

# Monte Vista Elementary School Technology Plan Murrieta Valley Unified School District



SSC Adoption Date:

Plan Start Date: 2013-2014 School Year

Plan Expiration Date: 2016-2017 School Year

## **Acknowledgements:**

### **District Technology Staff:**

Director of Technology and IS-Ken Balliger  
Technology Assistant- Claudia Garcia

### **School Administration:**

Principal – Pam Picchiottino  
Assistant Principal – Ty Allenbrand

### **School Technology Committee:**

Technology Leader – Chris Passafume  
Technology Consultant – Andrew Shaffer

## **School Wide Participation**

# Monte Vista Elementary School Technology Plan



## Vision Statement

The mission at Monte Vista Elementary School is to provide a fun, empowering environment for lifelong success. Monte Vista Elementary School is a partnership of students, teachers, parents and community all working together to provide a challenging educational experience for our students. Respect is fostered in an atmosphere of cooperation and mutual understanding. Our goal of providing experiences and opportunities that lead Monte Vista students to become contributing members of the community and lifelong learners in the process is echoed in our motto, "Learners Today are Leaders Tomorrow".

### I. Needs Assessment/Objectives

#### A. School Goals

##### **Expected student outcomes in 3 years as a result of technology use:**

Students will acquire technology skills as a means to an end, receiving practice in selecting and using various technology applications to accomplish a wide variety of tasks.

##### Basic technology skills:

- Select and access technology appropriate to needs.
  - Use correct starting and exiting procedures.
  - Develop keyboarding skills.
  - Operate peripheral devices.
  - Use technology independently and cooperatively.
  - Use technology safely and ethically.
  - Develop research skills.
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- Working toward grades 4 & 5 proficiencies, every student in grades K-3 will be afforded the opportunity to acquire basic literacy, mathematic, problem solving, research skills, and keyboarding skills.
  - Every student entering grade four will possess and demonstrate basic keyboarding skills that will enable her/him to navigate through a web page and to construct and edit a basic word processing document.
  - Every student will have equal access to an online experience on a daily basis.

- Every student will use information technology resources to engage in meaningful real world problem solving experiences.
- Every student will utilize technology resources to engage in a meaningful visual and performing arts experience.
- Every student in grades 4 & 5 will demonstrate the ability to complete a research project utilizing technology and electronic and/or Internet resources.
- Every student exiting grade 5 will demonstrate basic computer competencies including but not exclusive to the legal and moral ethics of technological sharing and transfer of information.
- Student will be able to access information provided by teacher's through video webcast, websites, and presentations.

**Expected staff outcomes in 3 years as a result of technology use:**

The administration staff will promote and support the technological training for all Monte Vista Elementary employees.

- All teachers will use technology to review, monitor and structure student learning and progress.
- All teachers will use technology as a classroom management tool.
- All teachers will utilize quality software programs allowing teachers to evaluate student performance and present information about progress in an easy to read format.
- All teachers will access current information to supplement teaching resources with electronic sources and on-line services.
- All teachers will increase communication with parents by phone and through computer links, as well as email and other social media.
- All staff will utilize technology as a primary means of communicating with colleagues and the global community.
- All school site administrators will utilize technology as the primary tool for communication with staff and District personnel.
- Teachers and school site administrators will use technology to remain informed of the latest and most successful teaching practices.
- All teachers will successfully integrate technology into various curriculum areas including virtual field trips.
- All staff will demonstrate a proficiency in the use of multimedia software and be able to use standard word processing, spreadsheet, and presentation software.
- All staff will demonstrate basic computer competencies including but not exclusive to the legal and moral ethics of technological sharing and transfer of information.
- Provide staff and students with multimedia software.
- Provide a web based design application for students and teachers to design their own webpage.
- Using our data management system will facilitate teachers and student's communication, file sharing, lesson planning, and delivery of new material.
- Students will be able to access information provided by teacher's through video webcast, video conferencing, in a safe, secure format using our learning management system.

## B. Technology Inventory Survey

Technology in School	Current Reality	Goal at End of Year 3 (if current enrollment remains the same)
Workstations (includes labs and classroom computers)	225 (1 for every 4 students)	350 (1 for every 3 students)
Total	279	625

Technology in School	Current Reality	Goal at End of Year 3
Computer Labs	1 student to 1 computer during classroom visit	1xs/lower grades; 1xs/upper grades; progress monitoring computer lab for all grades
Projectors	1 in every classroom	Goal Met
Ceiling mounted projectors	32	Goal Met
Interactive Whiteboards	5	Goal Met
Desktop Computer Labs	4	6 (1 per grade level)
Document Cameras	1 in every classroom	Goal Met
CPS Clicker System	4	?

## C. Maintenance Plan

Monte Vista employees will continue to maintain technology in the following ways:

- Teachers will use technology to engage students in learning as they present content aligned to standards.
- All staff will demonstrate basic computer competencies including but not exclusive to the legal and moral ethics of technological sharing and transfer of information.
- Teachers will remain current on the use of both computer applications and web-based programs. For example Microsoft Word, Excel, PowerPoint, iTunes, Amazon Marketplace, Web-Based Programs, Discovery Education, and SAM (Scholastic Achievement Manager) to both instruct students and monitor student performance.
- Teachers will continue to remain current on the use of the following peripherals.
  - A. Tablets - I-pads, Learnpads
  - B. Document Cameras -ELMO
  - C. Digital Cameras

## **II. Access**

Monte Vista Elementary School will have a reliable network system to provide a variety of media and formats, including telecommunications and the school website and email access, to communicate, interact, and collaborate with peers, experts, other educational professionals, parents, and the community.

## **III. Staff Professional Development**

Teachers will be trained to use technology by staff with experience using the technology to:

- Create multimedia presentations through the use of document cameras, tablets, etc.
- Utilize computer applications to create webpage, edit digital photos, create digitized videos, and publish instructions to be used in Haiku.
- Instruct teachers on the use of web-based sites and resources that support instruction and assessment as well as a gateway for students to student, student-to-teacher, and teacher-to-teacher communication.

## **IV. Integration**

Monte Vista Elementary School is committed to the integration of technology in all curricular areas, especially in the areas of reading and math. The utilization of technological resources will enhance the learning environment of students and staff. The Monte Vista staff will integrate technology as an effective tool to improve, support, and increase student learning to meet the new common core standards. The Monte Vista staff will provide powerful learning opportunities for all students. Students will be provided with additional tools to address their particular learning style. In addition, staff and students will have an alternate means to creatively express ideas and display knowledge.

The Monte Vista Staff will integrate technology into the curriculum/instruction in various ways:

- Virtual field trips
- Research tools used by both staff and students
- Word processing skills to communicate to students, teachers, and paraprofessionals
- Multimedia presentation prepared by both staff and students
- Record-keeping and test creating tasks using EADMS
- Distance learning, video conferencing
- Analyze data and design appropriate learning tasks for student achievement through an electronic student information system
- Reinforcement and remedial practice
- Individualized (differentiated) instruction
- Teacher created units / materials
- Software programs aligned with the Common Core Standards
- Immediate feedback as provided through the progress monitoring assessments

## **V. Technology Support**

A helpdesk has been created and a technology assistant will be assigned to our school on call so that all teachers receive assistance in meeting their individual curriculum technology needs. The District will provide training in the area of troubleshooting and identification of potential network problems through the helpdesk. All staff will provide basic care, safe setup, and simple maintenance of classroom technology equipment. The School Technology

Coordinator and School Administration will be available to assist teachers in meeting their instructional needs as it relates to increasing student achievement.

## **VI. Public Relations**

Monte Vista Elementary School will encourage and promote parent participation at the district and school level. Staff members will incorporate technology during parent meetings. Parents will be informed by newsletters as to where they might access technology in our school or district. Information through our Learning Management System (Haiku) will be made available to parents. Parents will be provided information on how to access their child's information through the ABI parent portal. Parents will be notified by the Parent Link system about important events. The Monte Vista school webpage will provide contact information for parents and teachers, including information on current events.

## **VII. Funding**

Our school plans to fund our technology needs through community members, discretionary funds, PTA donations, and federal, state and/or local grants. These funds will be allocated to meet the individual needs of students to ensure academic success for all.

## **VIII. Program Evaluation**

The School Site Council, Grade Level Leaders, Technology Committee, School Principal and District Superintendent or designee will annually assess and recommend improvements. Guiding questions will be used for evaluation of the plan. Staff will be evaluated on how well they can design and implement learning experiences (e.g., units of instruction) that empower students to solve authentic problems relating to an overall theme/concept using the available technology (e.g., multimedia applications, internet, databases, spreadsheets, word processing).

After being reviewed, staff may be encouraged to add technology professional development components to their personal growth plan.

Developed: January 21, 2014- Ty Allenbrand, Assistant Principal; C. Passafume, Technology Leader; A. Schaffer, Technology Consultant

## Appendix

### K-5 Technology Curriculum Scope

This document serves as a guide to how the basic technology unit content varies across grade levels. Units are guided by essential questions and skills for each grade level and are categorized to show the scope of skills across the curriculum.

Grade	Online Safety/Digital Citizenship	Programming	Digital Storytelling	Office Tools	Research	Basic Technology Concepts and Operations
K	What information is safe/not safe to share online?	What is a program?	How can technology help tell a story? <b>Digital Tools</b> - Drawing software - Online story creation tools	What are office tools? <b>Basic skills:</b> - Understand how we can use technology to write like we do on paper.	What is research? <b>Introductory skills:</b> -Using a website to learn about a topic	<b>Introductory Skills</b> - Finding keys on the keyboard - Using the back & forward buttons in a browser - Logging into online accounts - Basic mouse control, clicking - Operating system navigation skills
1	What information is safe/not safe to share online? How do people use online tools safely to communicate?	How is programming used in daily life?	How can I use technology tools to create my own stories to share with the world? <b>Digital Tools</b> - Drawing software - Online story creation tools - Blogging - Word Processing tools	How can I use Word Processing or Presentation tools to communicate ideas? <b>Basic skills:</b> - Understand how using technology to write can help us collaborate and share ideas more easily. - Opening, saving a word processing document - Creating a blog post	Why do people do research? <b>Introductory skills:</b> - Finding information about a topic on a website - Communicating findings orally or in writing	<b>Introductory skills</b> - Using home row to type with two hands - File management - Using a search engine <b>Developing skills</b> - Navigating web pages independently - Developing operating system navigation skills - Logging into online accounts <b>(Fastmath, iRead, etc.)</b>
2	How do people use technology communicate responsibly?	How do people use programs to entertain?	How can I use technology tools to create my own stories or collaborate on stories? <b>Digital Tools</b> - Online story creation tools - Blogging - Word Processing & Presentation tools	How can I use Word Processing or Presentation tools to communicate ideas and collaborate? <b>Basic skills:</b> - Open, save and type documents, both off and online - collaborate on documents with peers - Create a blog post	How can I use technology to find information? <b>Introductory skills:</b> - Using a search engine - Communicating findings in writing or using digital tools <b>Developing skills:</b> - finding information on a website	<b>Developing skills</b> - Typing with two hands - - Conducting basic web searches - File management - Operating system navigation skills <b>Applied skills</b> - Logging into personal accounts -- Choosing appropriate apps
3	How do people use online information responsibly?	How can I use a program to create and communicate ideas?	How can I use technology to create stories or collaborate on stories that entertain? <b>Digital Tools</b> - Online story creation tools - Blogging - Word Processing & Presentation tools	How can I use Word Processing or Presentation tools to communicate ideas and collaborate? <b>Basic skills:</b> - Open, save and type documents, both off and online - collaborate on documents with peers - Create a blog post  How can I use Spreadsheet software to organize information? <b>Basic skills:</b> - Understand rows,	How can I use technology to find information and share what I find? Why should I evaluate the information I find? <b>Introductory skills:</b> - Using keywords and search terms independently - Evaluating websites - - Communicating findings using digital tools <b>Developing skills:</b> - Finding information on a website	<b>Introductory Skills</b> - Introductory troubleshooting skills <b>Developing skills</b> - file management - Choosing appropriate apps - Conducting basic web searches independently <b>Applied skills</b> - Typing 15 WPM - Operating system navigation skills

				columns - enter teacher-provided data		
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Grade	Online Safety/Digital Citizenship	Programming	Digital Storytelling	Office Tools	Research	Basic Technology Concepts and Operations
4	How do people use online information responsibly and respectfully?	How can I use a program to entertain?	How can I use technology to create stories or collaborate on stories that teach others? <b>Digital Tools</b> - Online story creation tools <sup>(SEP)</sup> - Blogging <sup>(SEP)</sup> - Word Processing & Presentation tools - Video <sup>(SEP)</sup> - Podcasting	How can I use Word Processing or Presentation tools to communicate ideas and collaborate? <b>Basic skills:</b> - Insert images - format text  How can I use Spreadsheet software to organize information and analyze information? <b>Basic skills:</b> - Answer questions based on data	How can I use technology to find answers to my questions? <b>Introductory skills:</b> - Identifying and exploring a question <sup>(SEP)</sup> - Using information responsibly <b>Developing skills:</b> Using keywords and search terms independently <sup>(SEP)</sup> - Communicating findings using digital tools <sup>(SEP)</sup> - Evaluating websites <b>Applied skills:</b> - Finding information on a websites	<b>Introductory skills</b> - Introductory skills using online course management tool <b>Developing skills --</b> - Uploading/downloading files - Choosing appropriate apps <sup>(SEP)</sup> - Troubleshooting skills <b>Applied skills</b> - Typing 20 WPM <sup>(SEP)</sup> - File management - Operating system navigation skills
5	How do people use technology responsibly?	How can I create a program that communicates an idea and entertain?	How can I use technology to create stories or collaborate on stories that inspire? <b>Digital Tools</b> - Online story creation tools <sup>(SEP)</sup> - Blogging <sup>(SEP)</sup> - Word Processing & Presentation tools - Video <sup>(SEP)</sup> - Podcasting	How can I use Word Processing or Presentation tools to communicate ideas and collaborate? <b>Basic skills:</b> - Insert tables - use bullets  How can I use Spreadsheet software to organize data that I collect and analyze this data? <b>Basic skills:</b> - Collect and input data <sup>(SEP)</sup> - answer questions based on data	How can I use technology to better understand the world? <b>Developing skills:</b> - Identifying and exploring a question <sup>(SEP)</sup> - Communicating findings to peers using digital tools <sup>(SEP)</sup> - Using keywords and search terms independently <sup>(SEP)</sup> - Using information responsibly <sup>(SEP)</sup> - Evaluating information online	<b>Developing skills</b> - Uploading/downloading files <sup>(SEP)</sup> - Using an online course management tool - Choosing appropriate apps - Troubleshooting skills <b>Applied skills</b> - Typing 25 WPM <sup>(SEP)</sup> - Operating system navigation skills - File management