



**Westminster
COMMUNITY
CHARTER SCHOOL**

Technology and Learning Plan

2009-10

Westminster Community Charter School

BEDS CODE 140600860874



Technology and Learning Plan 2008 – 2009

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INFORMATION TECHNOLOGY TEAM

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Christopher Brown, M&T Bank
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Renee Carey, Teacher
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Jabulani Danisa, Technology Integration Specialist (TIS)
Matthew Feldman, Teacher
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Charles Gow, M&T Bank
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Olga Tschernenko, M&T Bank
Pamela Weinrieb, Library Media Specialist (LMS)

EVALUATION PROCESS

The Technology Integration Team meets with our school partner, M & T Bank, and Synergy once a month to discuss the infrastructure (wiring/network), hardware, software and integration of technology. We plan on a month-to-month basis. The facilitator of the meeting develops the agenda based on the needs of the school and information given by the TIS. Progress towards goals is measured and monitored using student performance on local and state assessments, completed projects, classroom observation, and lesson plans.

The Technology Integration Team communicates to teachers, parents and students on the goals and success of the Technology Plan by

- building the capacity of the adults in our learning community by providing professional development,
- holding parent conference nights so that parents can see first hand how their children are utilizing technology,
- by sending home newsletters of our progress,
- sharing our success stories on our school's website, www.westminsterccs.org,
- inviting them to be part of our Technology Integration Team, and
- monitoring and reviewing open and closed maintenance problem issues.

VISION

It is the Westminster Community Charter School's purpose as reflected in the Westminster Community Charter School Comprehensive School Education Plan, to provide the necessary learning environment so that all students can and will learn. In addition, to ensure that Westminster Community Charter School students are ready to thrive in today's digital age we will develop and implement a technology plan that will improve student learning and achievement, which incorporates 21st century skills.

WCCS will continue to ensure that all students and teachers have increased access to educational technology. WCCS has 240-networked computers; each classroom has five computers, including one for the teacher, the computer lab houses 28, the library media center houses 30, support staff and administrators have computers.

The use of technology motivates students to learn, encourages collaboration, and allows students to gain a sense of ownership in their learning. All students will be provided technology that supports the school's challenging curriculum through engaging instructional practices. Furthermore, all students will have access to rich, diverse and high-quality learning opportunities through the Internet, collaboration with peers, and access to experts.

Westminster Community Charter School is committed to providing the teachers with many opportunities to improve their capacity to integrate technology effectively into the curriculum and instruction. We will continue to build a culture of continuous learning for our staff.

At Westminster we are aware of the positive impact of parental involvement on student achievement. Therefore, we have created a school web page as another communication link to engage parents in their children's school experiences. Parents can email and/or visit their children's teacher website.

GOALS AND STRATEGIES

WCCS used the NYS Technology Plan's Goals and Measurable Objectives as a guide to ensure that our school meets the goals of the NYS Technology Plan. We indicate in the Instructional Learning Goals where there are efforts to meet the objective.

Goal 1: Every student will have the opportunity to use learning technologies to access and analyze information in ways that develop higher order thinking skills, increase their ability to use technology as a tool in solving problems, and support their confident use of the technology skills they will need for success in their future study and employment.

LEA Objective 1.4

Goal 2: Every teacher and prospective teacher will meet technology competency standards that ensure their ability to use learning technologies effectively in supporting student achievement of the New York State Learning Standards.

LEA Objective 2.10 – 2.12

Goal 3: Every administrator and prospective administrator will be technologically literate; will provide leadership in integrating technology into curricula, instruction and student learning activities; and will have access to technology resources that support them in developing management systems and in creating a school climate and culture that results in high student achievement for all population groups.

LEA Objective 3.10 – 3.13

Goal 4: In order to support parents in monitoring and reinforcing the instruction their child receives at school, parents will have the opportunity to access web-based information about their children's learning environment, climate, and outcomes, as well as a wide range of student activities that can help them to assist their children at home.

LEA Objective 4.7

Goal 5: Every district will develop, implement, and evaluate a plan technology use that a) supports the achievement of high performance standards, including those for technology literacy, by all students, teachers, and other education professionals; b) includes Federally mandated protection from inappropriate materials; and c) ensures that every school library media is an electronic doorway library with internet access, library and other electronic content, and training in the use of technology.

LEA Objective 5.10 – 5.16

LEARNING GOALS

Our Education Technology Plan is guided by the following:

- New York State Learning Standards (NYSLS)
- National Educational Technology Standards (NETS)
- American Association of School Librarians (AASL)/AECT Information Literacy Skills
- National Central Regional Education Laboratory (NCREL) and the Metiri Group publication, “enGauge: 21st Century Skills: Literacy in the Digital Age.”

**Westminster Community Charter School
Technology Learning Goals and Strategies Chart**

<u>Technology Learning Goals</u>	<u>Strategies</u>	<u>Person Responsible</u>	<u>Timeline</u>	<u>Hardware (H) Software (S) and Technical Support (TS) Needs</u>	<u>Professional Development Needs</u>	<u>Purchase Budget Potential Funding Source(s)</u>	<u>Evaluation And/or Tools</u>	<u>NYS Standards and/or NETS</u>	<u>NYS Objectives for LEA</u>
<p>Students will meet or exceed New York and NETS Standards.</p> <p>All students will have opportunities to demonstrate the performance indicators prior to 2nd grade, 5th grade and 8th grade. Retrieved from NETS.</p> <p>WCCS Grade Level Integration</p> <ol style="list-style-type: none"> 1. Basic operations and concepts 2. Social, ethical, and human issue 3. Technology productivity tools 4. Technology communication tools 5. Technology research tools 6. Technology problem – solving and decision making tools 	<p>Strategy 1: Review and understand technology standards and implications for instruction at each level.</p> <p>Strategy 2: Plan lessons for all students to use technology to support math, social, science and language arts curriculum</p> <p>Strategy 3: Teachers will develop strategies for multi-computer classrooms</p> <p>Strategy 4: Support students in completing inquiry-based projects during the year.</p> <p>Strategy 5: Students will have access to computers in classrooms, the computer lab, and the library media center through out the school year.</p> <p>Strategy 6: Students will have access to the computer lab and library media center during the summer and after school program</p>	<p>Students Teachers Administrators Parents (STAP)</p>	<p>Ongoing</p>	<p>H, S, & TS in place</p>	<p>Technology Integration Specialist (TIS) and Library Media Specialist (LMS) will train teachers on NETS and various applications.</p>	<p>Title II D, Professional Development Line</p>	<p>Local and State Assessments</p> <p>Completed Projects</p> <p>Classroom Observation</p> <p>Lesson Plans</p>	<p>See WCCS Grade Level Integration</p>	<p>LEA Objectives 2.10 – 2.13 3.10 – 3.13</p>

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<p>WCCS students will learn under the guidance of educators who continually learn how to integrate technology effectively into the curriculum.</p> <p>Teachers will be aware of NETS for teachers.</p>	<p>Strategy 1: TIS and LMC will provide professional development to all teachers based on their needs and schedule.</p> <p>Strategy 2: Assign Lead Teachers to novice teachers.</p> <p>Strategy 3: TIS and LMS will provide teachers with WCCS Integration Plan as an outline and plan inquiry –based projects.</p>	<p>Administrators Teachers TIS LMS</p>	Ongoing	H, S, and TS in place	TIS and LMS will train teachers on NETS and various applications.	Title II D, Professional Development Line	<p>Local and State Assessments</p> <p>Completed Projects</p> <p>Classroom Observation</p> <p>Lesson Plans</p>	NETS for Teachers	<p>LEA Objectives 2.10 – 2.12 3.10 – 3.13</p>

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WCCS will monitor and evaluate the use of technology and funds	<p>Strategy 1: Student projects, student assessments, and student survey will be used to evaluate how the technology program and curriculum has impacted student achievement.</p> <p>Strategy 2: Principal will make classroom observations and review lessons</p> <p>Strategy 3: TIS and LMS will keep an inventory on technology and assess staff quarterly.</p> <p>Strategy 4: Technology Committee will meet once a month to discuss needs and funding.</p> <p>Strategy 5: Teachers will increase their use of technology as a tool to support student achievement</p>	Students Teachers Administrators TIS LMS Parents Technology Committee	Ongoing	H, S, and TS in place	None		Assessments Projects Surveys Classroom Observations Lesson Plans		LEA Objectives 1.4

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WCCS will communicate more effectively with parents	<p>Strategy 1: Publish teacher websites.</p> <p>Strategy 2: Post school calendar and information</p> <p>Strategy 3: Utilize e-mail for parent communication</p>	(STAP) and TIS and LMS	Ongoing		<p>TIS and LMS will train teachers on Front Page</p> <p>TIS and LMS will invite parents to an informational meeting on technology</p>	Title II D, Professional Development Line.	<p>The number of published teacher sites</p> <p>Parent Survey</p> <p>Use of email between teacher and parent</p>		LEA Objective 4.7
<p>WCCS students will be educated in environments conducive to learning in an informational and technological age</p> <p>Students have access to up-to-date technology</p>	<p>Strategy 1: Install new computers.</p> <p>Strategy 2: Install new server</p> <p>Strategy 3: Have Synergy provide technical support</p>	TIS LMS Technology Committee Synergy technicians	Ongoing	<p>NEEDED: New Computers</p> <p>New Server</p> <p>Tech Support</p>	TIS and LMS will train teachers on how to use new computers	Title II D, Hardware Professional Development	<p>Computers are faster</p> <p>Students able to save more of their multi-media projects and portfolios on the server</p> <p>Turn around time for technical and maintenance support is quick</p>		LEA 1.4

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<p>WCCS Educational leaders will share their vision in having our students thrive in today's digital age.</p> <p>WCCS Administrators will be aware of NETS for teachers</p>	<p>Strategy 1: Use data in making decisions.</p> <p>Strategy 2: Model the effective use of technology</p> <p>Strategy 3: Acquire funds</p> <p>Strategy 4: Participate in professional development on technology</p>	Administrators TIS and LMS	Ongoing	H, S, and TS in place	Training on use of Smart Board Technology	Title IID, Charter School Dissemination Grant	<p>Vision is understood and followed</p> <p>Technology is used as an everyday tool</p>		LEA 1.4

PROFESSIONAL DEVELOPMENT STRATEGIES

Training must do more than just show teachers how to turn on the computer. Staff development must help teachers and administrators develop the skills they need to use technology effectively in the classroom. Westminster is part of numerous district and school based strategic plans and curriculum initiatives.

TARGETED AREAS FOR IMPLEMENTING TECHNOLOGY GOALS

ASSESSMENT:

- Utilize resources created on shared drives to keep and share assessment data.
- Review portfolios of student work and writing saved on the network from one year to the next.
- Evaluate student work and class progress with reporting choices available in software programs.

INSTRUCTION:

- Use technology as an everyday tool for engaging students. For example, using smart board technology, digital cameras and power point presentations to more effectively differentiate instruction to reach students with different learning styles. The school has productivity software such as Microsoft Office.
- Create on-line resources such as web quests and scavenger hunts to provide students to work collaboratively, actively and to learn how to use the Internet.
- Challenge students with intriguing questions and assignments that allow them to research using purchased on-line services, such as NOVEL, Thinkbright, netTrekker and, and INFOTRAC

COMMUNICATION

- Use e-mail to communicate within the building and with parents. The district has provided the school with the application, Lotus Notes.
- Increase communication with parents by phone, such as Classroom Connection, which is a free service provided by the Buffalo News, email, and by posting information on classroom website.
- Take a distant learning course that is offered by Public Broadcasting System (PBS Teacher Line) or the Buffalo Public Schools.

INFORMATION

- Access current teaching resources and professional journals on-line.

PRODUCTIVITY

- Increase teaching time by using management programs to take attendance, such as the on-line attendance software (BOCES), report grades using grading software (BOCES)
- Use spreadsheets and databases to manage student data, such as EXCEL, ACCESS, or WORD
- Prepare high quality teaching materials using productivity software such as Microsoft Office or Print Shop Deluxe 15.

STAFF NEEDS ASSESSMENT

The staff will complete a technology skills self-assessment, which will be used to plan staff development opportunities.

CONTINUING TO BUILD A CULTURE OF CONTINUOUS STAFF LEARNING

School-based Support Strategies

School Technology Teams

- A team of teachers will coordinate staff development in our school. We will use quarterly assessments to plan for the next school year.
- The Curriculum Committee will write curriculum, select materials, and look for ways to integrate technologies into curriculum areas.

Technology Integration Specialist (TIS) & Library Media-Specialist (LMS)

- TIS and LMS serve as technology coordinators at the school. They receive ongoing training and are an essential component of network and instructional support to our school.
- TIS and LMS create school websites, with the assistance of staff, students, and parents. The website will direct student learning, publish student work, and structure the effective use of the Internet.
- TIS and LMS maintain a professional library of books, videos, software, and resources to support staff learning.
- TIS and LMS coordinate courses and workshops. The time, day, and type of courses will meet the needs of the teachers. (See TIS responsibilities in Appendix A)

Peer Experts

- TIS and LMS identify in-school experts or lead teachers who assist peers with new programs and ongoing learning.
- TIS and LMS and Lead Teachers offer support, as teachers need help with email, taking on-line attendance, using Web Grade or desktop applications.

Professional Practice

- NETS standards are included in ongoing school initiatives aimed at improving teaching and ongoing professional development.

INFRASTRUCTURE & HARDWARE

Current Computer Inventory

Total Computers by Description

HP Compaq DC 5750= 43

IBM Netvista (Black) = 48

HP Compaq D220 = 5

HP Compaq DC 5800 = 22

Apple Mac = 1

HP DC5000= 112

HPDX2200= 1 (Library Server)

HP Proliant DL 380 G5 Server

HP NC6000 Notebook = 1

IBM Thinkpad T30 = 5

Total Desktops = 231

Total Servers = 2

Total Laptops = 6

Total Machines = 240

Current Software

Adobe Acrobat 9 Pro Media Pro License	MS Expression Web
Alexandria	MS Flight Simulator X STD
Bailey's Book House (K – 4)	MS Office Ultimate
Baron's Regents Prep Site License	MS Streets & Trips 2009 GPS Mini
Brainpop School Site License (Combo)	MS Streets & Trips 2009 Mini Box US
Count Program (Math K-4)	MS Windows Vista Business
Decisions, Decisions, Colonization	My Grade Book Grading Program Online
Decisions, Decisions, Immigration	NetTrekker
Decisions, Decisions, Revolutionary Wars	New York Learns
Decisions, Decisions, The Constitution	NYS Achiever Language Arts/Math
Destination Math (4 – 8) On-line software	PBS Teacher Line
EBSCO/NOVEL NY	The Print Shop
Enchanted Learning Site License	Reader Rabbit
Explore Learning Site License	Reading A to Z Site License
Fast Math Single License	Reading Shape Up Unit Merritt Unit 4, 5, 6
Flash Action: Addition, Multiplication,	Rosetta Stone-Ficating Level 2
Graph Club 2.0	Rosetta Stone Spanish (Elem - Intermed)
Subtraction & Division	Sammy Program (Science K-4)
Kidpix Deluxe 3 (Art)	Science Court, Electric Current
Kidspiration (2 – 8)	Science Court, Living Things
Learn About Science: Human Body	Science Court, Water Cycle
Learn About Science: Astronomy	SIS (Attendance)
Learn About Science: Electricity	Sony Acid Pro 6-Academic and Non-Profit
Learn About Science: Matter	Sony Vegas Pro 8-Academic and Non-Profit
Learn About Science: Senses	Sunburst - Oregon Trail 5th Edition
Learn to Read (K-4)	Sunburst Green Globe and Graphing Equations
Lotus Notes	Sunburst, Type to Learn 3
Make Music Finale 2008	Sunburst, Type to Learn, Jr.
Skill Levels 6-8	Symantec Endpoint Protection
Microsoft Digital Image 2.0 (7 – 8)	Thinkbright
Microsoft Excel for XP (4 – 8)	Thinking Science K – 2
Microsoft Front Page for XP (6 – 8)	Trudy Program (Time & Direction K-4)
Microsoft Word for XP	VCASEL
Millie Program (Math K-4)	Web Achiever
	WebGrade

NEEDS ASSESSMENT

Telephone and telecommunications are not part of this plan. Westminster leases the building from the Buffalo Public Schools (BPS). Phone and internet service are provided to Westminster by the BPS.

In the 2009-10 school year, Westminster will begin to introduce interactive whiteboard and interactive response system technology in the classrooms. This technology will continue to be added to classrooms over the next three years.

The interactive whiteboard displays computer images so students can interact with the images by manipulating applications through touch screens. Students are able to add notes on the screen or compose original material that can be saved, printed or disseminated electronically. The interactive whiteboard becomes a shared resource for all students instead of having them crowd around a single computer to observe information on the screen. Therefore, it maximizes the use of computer resources in the classroom since one computer serves multiple students simultaneously. The boards enable teachers to access a large number of resources including the Internet. The tactile, visual and audio elements of the whiteboard helps teachers address different learning styles of students in their classroom. Since the boards can be used with any software, they are extremely versatile for numerous uses and do not require acquisition of special software. The interactive whiteboard also interfaces well with other peripherals such as a document camera, a video camera and scanned images. Estimated costs for a 78" (diagonal) interactive whiteboard:

Wall Mounted Adjustable with Boom Projector

Unit Cost	\$4,230
Installation	\$950
Total Cost/Unit	\$5,180

Portable System

Unit Cost	\$1,044
Stand	\$500
Projector	\$800
Total Cost/Unit	\$2,344

Student response systems, or clickers, use infrared or radio frequency technology to transmit and record student responses to questions posed electronically by the teacher. Teachers integrate the student response system into a lesson using the interactive whiteboard and pose questions that students answer using a clicker. The system instantly gathers and organizes the student responses and provides this information to the teacher. The immediate feedback allows the teacher to determine the effectiveness of the lesson and to modify the instruction based on the specific needs of students. Concepts that were not understood can be reviewed and discussed at greater lengths. The system keeps students engaged and participating in the lesson since they may be required to respond at any time. Students who might be reluctant to answer a question in front of the entire class can easily participate since only the teacher knows how each student answers the questions. The system also reduces paperwork for teachers since assessments are administered, graded and tabulated electronically. The estimated cost for a student response system with 25 student keyboard handsets is \$2,095.

Training will be provided to teachers to help them integrate the interactive white board and student response system as well as other technology into their classrooms. Part of this cost will be covered by \$822 from Title IID funding.

In addition to this technology, the current printers are out of date and becoming unusable so they will need to be replaced over the next three years throughout twenty classrooms. The NetVista Black computers will also need to be replaced. The estimated budget costs for these items are as follows:

HP Laserjet P2035 Printer	\$200
HP Office Jet Pro K5400 Color Printer	\$150
Cabling Cost	\$100
Install/Unit	<u>\$200</u>
Cost/Unit	\$650 x 20 Classrooms = \$13,000
Replace NetVista Black Computers (purchased 7/02)	
Cost/Unit	\$775 x 48 Units = \$37,200
Synergy Service Contract Renewal	
Cost/Year	\$15,417

The cost of technology expenditures are included in the school's general operating budget. Revenue from various grants such as Title IID, the Charter School Dissemination Grant and ARRA funding will be used to help cover the costs of technology expenditures.

TECHNICAL SUPPORT

Synergy, a technology solutions company, provides Westminster Community Charter School with technical and maintenance support.

INTERNET SAFETY POLICY

WCCS has an Acceptable User Policy (AUP) that students and staff must sign before using the Internet. **(See attached Acceptable Internet Use Policy)**

WCCS has a contract with Western New York Regional Information Center for filtering services that protect students from inappropriate content.

COMPUTER USE POLICY

Westminster students must have a signed Acceptable Use Policy (AUP) (Attachment A) form on file with the school or they will not be allowed to use computers. Computers are to be used for research and school learning activities, not for games and recreation. For example:

- Searching, inserting and/or saving pictures of music artists, wrestling persons, cars, cartoon characters, etc;
- Searching for inappropriate subject matter;
- Creating invitations or flyers for personal use;
- Listening to or Printing song lyrics;
- Or watching music videos, basketball games, and playing games

In addition, if a student is found copying another persons' work and or exercising academic dishonesty, he or she will have violated the acceptable user policy.

The following will not be permitted by anyone with school access to the Internet:

1. Sending or displaying offensive messages or pictures
2. Using obscene languages
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating Copyright Laws
6. Using another's password
7. Trespassing in another's folders, work or files.

What are the consequences for violating the acceptable user policy?

Consequences for infractions includes, but not limited to:

- Verbal warnings
- Revocation of access privileges
- Disciplinary probation
- Suspension from school
- Criminal prosecution depending on the circumstances of each incident may be necessary.
- Suspension from the school for a period of time;
- Assignment of the grade of "F" for violation of copyright law;
- Expulsion from the school without expectation of readmission.

If you are unsure whether an action you are considering is an acceptable use of the electronic resources, request information from your teacher, computer teacher, and/or administrator.

A student accused of violation will be notified of the charge and have an opportunity to respond before the school administrator imposes a permanent sanction. Parents will be notified and requested to attend a counsel session with the administrator and guidance counselor.

The school administration is responsible for dealing with the appropriate measures regarding violation of acceptable use policies.

Student Name: _____ Teacher Name: _____
Grade: _____ Homeroom#: _____

USER AGREEMENT AND PARENT PERMISSION FORM

As a user of the Westminster computer network, I hereby agree to comply with the above stated rules communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature _____ **Date:** _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use-setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature: _____ **Date:** _____

ONLINE PUBLISHING OF STUDENT WORK

Our students will also be collaborating with other classes and publishing work on the World Wide Web. Please choose one of the options regarding the publishing of your child's work on the Internet.

- My child's work, in whatever format, may be electronically displayed. His/Her first name may be included.
- My child's work, in whatever format, may be electronically displayed. Do not include his/her first name.
- Photographs of my child may be electronically displayed. His/her first name may be included.
- Photographs of my child may be electronically displayed. Do not use his/her first name.
- Photographs of my child may not be electronically displayed.

APPENDIX A: TECHNOLOGY STAFF RESPONSIBILITIES

Attached is the job description for the Westminster Community Charter School (WCCS) Technology Integration Specialist (TIS). When recruiting for open positions at the school, openings are advertised on a variety of job websites and at 40 colleges and universities. Candidates are interviewed by a hiring committee, which includes the CEO, the Principal, the Assistant Principal, representatives of M&T Bank – the school’s partner (including an expert from the technology division), and other staff as appropriate. The Technology Integration Specialist participates in ongoing workshops and seminars through the Buffalo Public Schools (BPS), attends technology conferences offsite and receives updates and technical support through BOCES and BPS. In addition, there is a Technology Committee comprised of representatives from WCCS, M&T Bank, and Synergy (a technology solutions company that provides technical and maintenance support to the school). The Technology Committee meets monthly to assign resources to train and upgrade the skills of the TIS in addition to addressing other technology related matters.

Technology Integration Specialist:

1. Responsible for providing technology information instruction to K – 8 students based on teacher input and NETS standards
2. Responsible for providing staff/faculty professional development in the area of technology to increase productivity, efficiency and student achievement. Create training manuals and other documents for teachers’ use
 - a. NYLearns.org: Teacher Webpage and Portfolio
 - b. WNYRIC: Classroom Attendance & Web Grade
 - c. My Gradebook
 - d. How to utilize 4 computers in their classrooms
 - e. How to search the internet
 - f. How to use Microsoft: Front Page and Power Point
 - g. Introduce them to the latest software, websites and search engines
3. Manage the school’s network:
 - a. V-CASEL (create and update users and desktop folders)
 - b. Change Tape on a Daily Basis
4. Troubleshoot
 - a. Computer Lab
 - b. Library
 - c. Classrooms
 - d. Others
5. Assist teachers
 - a. Applications (Webgrade, Classroom Attendance, Mygradebook, NYLearns)
 - b. Reset passwords/usernames
6. Create multimedia projects for School Events
 - a. Power Points
 - b. Flyers
 - c. Invitations
 - d. Newsletters
7. Present to the WCCS School Board on School’s Technology Program
8. Update School’s Website: www.westminsterccs.org on a monthly basis
9. WebGrade
 - a. Create/Edit usernames for new teachers

- b. Create/Edit courses
 - c. Create/Edit class lists
 - d. Create/Edit report card messages
10. Communicate with teachers regarding deadlines for report cards and other time-sensitive deadlines
 11. Communicate and Collaborate with Synergy technicians regarding technical issues at Westminster
 12. Communicate and Collaborate with BOCES regarding webgrade and classroom attendance.
 13. Communicate and Collaborate with M & T Bank regarding purchases and technology matters.
 14. Attend district meetings once a month
 15. Provide input for WCCS technology meetings by emailing agenda items to Chris Brown.
 16. Attend WCCS Technology meetings once a month
 17. Review and Purchase school software
 18. Purchase school ink, poster paper, and other computer supplies

Technology Integration Specialist Assistant Responsibilities:

1. Address technical issues
 - a. I will forward you the email issues
 - b. Teachers might leave letters in my mailbox and I will forward them to you.
 - c. If you were unsuccessful, then please email me the following:
 - i. Room Number
 - ii. Computer Name/Printer:
 - iii. Type of Computer/Printer (For example, Black Netvista or Lexmark Opra E310 Printer)
 - iv. Model Number m/n:
 - v. Serial Number s/n:
 - vi. If it is a network problem, write down the drop#
 - vii. And what you did to resolve the issue
2. Keep record of issues in the helpdesk binder.
 - a. Print issue and place "Print-Out" in binder
 - b. If you addressed the problem and you are successful:
 - i. If time permits and they are not busy have teacher/admin test out the computer/printer and make sure they are satisfied.
 - ii. Please write a note on that particular "Print-Out" explaining the end result and date it.
3. Replace Ink, Mice, Headsets, Etc.
 - a. If a teacher/admin request ink, mice, keyboard, etc. they must email me (jdalisa@buffaloschools.org) their request. I will forward you the email.
 - b. Once you receive an email from me you can fulfill their request.
 - c. Ask teacher/admin to initial that their request was fulfilled.
4. Responsible for digital cameras and multimedia projectors:
 - a. Teacher must give us two days notice to borrow the cameras.

- b. Please ensure that they sign-out the camera. Remind them that it needs to be returned with-in two days. They must return it to you and you will check off that they indeed returned the camera.
 - c. Teachers are responsible for their own printing of pictures; however if you would like to show them how to print a few times until they understand the process, they would greatly appreciate it.
 - d. Multimedia projectors are on-carts. We have 3 carts – 1 on each floor. One homeroom teacher on each floor is responsible for the cart. They are First Floor: Ms. Patsalides, RM 152. Mr. Iorio, RM 252, & Mr. Feldman, RM 352.
5. Assist technology integration keep the computer lab tidy and dust-free.
- a. The computers work best when they are dust free and their vents are not covered by paper, therefore during the day please help keep the computer lab tidy by picking up debris and placing “lost” items in the LOST & FOUND box. In addition, please spray Windex on a cloth and wipe down monitors and harddrives once a week. Furthermore, check to see that headsets are neatly placed near computer and mouse are on mouse pads.
6. Assist technology integration specialist or classroom teacher with computer lab class:
- a. Students enter and exit the computer lab in an orderly fashion
 - b. Help students by resetting their usernames or passwords if needed by using V-Casel
 - c. Supervise students while in the computer lab.
7. Special Projects:
- a. Assist technology integration specialist with
 - i. Installation of software
 - ii. Train teachers on new applications
 - iii. Reset teachers’ VCASEL passwords
 - iv. Create/Edit user accounts in VCASEL
 - v. Bulletin Boards
8. Notes:
- a. We cannot reset “Classroom Attendance” or Web Grade passwords, tell teachers to contact 821-7171 (BOCES)
 - b. We cannot reset “ADP” passwords, tell teachers to contact the School Clerk, x1000
 - c. Please refer teachers to the Technology Integration Specialist:
 - i. New teacher and needs access to Lotus Notes, Classroom Attendance, and Web Grade (The First Time User)