

**Melrose Public Schools
Melrose Massachusetts
3 Year Technology Plan**

July 1, 2007 through June 30, 2010

Superintendent of Schools

Joseph Casey

Melrose School Committee

Kristin Thorp
Chair, Melrose School Committee

Bethany Cassin Gaita
Vice-Chair, Melrose School Committee

Christine Casatelli

Katherine Clark

Donald Constantine

Wendy Golini

Donald Lehman

Monica Medeiros

Andrew White

Technology Contact
Jorge Pazos

Melrose Public Schools
360 Lynn Fells Parkway
Melrose, MA 02176
www.melroseschools.com

Melrose Public Schools
District Technology Plan 2007-2010

Benchmark 1 - Commitment to a Clear Vision and Mission Statement

A. Mission Statement and Technology Plan

In accordance with the guidelines designed by the Commonwealth of Massachusetts Department of Education this plan contains clearly stated goals and strategies that align with Melrose's district-wide strategic improvement plan. The Melrose School Committee is committed to achieving its vision by the end of the school year 2009-2010.

By working with a variety of community stakeholders the Melrose Public Schools has developed a long term technology plan to meet the academic and administrative needs of the district. The plan was developed by meeting with teachers, staff, PTO's, parents and various City departments. The district is genuinely committed and has made funds available to achieve the goals within the plan. The plan addresses the following broad areas:

- Improving the quality and quantity of technology for academic use.
- Integrating technology into the curriculum
- Using technology to address the business needs of the district.
- Using technology to increase services while reducing fixed costs such as phone service.

B. Technology Team

Melrose Public Schools has a committed and dedicated technology team which has the support of Melrose Public Schools administration and leadership team.

C. Evaluation and Needs Assessment

One of the deficiencies of the district is the evaluation process. Within the area of technology concrete steps have been taken to improve this process. The district has started the use of web-based surveys to collect data regarding various initiatives such as professional development and other technology education needs. Additionally the acquisition and evaluation of software is being done in conjunction with the Curriculum Department. This process has been helpful in judging the efficacy of software used at the elementary level. The technology plan is reviewed internally on a yearly basis to gauge progress and effectiveness of programs and initiatives.

D. Acceptable Use Policy

The district has a CIPA-compliant Acceptable Use Policy (AUP) regarding Internet and network use. The policy is updated as needed to help ensure safe and ethical use of resources by teachers and students.

E. Budget

The Melrose Public Schools will be aggressively funding technology over the next several years through capital plans, operating budgets and bonds issued by the City of Melrose. The funding will address the following areas:

- Hardware for staff and students
- Instructional software
- Professional and administrative software
- Network infrastructure
- Technology staff
- Professional development

Additionally the Technology Department has worked with School Site Councils and integrated the technology needs of individual schools into the district wide plan.

The district will seek to fund .5 FTE in each school for the FY2009 budget year to address technology support and integration at each school in the district.

- The School Committee will approve a budget for this technology plan with line items for technology in the operational budget.
- The Melrose Public Schools technology budget includes staffing, hardware, software, professional development, support, and contracted services.

F. Evaluation

1. Melrose Public Schools will evaluate the effectiveness of any implemented technology for educational or administrative goals on a regular basis. Prior to purchasing Melrose Public Schools assesses the products and services that are needed to improve teaching and learning.

2. Melrose Public Schools' technology plan includes an evaluation process that enables Melrose Public Schools to monitor its progress in achieving its technology goals and to make mid-course corrections in response to new developments and opportunities as they arise.

Benchmark 2 - Technology Integration

A. Teacher and Student Use of Technology

1. Outside the Classroom - At least 85% of teachers use technology everyday, including some of the following areas: lesson planning, administrative tasks, communications, and collaboration. Teachers share information about technology uses with their colleagues.

2. Within the Classroom 2009-2010 - At least 85% of teachers use technology appropriately with students each week, including some of the following areas:

research, multimedia, simulations, data interpretation, communications, and collaboration.

3. At least 85% of students from grades 5 to 8 show proficiency in all the Massachusetts Recommended PreK-12 Instructional Technology Standards for Grades 5 to 8.

4. At least 90% of teachers are working to meet the proficiency level in technology, and by the school year 2009-2010, 60% of teachers will have reached the proficiency level as defined by the Massachusetts Technology Self-Assessment Tool (TSAT). This will be addressed through Professional Development Training.

B. Staffing

1. Melrose Public Schools has a full-time equivalent (FTE) district-level technology director/coordinator.

2. By the year 2009-2010 - Melrose Public Schools will provide three FTE instructional technology teachers to assist instructional staff.

3. Melrose Public Schools currently provides a FTE person dedicated to data management and assessment.

Benchmark 3 - Technology Professional Development

A. By the end of the school year 2009-2010, at least 85% of district staff will have participated in 45 hours of high-quality technology professional development covering technology skills and the integration of technology into instruction.

B. Technology professional development is sustained and ongoing and includes coaching, modeling best practices, district-based mentoring, and study groups. The professional development includes concepts of universal design and scientifically based researched models.

C. Professional development planning includes an assessment of Melrose's and teachers' needs. The assessment is based on the competencies listed in the Massachusetts Technology Self-Assessment Tool. The Department, the Educational Technology Advisory Council and stakeholders will review the levels of competencies in the Massachusetts Technology Self-Assessment Tool on an annual basis.

Benchmark 4 - Accessibility of Technology

A. Students per Instructional Computer

1. Between the years 2007-2010 Melrose Public Schools will work towards an average ratio of fewer than five students per high-capacity, Internet-connected computer. This would be 830 computers for the students. The Technology Department will work with stakeholders to review the capacity of the computer inventory on an annual basis. The goal is to have a one-to-one, high-capacity, Internet-connected computer ratio.
2. Melrose Public Schools considers students' access to portable and/or handheld electronic devices appropriate to their grade level.
3. Melrose Public Schools has established a computer replacement cycle of six years or less.

B. Technical Support

1. Melrose Public Schools makes a commitment to provide timely in-classroom technical support with clear information on how to access the support, so that technical problems will not cause major disruptions to curriculum delivery.
2. 2006-2007 - Melrose Public Schools will provide a FTE network administrator.
3. By 2009-2010, Melrose Public Schools provide five FTE people to support 1000 computers. Technical support can be provided by dedicated staff or contracted services.

Benchmark 5 - Infrastructure for Connectivity

A. Internet Access

1. Melrose Public Schools provides connectivity to the Internet in all classrooms in all schools including wireless connectivity, if appropriate. Funding for this project is offset with e-rate funding.
2. Melrose Public Schools provides bandwidth of at least 10/100 MB to each classroom.

B. Networking (LAN/WAN)

1. Melrose Public Schools provides a minimum 10/100 MB Cat 5 switched network and/or 802.11b/g wireless network.
2. Melrose Public Schools currently provides services for secure file sharing, backups, scheduling, email, and web publishing, either internally or through contracted services.

C. E-Learning Environments

1. By the year 2009-2010 - Melrose Public Schools will encourage the development and use of innovative strategies for delivering specialized courses through the use of technology.
2. Melrose Public Schools deploys IP-based and or ISDN-based connections for access to web-based and/or interactive video learning on the local, state, regional, national, and international level.
3. By the year 2009-2010 - Classroom applications of e-learning will include courses, cultural projects, virtual field trips, etc.

Benchmark 6 -Access to the Internet outside the School Day

- A. Melrose Public Schools maintains an up-to-date web site that includes information for parents.
- B. Melrose Public Schools works with community groups to ensure that students and staff have access to the Internet outside of the school day.
- C. Melrose Public Schools web site includes an up-to-date list of places where students and staff can access the Internet after school hours.