



**Westminster  
COMMUNITY  
CHARTER SCHOOL**

**Technology and Learning Plan**

**2011-12**

Westminster Community Charter School

BEDS CODE 140600860874



# Technology and Learning Plan 2011-2012

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## **INFORMATION TECHNOLOGY TEAM**

Tehmina Ashraf, Computer Lab Technician

Robert Baxter, Teacher

Pastora Bolden, Assistant Principal

Christopher Brown, M&T Bank

Douglas K. Brown, IBM

Terenda Brown, Parent

Renee Carey, Teacher

John Carmichael, CEO

Matthew Feldman, Teacher

Timothy Gekas, Synergy Global Solutions

Charles Gow, M&T Bank

Adam Hamilton, Technology Integration Specialist

Yvonne S. Minor-Ragan, Principal

Joe Scamurra, Synergy Global Solutions

Matt Speare, M&T Bank

Elizabeth Sterns, CIO

Olga Tschernenko, M&T Bank

## **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](http://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 21<sup>st</sup> century skills.

WCCS will continue to ensure that all students and teachers have increased access to educational technology. WCCS has 243-networked computers; each classroom has five computers, including one for the teacher, the computer lab houses 29, the library media center houses 35, 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: 21<sup>st</sup> 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 2<sup>nd</sup> grade, 5<sup>th</sup> grade and 8<sup>th</sup> grade. Retrieved from NETS.</p> <p>WCCS Grade Level Integration</p> <ol style="list-style-type: none"> <li>1. Basic operations and concepts</li> <li>2. Social, ethical, and human issue</li> <li>3. Technology productivity tools</li> <li>4. Technology communication tools</li> <li>5. Technology research tools</li> <li>6. Technology problem – solving and decision making tools</li> </ol>	<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, &amp; 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 districts 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

##### Desktops

HP DC 5800 = 30

HP DC 5750 = 44

HP DC 5000 = 109

HP D220 = 1

HP 6005 Pro MT = 19

HP DX2200 = 1

IBM Netvista (Black) = 30

Total Desk Tops = 234

##### Servers

HP Proliant DL 380 G5 Server = 1

Acuity Math Server = 1

HPDX2200 = 1 (Library Server)

Total Servers = 3

##### Laptops

DELL Inspiron 5000 = 3

HP NC6000 Notebook = 1

IBM Thinkpad T30 = 2

Compaq = 1

Total Laptops = 7

**Total Desktops = 233**

**Total Servers = 3**

**Total Laptops = 7**

**Total Machines = 243**

Promethean Activeboard 378PRO Interactive Whiteboards

1 Mobile Unit – Located in Library Computer Lab

1 Activeboard 378 PRO installed in Computer Lab

2 Activeboard 378 PRO installed in classrooms (Mrs. Marko and Mr. Baxter)

Total Interactive Whiteboards = 4

## Current Software

ActivStudio	Microsoft Windows Server 2008 Software
Adobe Acrobat 9 Pro Media Pro License	Millie Program (Math K-4)
Alexandria	New York Learns
Bailey's Book House (K – 4)	NYS Achiever Language Arts/Math
Brainpop School Site License (Combo)	PBS Teacher Line
Carmen Sandiego Math Detective	Picasa 3
Count Program (Math K-4)	The Print Shop
Data Mentor	Quicken
Decisions, Decisions, Colonization	Reader Rabbit
Decisions, Decisions, Immigration	Reading A to Z Site License
Decisions, Decisions, Revolutionary Wars	Reading Shape Up Unit Merritt Unit 4, 5, 6
Decisions, Decisions, The Constitution	Rosetta Stone- Level 2
Destination Math ( 4 – 8) On-line software	Rosetta Stone Spanish (Elem - Intermediate)
Discovery Education	Sammy Program (Science K-4)
Dreamweaver	Science Court, Electric Current
EBSCO/NOVEL NY	Science Court, Living Things
Enchanted Learning Site License	Science Court, Water Cycle
Explore Learning Site License	Scratch
Fast Math Single License	Sony Acid Pro 8-Academic and Non-Profit
Flash Action: Addition, Multiplication, Subtraction & Division	Sony Movie Studio 10 – Academic and Non-Profit
IXL Math	Sony Vegas Pro 8-Academic and Non-Profit
Google Picnik	Study Island
Google SketchUp 8	Sunburst - Oregon Trail 5th Edition
Graph Club 2.0	Sunburst Green Globe and Graphing Equations
Kidpix Deluxe 3 (Art)	Sunburst Type to Learn 3
Kidspiration (2 – 8)	Sunburst Type to Learn, Jr.
Learn About Science: Human Body	Symantec Endpoint Protection Antivirus Software
Learn About Science: Astronomy	The Incredible Machine: Contraptions
Learn About Science: Electricity	Thinkbright
Learn About Science: Matter	Thinking Science K – 2
Learn About Science: Senses	Trudy Program (Time & Direction K-4)
Learn to Read (K-4)	Typing Master Pro
Lotus Notes	VCASEL
Make Music Finale 2008	Zoombini's Mountain Rescue

## 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.

WCCS has an excellent computer infrastructure and is currently based on a Server 2008 platform. Excellent WAN connectivity, Internet access and a robust cabling/switching plant rounds out the infrastructure.

While the infrastructure is robust, the student computers are aging. Printers are relatively new; all classroom printers were upgraded in the 2009-2010 school year. Many of the computers are greater than five years old and the basic software environment has been upgraded in the 2010-2011 school year as follows:

Operating System: MS Windows XP Service Pack 3  
Office Suite: MS Office 2000

It is recommended that all of the oldest computers be replaced with new computers and other computers be upgraded to support the following environment:

Operating System: MS Windows 7 (for new computers)  
MS Windows XP Service Pack 3

It would be cost-prohibitive to upgrade all PCs to Windows 7 at this time. Therefore, it is recommended that a mixture of Windows 7 and Windows XP remain as supported operating systems. Windows XP end-of-life is April 8, 2014. Over the next three years, computers would be phased in to either be replaced or upgraded to support Windows 7 until XP is no longer found in WCCS.

In the initial phase, which is to replace the oldest hardware and upgrade newer computers with memory required to support MS Office 2007/2010, the following high-level estimates are provided:

- System Replacements with Windows 7 = 50
- RAM upgrades = 109
- Office upgrades = 229
- OS upgrades to Windows 7 = 75

Based on this recommendation, approximately 55% would be Windows 7 and all would be Office 2010.

Synergy Service Contract Renewal	
Cost/Year	\$15,417
Symantec End Point	
Anti-Virus Software License (yearly fee)	\$1,250

## **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.

# Westminster Community Charter School

## Acceptable Technology Use Policy

Westminster Community Charter School provides technological resources to foster a dynamic learning environment. In order to utilize these resources, students and their parents or guardians must sign & return this *Acceptable Technology Use Policy*. This policy will cover student use for the school year.

Students may use Westminster's technology equipment to work on school-related assignments only. The following will not be permitted by anyone using Westminster's technology resources:

1. Transmission or display of offensive messages or images
2. Use of obscene language, both written and verbal
3. Harassing, insulting or attacking other students
4. Damage of technology equipment, including (but not limited to):
  - a. Computers
  - b. Monitors
  - c. Printers
  - d. Projectors
  - e. Interactive whiteboards
  - f. Speakers
  - g. Headphones
  - h. Network components (cables, outlets, etc.)
  - i. Other Westminster Community Charter School technology resources
5. Students may not use the Computer Lab in the absence of their assigned teacher or Computer Lab teacher.
6. Violation of copyright laws of published materials, both in print & on the Web.
7. Use of another student's login information.
8. Trespass in another student's folders, work or files (however, it should be noted that network system managers have access to all files. Privacy shall not be assumed.)
9. Students may not use flash drives on the network. They also may not use teacher's accounts to use flash drives. They must consult with the computer lab for alternative ways to save files.

Violation of this policy will result in loss of access to Westminster Community Charter School technology resources, including (but not limited to) suspension of student's account and/or disciplinary action.

# **Acceptable Technology Use Policy Agreement and Parent/Guardian Permission**

As a user of Westminster Community Charter School technology resources, I hereby agree to comply with the above stated rules.

**Print Name** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to use Westminster Community Charter School technology resources. 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.

**Print Name** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Addendum A - Online Publishing of Student Work**

On occasion, our students will collaborate with other students in other geographic regions, and publish their work on the World Wide Web. Please initial next to the options below regarding your permission for publishing your child's work, name, and/or image.

- \_\_\_\_\_ 1. Publish my child's work electronically.
- \_\_\_\_\_ 2. Do not publish my child's work electronically.
- \_\_\_\_\_ 3. Publish my child's name with his/her work.
- \_\_\_\_\_ 4. Do not publish my child's name with his/her work.
- \_\_\_\_\_ 5. Display electronic images of my child with his/her work.
- \_\_\_\_\_ 6. Do not display electronic images of my child.

## **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/Computer Technician:**

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. Eschool Data : Teacher grading and attendance system
  - c. Educational Website Subscription Logins ex. [www.discoveryeducation.com](http://www.discoveryeducation.com)
  - d. How to utilize 4 computers in their classrooms
  - e. Internet Research Skills/Lotus Notes Email
  - f. Software Training: MS Office Suite, Various Educational Software
  - 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 (Eschool Data, Lotus Notes, NYLearns etc.)
  - 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. Manage and Maintain School’s Website: [www.westminsterccs.org](http://www.westminsterccs.org)
9. Eschool Data
  - a. Manage user accounts

- 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 Eschool Data/Web Filtering.
  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.
  19. Address technical issues
    - a. Teachers might leave request forms in the mailbox.
    - b. If you were unsuccessful, then please email me the following:
      - i. Room Number
      - ii. Computer Name/Printer (Ex. RM202-1)
      - iii. Type of Computer/Printer (For example, HP5750, HP Officejet Pro 8000)
      - 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
  20. Keep record of issues in the helpdesk binder.
    - c. Print issue and place "Print-Out" in binder
    - d. 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.
  21. Replace Ink, Mice, Headsets, Etc.
    - a. If a teacher/admin request ink, mice, keyboard, etc. they must email me (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.
  22. 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. A homeroom teacher on each floor is responsible for the cart.

23. 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.
  
24. 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.
  
25. Special Projects:
  - a. Engage in the following projects
    - 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
  
26. Notes:
  - a. New teacher and needs access to Lotus Notes, Eschool Data, NYLearns (The First Time User)
  - b. If there is any problem with Lotus Notes account (forgot password, need to change last name, not able to email etc.) please call the Buffalo Help Desk at 816-3510 option 3. Another option is to open a help desk ticket at:  
[https://www.myschoolbuilding.com/myschoolbuilding/msbdefault\\_email.asp?frompage=myrequest.asp](https://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp)
  - c. If any teacher needs to use the whiteboards at a specific time, they must call in advance to schedule a time slot. Teachers will sign out the interactive pen and remote before using. They must return the items back to the librarian or computer lab staff when done.
  - d. It is recommended that teachers with document cameras and projectors in their classrooms integrate the use of these great technologies with their lessons. Teachers with these items in their classrooms are responsible for the maintenance of these items. They must also lock them away before school break.