluation Method/Measure of Success: Analysis of district initiatives and accomplishments. Student test scores.

Supporting Resources/Comments: Provide faculty, staff, and administration with a copy of NETS-S technology standards for students.

### Strategy 8.1.2

Demonstrate to students how technology can be used in different jobs.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Certified personnel

Evaluation Method/Measure of Success: Students will see how technology can save time and money. Observation. Lesson plans.

Supporting Resources/Comments: Title IID

### Strategy 8.1.3

Share work done by the students with parents, peers, business people, teachers, and others.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Classroom teacher

Evaluation Method/Measure of Success: Tracking of items on district website, parent newsletters, and community involvement.

Supporting Resources/Comments: Technologies currently in place.

### Strategy 8.1.4

Encourage students to make decisions on the best software program to be used for a given task.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Classroom teacher, technology staff

Evaluation Method/Measure of Success: Observation and lesson plans.

Supporting Resources/Comments: Professional development will be provided as needed.

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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### Strategy 8.1.5

Demonstrate, using examples, how students can save time using technology as opposed to using the manual method.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Certified staff, technology staff

Evaluation Method/Measure of Success: Students will see how technology can save time and money. Observations. Lesson plans.

Supporting Resources/Comments: Training and support for supervising teachers. Title IID.

### Strategy 8.1.6

Encourage teachers to enhance content-area learning with technology-based lessons.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Classroom teacher

Evaluation Method/Measure of Success: Level of technology surveys. Observations. Lesson plans.

Supporting Resources/Comments: Professional development will be provided to assist teachers.

### Objective 8.2

Students will be encouraged to use the internet as an informational resource for learning.

Category: Learners and Learning

Budget Y1: \$53,000.00 Budget Y2: \$54,000.00 Budget Y3: \$53,000.00

### Strategy 8.2.1

Students will be taught how to search on the internet. They will learn how to recognize reliable vs. non-reliable internet sites.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Classroom teacher

Evaluation Method/Measure of Success: Students will be able to search and find valid information/resources. Students will know how to analyze a web site for content and reliability.

Supporting Resources/Comments: Teachers trained to access internet resources including Marco Polo training. Reliable, high speed internet access. E-rate discounts.

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Goals & Objectives

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### Strategy 8.2.2

Teachers will discuss and review the guidelines of the "Acceptable Use Agreement" with the students before they begin the use of the internet. Students will not be allowed to use the internet unless a signed agreement is on file.

Status: In Process

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Classroom teacher, media specialist

Evaluation Method/Measure of Success: Signed agreements on file at school site.

Supporting Resources/Comments: If a child is fourth grade or above, it must be signed by the student and the parent/guardian; students below the fourth grade must have the agreement signed by a parent/guardian.

### Goal 9

Analyze and implement innovative strategies to deliver specialized and/or rigorous courses and curricula.

### Objective 9.1

Technology will be utilized to provide new means of instructional delivery, increase communication, and gain access to resources that will enhance the educational experience.

Category: Learners and Learning

Budget Y1: \$50,000.00 Budget Y2: \$50,000.00 Budget Y3: \$50,000.00

### Strategy 9.1.1

Complete surveys designed to gain knowledge needed to develop enhanced educational experiences.

Status: In Process

Timeline: On-going

Responsible Individual/Dept: Training coordinator

Evaluation Method/Measure of Success: Completed surveys

Supporting Resources/Comments: Preparation and distribution of survey, both hard copy and online.

### Strategy 9.1.2

Implement advanced technology and innovative instructional delivery to meet needs identified.

Status: Planned

Timeline: July 2008 - June 2011

Responsible Individual/Dept: Administration, technology department

Evaluation Method/Measure of Success: Student test scores, technology utilization

Supporting Resources/Comments: Teachers must have sufficient training for advanced technologies.

## Duncan Indep School District, 2008 - 2011 Technology Plan

### Goals & Objectives: Budget Summary

Category	Year 1	Year 2	Year 3	Total
Administration & Support Services	\$107,285.70	\$85,073.00	\$85,073.00	\$277,431.70
Educator Competencies & Professional Development	\$608,564.34	\$172,474.00	\$172,474.00	\$953,512.34
Learners and Learning	\$393,725.62	\$489,524.00	\$478,524.00	\$1,361,773.62
Technology Capacity	\$137,491.40	\$57,491.00	\$82,491.00	\$277,473.40
<b>Total All Categories:</b>	<b>\$1,247,067.06</b>	<b>\$804,562.00</b>	<b>\$818,562.00</b>	<b>\$2,870,191.06</b>

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Budget

Sources of Funds	Year 1	Year 2	Year 3
Donations	\$0.00	\$0.00	\$0.00
E-Rate	\$315,062.00	\$324,503.00	\$334,240.00
General Funds	\$652,635.00	\$202,635.00	\$200,000.00
Grants	\$281,365.00	\$280,365.00	\$295,300.00
Other	\$53,000.00	\$52,000.00	\$45,000.00
<b>Total Sources of Funds:</b>	<b>\$1,302,062.00</b>	<b>\$859,503.00</b>	<b>\$874,540.00</b>

Technology Expenditures: Items Eligible for E-rate Discounts	Year 1	Year 2	Year 3
Internal Connections	\$0.00	\$0.00	\$0.00
Internet Access	\$266,434.00	\$274,427.00	\$282,660.00
Maintenance	\$0.00	\$0.00	\$0.00
Telecommunications	\$48,628.00	\$50,076.00	\$51,580.00
<b>Total Erate Eligible items:</b>	<b>\$315,062.00</b>	<b>\$324,503.00</b>	<b>\$334,240.00</b>

Non-Erate Items	Year 1	Year 2	Year 3
Hardware, such as computers, printers, fax machines, video equipment, scanners, CD-ROM drives and servers	\$491,994.00	\$50,000.00	\$50,000.00
Maintenance, such as systems maintenance and operations costs for ineligible hardware and software and salaries of technical staff	\$332,169.00	\$324,155.55	\$330,000.00
Professional Development, such as ongoing technology-related training for technical staff, teachers, and/or librarians	\$24,300.00	\$24,300.00	\$24,300.00
Retrofitting, such as electrical wiring, asbestos removal, building modifications, renovations and repair to support technology infrastructure	\$30,000.00	\$30,000.00	\$30,000.00
Software, such as end user applications	\$108,537.00	\$106,544.45	\$106,000.00
<b>Total Non-Erate Items:</b>	<b>\$987,000.00</b>	<b>\$535,000.00</b>	<b>\$540,300.00</b>
<b>Total Technology Expenditures</b>	<b>\$1,302,062.00</b>	<b>\$859,503.00</b>	<b>\$874,540.00</b>

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Evaluation

### Responsibility

Technology committee

### Evaluation Process

Evaluation is considered a critical component of the program and will be conducted in an ongoing manner throughout the implementation of the technology plan. Records will be kept on the following:

- Equipment purchases (new and upgrades), installation of wiring, charges for transmission lines
- Equipment use
- Professional development offerings and teachers and librarians participating in programs
- Results of evaluation instruments for each professional development offering
- Programs offered to the community including lifelong learning and adult literacy and numbers attending
- Results of evaluation instruments administered to participants in community offerings and results compiled
- Student progress using new software tracked by management program and standardized scores.

Surveys will be administered to those participating in training opportunities and other activities to determine satisfaction with the programs. Adjustments will be made accordingly. Student academic progress will be tracked through the use of both standardized testing and regular classroom evaluation techniques.

The Technology Committee in conjunction with the coordinator of each event or teacher of each class will determine the type, quantity, and method of collecting evaluation data for the event or class.

### Evaluation Timeframe

Technology plan will be edited annually by technology committee to reflect the annual evaluation findings.

### Evaluation Findings

The superintendent will disseminate information of the status of technology in the district to the community.

### Evaluation Analysis - Annual Updates Only

# Duncan Indep School District, 2008 - 2011 Technology Plan

## CIPA (Children's Internet Protection Act) Compliance

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Beginning with E-Rate funding year 2002-2003, schools and libraries who participate in the E-Rate program must certify that they are in compliance with the Children's Internet Protection Act (CIPA).

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. Under CIPA, no school or library may receive E-Rate discounts unless it certifies that it is enforcing a policy of Internet safety that includes the use of filtering or blocking technology. This Internet Safety Policy must protect against access, through computers with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors. The school or library must also certify that it is enforcing the operation of such filtering or blocking technology during any use of such computers by minors.

In general, local communities are responsible for determining what constitutes prohibited material and appropriate actions by schools and libraries.

For further details, see: <http://www.kelloggllc.com/cipa/index.html>

### Description, Company Name of Technology Protection Measure

8E6 Technologies

### Internet Acceptable Use Policy

Duncan ISD Acceptable Use Policy

[http://www.erate470.com/tpc/documents/cipa2\\_01VX0YG9X4.doc](http://www.erate470.com/tpc/documents/cipa2_01VX0YG9X4.doc)

### Board Meeting Agenda and Minutes When CIPA Compliance Last Discussed

July 11, 2006 Board meeting

[http://www.erate470.com/tpc/documents/cipa3\\_12700J7OX5.pdf](http://www.erate470.com/tpc/documents/cipa3_12700J7OX5.pdf)

[http://www.duncanpublicschools.org/board\\_of\\_education/JULY%2011,%202006.pdf](http://www.duncanpublicschools.org/board_of_education/JULY%2011,%202006.pdf)

# Duncan Indep School District, 2008 - 2011 Technology Plan

## Appendix

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### Attachments

#### **Attachment A**

Rubric of Essential Technology Conditions

<http://www.kelloggllc.com/tpc/rubric.pdf>

#### **Attachment B**

National Educational Technology Standards (NETS)

<http://www.kelloggllc.com/tpc/nets.pdf>