

Rye Elementary School Technology Plan

2006-2009

Committee Members

| | |
|--------------------------|--|
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| Doris Gianforte | Teacher, Fifth Grade, Committee Chair |
| Amanda Goss | Teacher, Second Grade |
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| Lauren Kenney | Instructional Technology Specialist |
| Judy Prince | Technology Technician |
| Lane Richardson | RES Principal |
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Mission Statement

The purpose of the Rye Elementary School Technology Plan is to provide a working framework for the students, staff, administration, and community of Rye. It outlines and directs the on-going, effective implementation of technology in our school. The plan focuses on the desired outcomes in terms of student achievement and performance, as well as administrative and staff proficiency and productivity.

We recognize the unique individuality of each student and adult by incorporating current research on multiple intelligences, modes of learning, and differentiated instruction. This plan provides a safe, encouraging atmosphere for continued assimilation of new technologies.

Demographic Information

The historic town of Rye, in Rockingham County, and its sister beach-front community of Rye Beach, stretch along eight of New Hampshire's eighteen miles of coastline, and surfaces again six miles out in the Atlantic, where five of the Isles of Shoals, including Star Island, White Island Lighthouse, and Lunging Island, are Rye territory. The varied coastline of Rye consists of numerous beaches, two state parks and two state beaches, which are paralleled by more than one thousand acres of salt marsh and wetlands. Rye is characteristic of a New England suburban community which retains the appearance of the farming community it was a century ago.

Rye is the site of New Hampshire's first permanent settlement in 1623, but throughout the sixteenth century small bands of poachers from Europe were alleged to have operated winter fisheries on the outlying islands. The first recorded landing in Rye was in 1603. In 1605, Rye Harbor was visited by Samuel de Champlain, and in 1614 Captain John Smith, from England, who upon returning home, presented his famous map to Prince Charles, who named the territory "New England."

Today, Rye is primarily residential. The population is as follows:

Population Density, 2003: 417.6 persons per square mile of land area. Rye contains 12.6 square miles of land area and 0.5 square miles of inland water area.

Demographics

| Total Population | Community | County |
|------------------|--------------|----------------|
| 2003 | 5,271 | 290,102 |
| 2000 | 5,182 | 277,359 |
| 1990 | 4,612 | 245, 84 |
| 1980 | 4,508 | 190,345 |
| 1970 | 4,083 | 38,951 |

Rye has a commercial/industrial corridor along US Route 1, and in-town there is a desirable variety of small local business ventures ranging from dining establishments to family-run commercial fishing operations. The town's median income is significantly higher than the state's overall average. Below is a breakdown of the annual income.

| Annual Income | 1999 (Census 2000) |
|--|---------------------------|
| Per capita income | \$36,746 |
| Median 4-person family income | \$74,956 |
| Median household income | \$63,152 |
| Median Earnings, full-time, year-round workers | |
| Male | \$51,131 |
| Female | \$34,327 |
| Families below the poverty level | 1.6% |

Labor Force

| Annual Average | 1993 | 2003 |
|-----------------------|--------------|--------------|
| Civilian labor force | 2,579 | 3,085 |

| | | |
|-------------------|--------------|--------------|
| Employed | 2,497 | 3,003 |
| Unemployed | 82 | 82 |
| Unemployment rate | 3.2% | 2.7% |

The operating budget for the town not only covers the operating cost of Rye Elementary School, Rye Junior High School, and tuition for Rye’s students attending Portsmouth High School, it also covers the cost of the many town offices, including departments of full-time police and fire fighting professionals, and numerous recreational facilities.

School Demographics

Rye is part of SAU #50 which also includes the towns of Greenland, New Castle, and Newington. There is a cooperative SAU #50 preschool program. The Rye School District consists of two public schools. Rye Elementary School consists of grades Kindergarten through grade five. Students in grades six through eight attend Rye Junior High School. Portsmouth High School is the designated school for students in grades nine through twelve and the school district pays the tuition. For the 2003-4 school year, the cost per student was \$11,364.60. Approximately one quarter of Rye students attend private high schools.

Enrollment:

| 2000-01 | 2001-02 | 2002-03 | 2003-04 | 2004-05 | 2005-06 |
|----------------|----------------|----------------|----------------|----------------|----------------|
| 360 | 385 | 385 | 361 | 337 | 340 |

Vision

Our students, educators and community benefit from the applications of current and emerging technology. Rye Elementary School strives to provide ongoing access and instruction of these technologies. Technology supports and enhances the educational community, providing access to a wealth of current materials and opportunities to network with the world. Through the effective use of technology, students will be better prepared to meet the demands of today's society.

Goals

***Our technology goals mirror national technology performance indicators.
Instructional Standards for Technology in Education (ISTE)***

1. Students will develop skills to be confident in basic operations and concepts in technology.
 - a. Use input devices (e.g., mouse, keyboard, remote control) and output devices (e.g., monitor, printer) to successfully operate computers, VCRs, audiotapes. *(Tech.PK-2.1.01) (Technology, Grade Range, Standard Specification)*
 - b. Communicate about technology using developmentally appropriate and accurate terminology. *(Tech.PK-2.1.02 and Tech.PK-2.1.03)*
 - c. Use developmentally appropriate multimedia resources (e.g., interactive books, educational software, elementary multimedia encyclopedias) to support learning. *(Tech.PK-2.1.04)*
2. Students will have experience in social, ethical and human issues.
 - a. Work cooperatively and collaboratively with peers, family members, and others when using technology. *(Tech.PK-2.2.05)*
 - b. Demonstrate positive social and ethical behaviors when using technology. *(Tech.PK-2.2.06)*
 - c. Practice responsible use of technology systems and software. *(Tech.PK-2.2.07)*
3. Students will have experience with technology productivity and communication tools.
 - a. Use a variety of media and technology resources for directed and independent learning activities. *(Tech.PK-2.3.02)*
 - b. Create developmentally appropriate multimedia products with support from teachers, family members, or student partners. *(Tech.PK-2.3.08)*
 - c. Use technology resources (e.g., puzzles, logical thinking programs, writing tools, digital cameras, and drawing tools) for problem solving, communication, and illustration of thoughts, ideas, and stories. *(Tech.PK-2.3.09)*
4. Students will have experience with research tools.
 - a. Use technology resources (e.g., puzzles, logical thinking programs, writing tools, digital cameras, and drawing tools) for problem solving, communication, and illustration of thoughts, ideas, and stories. *(Tech.PK-2.4.09)*
 - b. Gather information and communicate with others using telecommunications, with support from teachers, family members, or student partners. *(Tech.PK-2.4.10)*
5. Students will have experience with problem solving and decision making tools that allow them to be competent users of technology.
 - a. Use technology resources (e.g., puzzles, logical thinking programs, writing tools, digital cameras, and drawing tools) for problem solving, communication, and illustration of thoughts, ideas, and stories. *(Tech.PK-2.5.09 and Tech.PK-2.6.09)*
6. Students will demonstrate the use of technology in an ergonomically correct manner.

Goals Continued

7. Students will use technology integrated into the curriculum.
 - a. Students will use Assistive Technology and differentiated approaches as needed.
 - b. Students will develop knowledge and ability to use technology tools, techniques and resources of technical systems.
 - c. Students will select and use technology to enhance learning and problem solving.
 - d. Students will explore alternative technologies to support mobility of instructional technology. (E.g. Distance Learning, etc.)
8. Staff will actively leverage technology to enable students to meet the above goals.
 - a. Staff will use technology to meet differentiated learning styles.
 - b. Staff will access electronic communications daily.
 - c. Staff will use technology to better manage the classroom (e.g. *Grade book, Homework Now*) and enhance the curriculum.
9. Staff will demonstrate growth in technology proficiency.
 - a. Staff will model knowledge and use of technology.
 - b. Staff will participate in activities to meet the identified goals according to the SAU #50 Professional Development Plan
 - c. Staff will share ideas and applications and observe models of instructional technology integration.
 - d. Staff will continue to attend and participate in state, regional, and national technology meetings.
10. The community of Rye will benefit from the use of technology at Rye Elementary School.
 - a. Foster communication between school, home, and community via the school web site. (e.g. feature students' work)
 - b. Utilize technology to enhance the school's ability to communicate to the community.
 - c. Develop community and business relationships with the school.
 - d. Provide opportunities for community technology education.
11. Rye Elementary School will work to maintain a 5-1 student to computer ratio in every classroom.

Professional Development

Background

- A member of the Rye Elementary School technology committee communicates monthly with the School Administrative Unit #50 (Greenland, New Castle, Newington, and Rye) Professional Staff Development Committee.
- Classes and workshops have been offered in technology. Attendance at these classes has been voluntary. There is a need for continuous training as technology is changing so rapidly.
- During the summer of 1999 classes were held on the use of Apple software, which included databases, word processing, and spreadsheets. Classes were also available to learn how to use the Internet, the scanner and digital cameras.
- Rye Elementary School purchased Alpha Smarts (portable word processing units) for the classrooms to use for word processing children's stories. No formal training took place; some teachers took the initiative to learn how to use the technology for classroom integration.
- Annually, several staff members attend the Christa McAuliffe Technology Conference. As a result, many ideas have been brought back to our school and modeled. For example, twenty new Palm devices were purchased in 2004. Training was held during the school year to learn the many features for use, share ideas and answer questions about this new technology.
- Many new computers and laptops were added to the school's network, as well as new LCD Digital Projectors. The technology committee decided to use a straight PC platform, creating a need for more training to address the diverse skill levels.
- Other opportunities for learning have been available for Curriculum Mapping software, as well as training on specialized equipment. Training was also held to enable parents to volunteer in the computer lab.
- A key component of Professional Development is training teachers about integrating technology into the curriculum for our students. A plan will be established to furnish this training on a regular basis to keep current with the technology at Rye Elementary School.

Professional Development

Expectations

In support of Goals 8 and 9, staff members are expected to:

- Attend computer training sessions as the topic applies to their grade level or subject. (For example, personal computers, daily computer maintenance, CD-ROM, zip drive, scanners, digital cameras, Power Point, Kidspiration, KidPix, etc.)
- Complete the annual staff technology needs assessment.
- Agree and adhere to Staff Responsible Use Procedures
- Supervise students while they are engaged in computer usage.
- Demonstrate knowledge and use of currently installed operating system.
- Develop a strategy to incorporate technology into daily class activities.
- Align with SAU #50 Professional Development Expectations.

In support of Goals 8 and 9, the Rye Elementary School Instructional Specialist and Technology Technician will actively pursue and develop training programs and instructional activities to help assist staff in meeting these goals. In addition, these two positions will continue to develop effective methods of communication with staff.

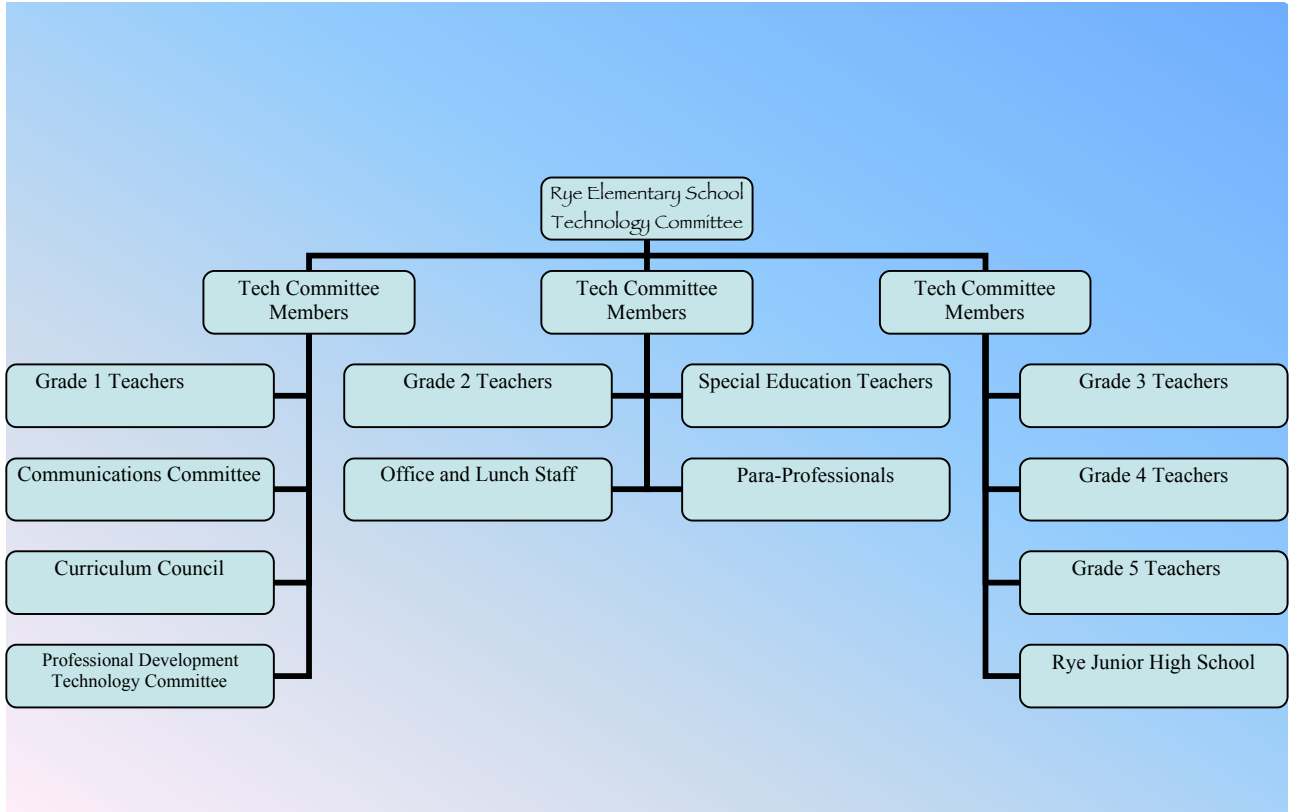
The Rye Elementary School Instructional Specialist will continue to communicate monthly with the School Administrative Unit #50 (Greenland, New Castle, Newington, and Rye) Professional Staff Development Committee.

Role of Technology Committee

The Technology Committee is comprised of administrators, a school board member, educators and parent/community volunteers. The Committee will:

- formulate, review and annually update the Rye Elementary Technology Plan, which implements and continuously assesses the utilization of technology;
- develop and recommend the technology budget for all hardware, software and network purchases;
- make periodic evaluations to ensure that the technology goals are being met;
- have representatives from the various sectors of the educational system who will be responsible for disseminating information between the Committee and the staff;
- initiate and develop policies and procedures for all technology related issues;
- serve as liaison between local educators and the administration for the recommendation and solutions of daily technology problems and/or requests;
- initiate and work collaboratively with the Technology Grant Writing Committee/Rye Grant Committee;
- recommend the contracting of independent consultant(s) when assistance is needed to meet the goals and implementation of the plan;
- meet monthly as necessary, to check in on daily operations - emphasizing the following:
 - September
 - prepare the recommendations for the proposed budget
 - assessment of plan goals
 - February
 - revision of plan, by adding another year (rolling plan)
 - May
 - year-end assessment and review of plan goals
 - approval of technology expenditures for the forthcoming year.

RES Communication Network



Progressive Acquisition Plan

Background

Rye Elementary School will continue to access and update technology equipment and supplies. The current state of technology is:

Rye Elementary School State Of Technology

January 13, 2005

Network and Server Infrastructure

- Ethernet-based network infrastructure
- MDF closet connected via fiber-optic to two IDF closets
- The network gear is Enterasys equipment in all three closets
- Every classroom has two network jacks.
- Internet Content Filtering handled by the SonicWall
- A Windows 2000 server with Active Directory providing file & printer sharing, Dynamic IP's to clients (DHCP), name resolution (DNS), Symantec Anti-virus control center, tape backup operations, and hosting educational software applications.
- Standardized email setup hosted by UNH Telcat
- Rye Elementary School website maintained by the computer teacher and a parent volunteer
- Three network laser printers in the building, tech office (Apple LaserWriter), lab HP 3500n Color Laser Printer, 5th grade wing (HP 1200n).

Current Hardware:

- 22 Dell GX260s in computer lab, 48 Dell in the classrooms (70 total)
- All Dell systems are Windows XP, the latest operating system.
- 11 Digital cameras, one for each grade level, 2 available in the lab, 3 for sign out in the tech office
- 2 Hp Digital Projectors
- 2 loaner laptops signed out in tech office.
- 20 Palm handhelds in use in building.

Technology Personnel on Staff:

- 1 Technology Technician
- 1 Instructional Technology Specialist

Standards for Deployment:

- Standardized setups for classroom and lab images, allowing quicker deployment of machines and less downtime.

Administrative applications:

- MMS, a student information system, is in use (stand alone version - office only) for attendance and state report modules.
- Library software is loaded on the server, has a nightly backup, and has two machines in the library used to browse catalogs. There is the potential for library clients to be on classroom machines.
- The nurse is using the Win Snap program for record keeping.
- Food Service staff has researched automation software.

Expectations

This Technology Plan is designed to be implemented over the next three (3) years (2006-2009). The Plan is a living document; when the first year strategy is completed and the next two years of the Plan are reviewed, a new third year strategy is created. At all times there is a three (3) year progressive technology strategy. The Plan is designed to meet the technological needs of the students and staff, including teachers, specialists, support staff, and administration.

The Technology Committee is charged with reviewing the technological needs of Rye Elementary School and continually reviewing the new and emerging technology. The Technology Plan's acquisition strategy includes multiple forms of technology such as computers, Smart Boards, AV equipment, network equipment, video systems, building security, etc.

The Technology Committee will develop and maintain an inventory by age report. It is the goal of the Committee to create a useful life cycle for the technology devices. Annually, the Committee will review all technology equipment to determine if any of this equipment is either obsolete or beyond repair. Obsolete or broken equipment will be replaced with modern, functioning equipment. The replacement of obsolete equipment will follow the life cycle schedule as determined by the Committee and in accordance with School Board policy. Obsolete equipment in good working condition will continue to be used until current stock supplies needed to support that equipment are depleted and/or the piece of equipment malfunctions.

A goal of the Committee will be to achieve and maintain a modern multimedia student to computer ratio of 5 to 1 in accordance with The National Standards. The current goal is to integrate computers into the curriculum. The committee will also investigate the possibility of piloting a laptop for every student in the upper grades, as well as purchasing laptops for all professional staff.

Representatives from the Committee will work with the SAU #50 Grant Writer and the Rye Grant Committee to find any grants available for the purchasing of technology equipment and/or related services. The Technology Grants Committee will research, write grant proposals, implement those grants, and write the final evaluations. The Grants Committee will compete for state and federal challenge grants on an annual basis as grants become available.

Donations of technology equipment will be accepted by the school, provided that the donated equipment meets the minimum specifications for new purchases as outlined in the Plan. It is not in the best interest of the school to accept donated equipment that is not compatible with the Plan or is outdated and would require significant funding to be updated. All individuals or companies donating equipment will receive a letter from the Business Administrator acknowledging their donation for tax purposes.

The Committee will identify best practices for software inventory and implement a study of other schools to identify best practices. Annually, the Committee will consult with administration and staff members to develop a comprehensive listing of software purchases for the forthcoming year. One (1) curriculum will be selected per year to be emphasized with new software. This does not preclude the ability of teachers to budget for other software.

When developing the budget the Committee will meet with the administration and staff, soliciting recommendations from all staff in putting together a budget. The proposed technology budget will include all aspects of technology. Before being submitted to the Administration, the budget plan will include the most current prices, cut sheets and a detailed rationale why these supplies/material/equipment/contracted services are requested. All budgetary requests will be in compliance with previously stated needs as outlined in the Plan. It will be the responsibility of the Committee to prioritize the needs of the budget requests on both a short-term and a long-term basis.

Rye Elementary School was constructed in 1959 with major additions in 1965 and in 1994. With the rapid advancement and changes in technology, the building systems have not kept pace with this advancement. A major concern, with the increase in technology, has been the need to expand the electrical system to provide for adequate service to meet the electrical needs. The 1994 addition provided sufficient electrical service to the classroom areas that were added at that time.

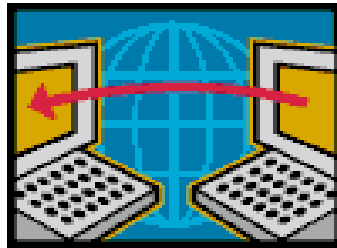
However, the 1959 and 1965 sections still need to have increased service to meet the electrical needs. Some of the electrical needs can be offset by the plan to implement wireless connectivity for computers. Phase One of the wireless conversion will occurred in the summer of 2005, Phase Two is planned for 2006-07, and Phase Three is planned for 2007-08.

Expectations

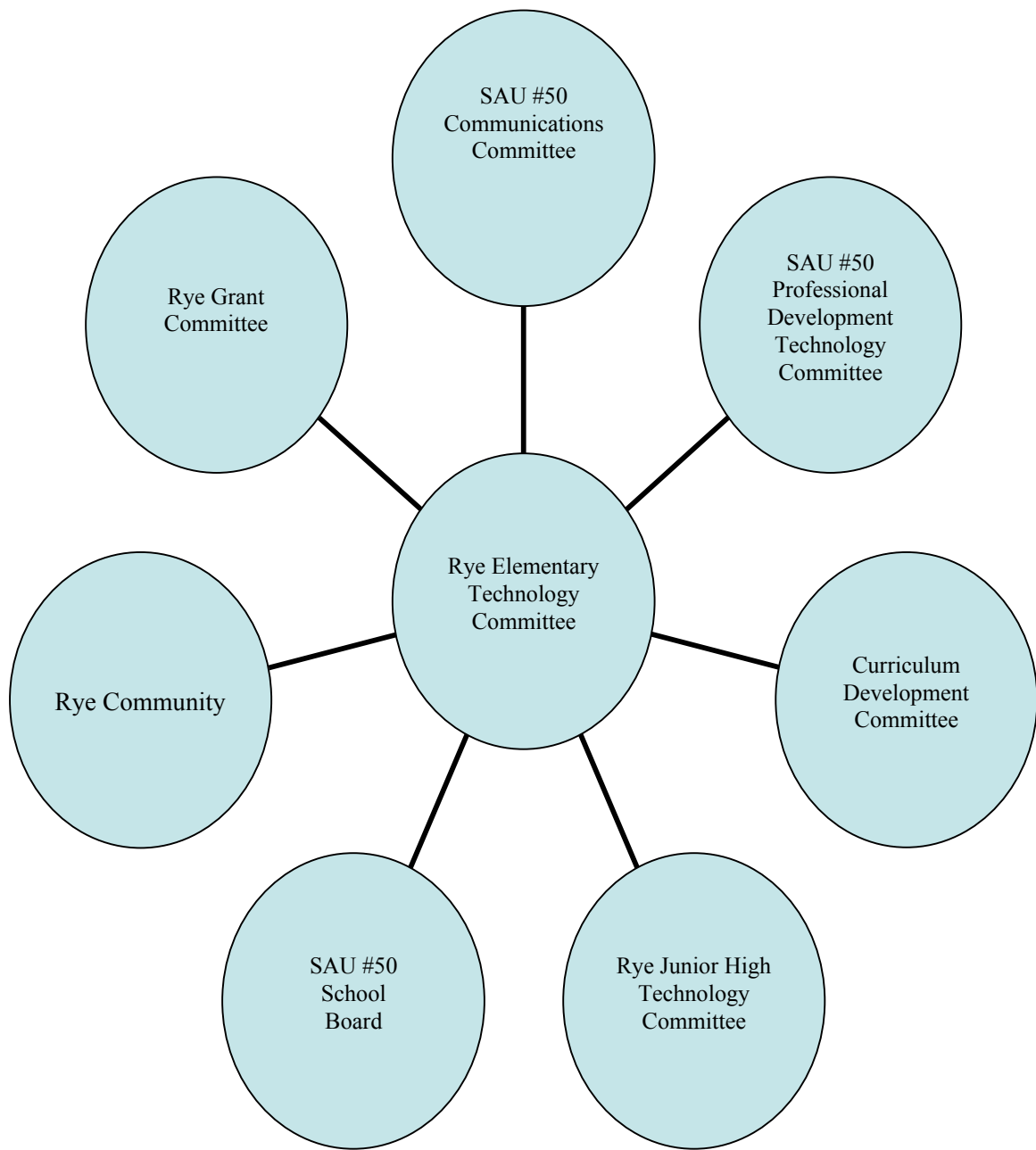
With technology continually changing, the Committee will review the building's infrastructure and make recommendations to the administration on the most appropriate way to meet these changes. System capacity, space requirements, remodeling needs, and the need for additional furniture will be reviewed annually. The Committee will review the networking equipment to make sure that the system is operating at peak efficiency.

An important consideration that the Committee, Administration, School Board, students and consultants must collaborate on is the remodeling of classrooms to create a more practical and ergonomically safe area for technology use. A thorough investigation will be done to determine the appropriate furniture, equipment and techniques to ensure that the technology usage will safely serve both the students and staff. By creating this environment it is believed that healthy work habits can be achieved.

APPENDICES



SAU Communication Network



Printer Use Guidelines 2005-2006

It is the goal of Rye Elementary School to provide limited but equal print capabilities to every classroom, staff member and student. In order to meet this goal, it is necessary to put in place guidelines to keep printing costs to a manageable level. Using current technology, color printing of photos and documents containing large amounts of graphics can cost up to 80 cents per page. Printing on a black and white printer costs 2-3 cents per page.

Each K-5 classroom will have a black and white laser printer. At the start of the 2005 year, enough print toner was acquired to print approximately 4000 pages per classroom. During the 2006 school year, this will be increased to 6000 pages. This should allow for printing 20-30 pages a day. Toner cartridge usage will be tracked to provide feedback to ensure the correct amount of cartridges is being ordered.

In addition to the classroom black and white printers, there will be three (3) networked HP color laser printers, spread throughout the facility. These should be used whenever projects dictate the need for color printing. This could be for school projects, photos when necessary, awards, reports, etc. These printers should **not** be used as the default printer by anyone.

Each student accessible computer will be set up with the default printer being the local black and white printer. Students may not print in color unless their teacher requires them to do so for their paper or project. Staff and students should not use the printer as a copier. If multiple copies of a document are needed, copiers should be utilized.

The current color classroom printers will be made available, but not technically supported, for those who still desire a color printer in the classroom. Ink cartridges, however, will not be provided after the current inventory is depleted.

Rye Elementary School Technology Use Guidelines

Name: _____ Position: _____

As a computer user, I understand that the privilege of using a computer bears some responsibilities.

- A. *I recognize that all computer users have the same right to use the equipment; therefore,*
 - I will not waste, nor take, supplies, such as paper, printer cartridges, and memory-holding devices (i.e. CD, Flash Drive, etc.) provided by the school, nor will I use my own memory-holding devices on the school computers;

- B. *I understand that software is protected by copyright laws; therefore;*
 - I will not copy programs onto my own memory-holding devices;
 - I will not give, lend, or sell copies of software to others unless written permission of the copyright owner of the original software is clearly identified as shareware or in the public domain.

- C. *I know also that the work of all network users is valuable; therefore;*
 - I will protect the privacy of others’ areas by not trying to learn their passwords;
 - I will not copy, change, read, or use files of another user unless authorized;
 - I will not attempt to gain unauthorized access to system server programs or computer equipment;
 - I will not use computer systems to disturb or harass other computer users by sending unwanted files, mail or by other means.

- D. *I recognize that telecommunications offers an opportunity to exchange and access information that can be used in an educational manner; therefore, I will follow the rules of “netiquette” that my school has adopted.*
 - I will be polite when I engage in telecommunications activities; I will not use obscene language, make threats, or make any inappropriate suggestions or statements when I am engaging in any type of telecommunications activities.
 - I will not willingly access information that is obscene, pornographic, or inappropriate in any manner.
 - I agree to respect the privacy of others on a network. I will not reveal any personal information about myself (such as my home address, phone number, and password) or any personal information about others.
 - I will notify the Technology Committee or other school official if I feel that I am in any way threatened or presented with information that is inappropriate for me or others.
 - I will not download or upload software without written authorization of the Technology Committee.
 - I will not use the network for financial gain or for any commercial or illegal activity or political lobbying.

- E. *I understand that violations of the rules and code of ethics described above will be dealt with seriously. Violators will lose computer privileges, and possibly face administrative action and/or appropriate legal action.*
I understand that computer access at Rye Elementary School is designed for educational purposes only. However, I recognize it is impossible for the school to restrict access to all inappropriate and/or controversial materials and I will not hold them responsible for materials acquired over the internet.

Further, I accept full responsibility for supervision if and when students are using a computer in my classroom.

I have read the *Rye Elementary School Computer Use Guidelines*, and agree to abide by its provisions.

Staff Member’s Signature: _____ Date _____

Rules for Rye Elementary School Technology Use

Grades 4-5

I understand that it is a privilege to use the computers and the Internet at school. In order to use technology, I must carefully read the following rules with my parent(s)/guardian. I understand that if I do not use the computers and the Internet according to the rules I may lose my privileges.

- A. I recognize that all computer users have the same right to use the equipment: therefore, I will **only** use the computer and the Internet for school work. I will:
1. only print when approved by a teacher.
 2. keep all computer supplies at school unless approved by a teacher.
 3. only use school memory holding devices (no personal disks or memory sticks).
 4. only use educational sites approved by a teacher.
- B. I understand that software and words and pictures from the Internet are protected by copyright laws; therefore, I will:
1. use only original legal copies of software as supplied by the school.
 2. give credit in a bibliography for any pictures or words I use from the Internet in a report and/or project.
- C. I know that the work of all users is valuable; therefore, I will;
1. protect the privacy of others.
 2. get permission before copying, changing, reading or using files in another user's area.
 3. only use authorized access to server programs or computer equipment.
 4. send only files or mail approved by a teacher.
- D. I recognize that telecommunications offers an opportunity to exchange and access information that can be used in an educational manner; therefore, I will;
1. follow the rules of "netiquette" that my school has adopted.
 2. be polite when I engage in telecommunications activities.
 3. access only information that is appropriate to my academic activities.
 4. notify a teacher or other adult if I feel that I am in any way threatened or presented with information that is inappropriate for others or me.
 5. never share personal information about myself or others (such as my name, home address, phone number, age and passwords).
 6. upload and download software only if approved by a teacher.
 7. not use the network for financial gain or for any commercial or illegal activity or political lobbying.

I understand that violations of the rules and code of ethics (netiquette) described above will be dealt with seriously. If I do not use the computers and the Internet according to the rules, I may lose my privileges and/or face school disciplinary action.

I have read the *Rules for Rye Elementary School Technology Use* and agree to follow them.

Student's Signature

Date: _____

Parent/Guardian's Signature

Date: _____

Rules for Rye Elementary School Technology Use
Grades K-3

I understand that it is a privilege to use the computers and the Internet at school. In order to use technology, I must carefully read the following rules with my parent(s)/guardian. I understand that if I do not use the computers and the Internet according to the rules, I may lose my privileges.

I will:

1. use the computers only when a teacher has given me permission;
2. treat the computer with respect. I will not change the computer settings without a teacher's permission. I will not bring food or drinks near the computer.
3. print only when a teacher has given me permission.
4. use the Internet only to learn more about subjects I am studying in my classroom.
5. follow the rules of "netiquette" that my school has adopted, be polite, respectful and courteous.
6. never give my name, address, personal information, or a picture of myself to anyone on the Internet because I know that anyone on the Internet is a potential stranger to me.
7. close the Internet immediately if I see a site on the Internet with pictures or words that my teacher or parent(s) would not want me to see. I will tell my teacher or parent what happened so that she/he can help make sure these sites do not come up again.
8. give credit to the person who owns the site if I should use his/her words and/or pictures in a report or project.

I understand that violations of the rules and code of ethics (netiquette) described above will be dealt with seriously. If I do not use the computers and the Internet according to the rules, I may lose my privileges and/or face school disciplinary action.

I have read the Rules for *Rye Elementary School Technology Use* and agree to follow them.

Student's Signature

Date: _____

Parent/Guardian's Signature

Date: _____

Technology for the Education of Children with Disabilities

The Individuals with Disabilities Education Act (IDEA) helps ensure equity in providing a free and appropriate education for all children. It highlights the design of plans, which meet the unique needs of children with disabilities, preparing them to live more independently and contribute to their communities.

IDEA makes specific provisions for the use of Assistive Technology (AT). Because of enormous advances, AT has redefined “least restrictive environment” and allowed greater independence and participation for children with diverse disabilities. An important part of that change is that children with disabilities are more often able to work with typical peers in regular classrooms and make valuable contributions to their classroom communities.

IDEA defines *AT services* as including:

- Evaluation
- Device selection
- Adapting, maintaining and repairing devices
- Training children, families, and staff to use devices

IDEA and the earlier, Public Law 100-407 define *AT devices* as:

- Pieces of equipment or systems available commercially, used as is, invented, or modified/customized
- Increasing functional capabilities
- Improving function

AT may be used with children with disabilities, including:

- Mental retardation
- Hearing impairments or deafness
- Speech and language impairment
- Visual impairment and deaf-blindness
- Emotional disability
- Orthopedic impairment
- Other health impairment (including attention deficits)
- Specific learning disability
- Multiple disabilities
- Autism
- Traumatic brain injury
- Developmental delay (for children 3-5)

Many of the devices purchased for a child with a disability have improved access for other children as well. For example, “*Writing with Pictures*”, which was purchased for a child without verbal expression, has been helpful for many beginning readers and writers. It opens avenues for greater differentiation and richer experiences.

Technology Grant Writing Committee

The Technology Grant Writing Committee will work collaboratively with the Rye Grant Committee and the Rye Elementary Technology Committee to enhance/support the acquisition strategy as laid out in the 2006-2009 Technology Plan. The Technology Grant Writing Committee members will be responsible for meeting a minimum of every 3 months and more when necessary to discuss and apply for technology grant opportunities.

This committee will consist of: (minimum requirement)

- Administrator
- Rye Elementary School teacher(s)
- Rye Elementary School Special Education/Occupational Therapist/Para-Professional
- School Board member
- District Curriculum /Grant Director
- Community member
- Rye Elementary School Technology Committee representatives (2 or more)

This committee will:

- _ communicate regularly with the grant supervisor in the district
- _ search for and research grants
- _ submit grant applications after committee approval
- _ seek regular input from staff for needs and wants
- _ communicate regularly with Rye Elementary School Technology Committee
- _ communicate regularly with the Rye School Board
- _ communicate regularly with the Principal of Rye Elementary School
- _ communicate regularly with the Superintendent
- _ communicate regularly with the Business Administrator

The SAU #50 Professional Development Committee provided this rubric to staff members as a guide for each staff member to identify her/his level of knowledge (1-4) and to develop a personal technology development plan. The Professional Development Committee utilizes the information provided by staff members to offer staff development opportunities to meet technology needs.

SAU #50 Technology Development Rubric

| | Level 1 | Level 2 | Level 3 | Level 4 |
|----------------------------------|---|--|---|---|
| Basic Computer Operations | Minimal use: I am able to turn on my computer. | I understand and use basic operations: mouse movement, clicking, run pre-loaded software | I can physically set up a computer, print documents, copy to clipboard, search for files, connect to schools network, and use virus protection software. | I can run several programs simultaneously (multi-task), use shortcuts, customize the look and sound of the computer, confident enough to teach others basic operations. |
| File Management | I do not save any documents that I have created. | I have difficulty finding saved documents. I do not duplicate my files. I do not use the file server. I understand the concept of saving. | I use folders for organizing my files. I use the file server to store files. I save my files with the appropriate extensions to facilitate cross platform use. | I optimize my hard drive space and back up my files on a regular basis. |
| Time Management | I do not use a computer or devices to help keep a calendar or organize my tasks and address book. | I can access and communicate via my email account. I can create Web Bookmarks/ Favorites. | I use a computer calendar program, to-do list, and address book to help organize and plan my schedule. I can synchronize the information on my computer with my PDA (personal digital device). | I store my calendar, task manager, favorites, and address book online so it can be accessed from any internet enabled device. |
| Word Processing | I do not use a word processor. | I occasionally use a word processor. I generally find it easier to hand write my written work. | I use a word processor for nearly all of my professional work. I use the appropriate commands. I can use tables within my documents. | I can save my document as a text or rtf file so it can be opened by others. I can merge multiple documents. |

SAU #50 Technology Development Rubric

| | | | | |
|--|---|---|--|--|
| Graphics & Digital Image Use | I do not use graphics in my documents or presentations. | I can open and create simple pictures with the Painting and Drawing programs. | <p>I use both pre-made clip art and simple original graphics in my documents and presentations.</p> <p>The use of graphics in my work helps clarify or amplify my message. I can edit clip art, change its size and place it on a page.</p> <p>I can take, import, edit and use images from a digital camera in my work.</p> <p>I can use a scanner.</p> | <p>I can do basic editing of digital video production.</p> <p>I can use graphics and digital images within presentation software programs.</p> |
| Spreadsheet Use | I do not use the spreadsheet nor do I know its benefits. | I understand how to use and create a spreadsheet including the sum function. | <p>I use a spreadsheet for budgets and/or using data.</p> <p>I use many functions including labels, formulas, cell references, formatting graphs and charts.</p> | I can import a spreadsheet into other documents when needed. |
| Database Use | I do not use a database nor understand how or why I would use one. | I can use a pre-made database and have a basic understanding of how it works. | I can create a database and sort, find, and print database information that is useful to me. | I can use formulas with my database and do a mail merge in my mail my word processing document. |
| Hypermedia/ Presentation Software | I do not use presentation software, nor do I understand why I would use it. | <p>I can look through a pre-made presentation.</p> <p>I can create simple presentations using templates or wizards.</p> | <p>I can create my own presentations. These presentations use navigation buttons, sounds, transitions, graphics, and text.</p> <p>I can use an LCD projection device to display the presentations.</p> | I can hyperlink to other programs and to websites from within my presentations. |

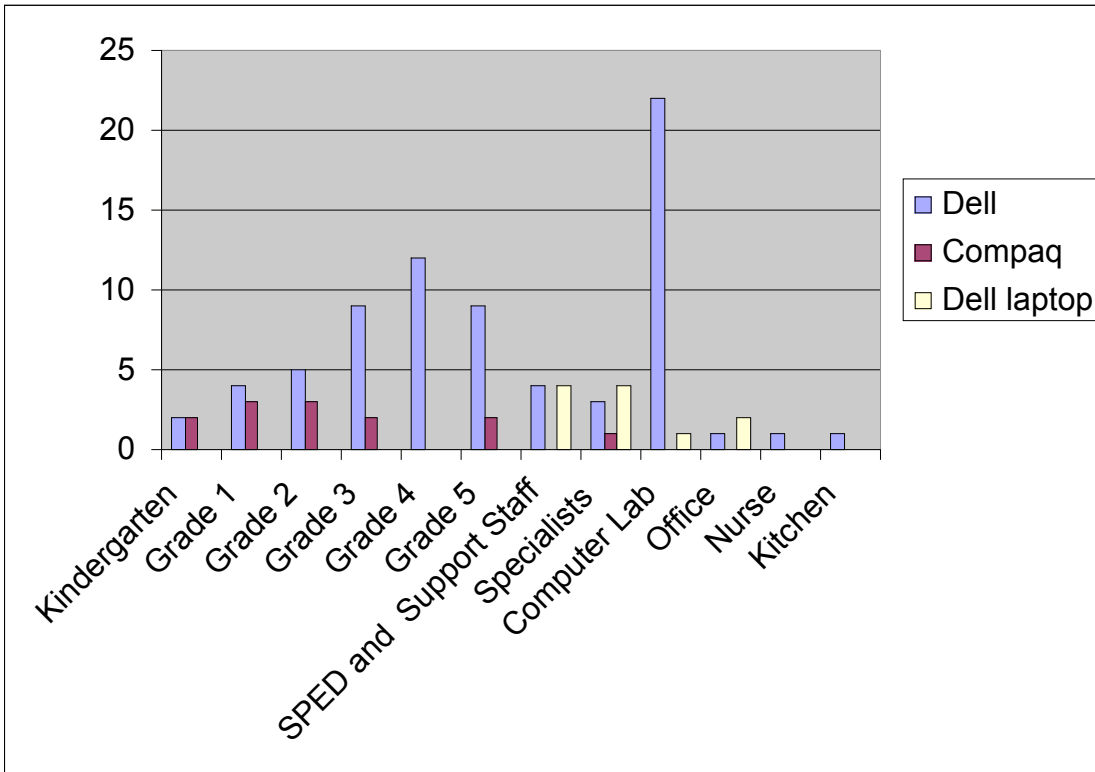
SAU #50 Technology Development Rubric

| | | | | |
|---|---|--|---|--|
| <p>Network and Internet Use</p> | <p>I do not use the on-line resources available in my building.</p> | <p>I can access resources on the internet.</p> | <p>I can access information from a variety of sources (including online library catalogs, online databases and world wide web, Email, and TechPaths)</p> <p>I have a strategy for analyzing the quality of information found on-line.</p> | <p>I am an active participant in online discussions, can download files and programs, share documents and use List serves.</p> |
| <p>Student Assessment</p> | <p>I do not use the computer for student assessment.</p> | <p>I use the computer to track student progress, view student materials, write student evaluations and notes to parents.</p> | <p>I use an electronic grade book to keep track of student data.</p> <p>I keep student materials and portfolios on the computer.</p> <p>I use electronic data during parent teacher conferences.</p> <p>I use the Network Information System provided by my school.</p> | <p>I rely on the computer to keep track of student outcomes and objectives. I use that information to determine assignments, teaching strategies, and groupings.</p> |
| <p>Ethical Use Understanding</p> | <p>I am unaware of any ethical uses surrounding computer use.</p> | <p>I know that some copyright restrictions apply to computer software.</p> | <p>I understand the difference between freeware, shareware, and commercial software and the fees involved.</p> <p>I know the programs for which my building holds a site license.</p> <p>I understand the school Board's Copyright Policy, I practice ethical use of all software. I know and enforce the school's Acceptable use Policies.</p> | <p>I am aware of other controversial aspects of technology use including data privacy, equitable access and free speech issues.</p> |

Inventory

Computer Placement

January 2005



Computers purchased prior to 2002 -2003 still exist within the building, but are not included in this data. These units will be disposed of when they no longer operate properly.

Current Technology 10/05

| Quantity | Model |
|-----------------|---|
| 37 | Dell GX 260 |
| 34 | Dell GX 270 |
| 24 | Dell GX280 |
| 11 | Dell D600 Latitude Laptop |
| 2 | Dell D600 Latitude Laptop |
| 1 | Gate Laptop Solo 1100 |
| 1 | Smart Board |
| 1 | HP 4200 Color Scanner |
| 1 | HP2175 All in One Printer |
| 2 | HP sb21 LCD Projectors |
| 3 | HP 3500n Color Laser Printers |
| 24 | Samsung ML-2010 Laser Printers |
| 1 | Samsung ML-1740 Laser Printer |
| 12 | Individual Alpha Smarts |
| 1 | Alpha Smart 3000 Cart (30 units) |
| 1 | Sony Mavrica Digital Camera |
| 7 | Sony Cybershot Digital Cameras |
| 2 | Kodak Digital Cameras |
| 1 | HP 5510 All in One |
| 1 | HP 2175 All in One |
| 1 | Apple LaserWriter 1600/6 Laser Printer |
| 1 | HP 1200n Laser Printer |
| 1 | Dell A940 All in One |
| | Equipment Still in Use (not supported for repairs) |
| 1 | Gateway NS-7000 |
| 2 | Gateway P5-120 |
| 2 | Gateway GP5-233 |
| 1 | Gateway G6-350 |
| 1 | Gateway E-5400 |
| 4 | GatewayE3200 |
| 1 | Gateway 700L |
| 7 | Gateway Select |
| 7 | Compaq Deskpro |
| 1 | Compaq Presario |
| 8 | MAC LC575 |
| 2 | Generic PC's Library |
| 1 | Quantex |
| | Printers Still in Use (not supported for repairs) |
| 1 | Canon S630 |
| 1 | Cannon BJ240C |
| 1 | Cannon BJ250C |
| 1 | HP DJ840C |
| 10 | HP 895 Cse |
| 3 | HP 870Cse |
| 1 | HP 832C |
| 2 | HP 812C |
| 1 | HP 960C |
| 1 | HP 693C |
| 1 | HP 672C |
| 1 | HP 660C |
| 1 | HP420C |
| 1 | HP5650 |
| 2 | HP5550 |
| 1 | HP DeskWriter 600 |

RES Software Inventory

August, 2005

| | | |
|---|--|---|
| 1 | Colonial America/Multi-media | Teacher Created Materials |
| 1 | Civil War/Multi-Media | Teacher Created Materials |
| 1 | Industrial Revolution/Multi-Media | Teacher Created Materials |
| 1 | Westward Expansion/Multi-Media | Teacher Created Materials |
| 1 | Web Hunts and Virtual Field Trips/Primary | Teacher Created Materials |
| 1 | The Best Internet Activities/2nd edition | Teacher Created Materials |
| 1 | See the USA the Internet Way | Teacher Created Materials |
| 1 | Guide to Grants/CD included | Teacher Created Materials/Linda Karges-Bone |
| 1 | Information Literacy | Teacher Created Materials/Sara Armstrong |
| 1 | Multi Media 50 States | |
| 1 | Multi Media American Revolution | |
| 1 | Scholastic Instructor Arts and Crafts | Scholastic |
| 1 | Scholastic Instructor Reading First | Scholastic |
| 1 | Scholastic Administrator Buyer Guide Must See Tablet PCs | |
| 1 | Sunburst Rainforest Deluxe teachers guide (red binder) | |
| 1 | Kidspiration User's Guide | Inspiration software, inc. |
| 1 | 100 Great Educational Games | CD |
| 1 | A Day in the Desert (set of 3) | CD |
| 1 | Algebra 1 | CD |
| 1 | Alpha Smart Manager* | CD |
| 1 | America Rocks (Set of 4) | Notebook |
| 1 | Animal Planet CD and Guide (9+) | Box |
| 1 | Bodyworks (3d Journey through Human Anatomy) | CD |
| 1 | Calendars and More | CD |
| 1 | Compton's 3D World Atlas | CD |
| 1 | Dragon- Naturally Speaking* | Box |
| 1 | Encarta 96-Encyclopedia | CD |
| 1 | Eyewitness Encyclopedia of Science | CD |
| 1 | Gizmos and Gadgets (Ages 7-12) | CD |
| 1 | Imo and the King | CD |
| 1 | In the Company of Whales | CD |
| 1 | Industrial Revolution in America (Set of 5) | |
| 1 | Jump Start 3rd Grade(Set of 5) | Box |
| 1 | Jump Start 4th grade (Set of 4) | Box |
| 1 | Jump Start Kindergarten* | CD |
| 1 | Kids Typing | CD |
| 1 | Life In Colonial America (Set of 5) | CD |
| 1 | Math Keys-Unlocking Fractions and Decimals (Grades 3-6)* | Notebook |
| 1 | Message in a Fossil* | Box |
| 1 | Microsoft Office Professional & Bookshelf | CD |
| 1 | Microsoft Office97 | CD |
| 1 | Microsoft Windows95 Companion | CD |
| 1 | Mixed Up Mother Goose | CD |
| 1 | Nat. Geo. Mammals-A Multimedia Encyclopedia* | Box |
| 1 | Operation Neptune | CD |
| 1 | Phonics (Ages 5-9) | CD |
| 1 | Print Artist* | CD |
| 1 | Reader Rabbit's Kindergarten | CD |
| 1 | Sim Classics 3 in 1 pack (CD missing) | box |
| 1 | Spell Blaster Lab Pack | Box |
| 1 | Spell It (Ages 6+) | CD |
| 1 | Student Writing Center (Ages 10 and up) | CD |
| 1 | The HP Printing Kit for the Home* | Box |
| 1 | The World of Nature | CD |

| | | |
|---|---|---------------------------------|
| 1 | Tool Chest | CD |
| 1 | Top 10 Home/Office 5 1/4 Floppy Disks 1,2,3 | box |
| 1 | Snap Health Center | 1 |
| 1 | Symantec Ghost | 100 |
| 1 | Symantec Norton Anti Virus | 100 |
| 1 | Sonic Wall | 1 |
| 1 | Roxio Photo Suite 8.6 | 1 |
| 1 | MMS (Attendance/State Reporting) | 1 |
| 1 | MS Office XP | 50 |
| 1 | MS Windows 2000 Server CAL | 55 |
| 1 | MS Office Professional 2000 | 12 |
| 1 | MS Window 95 or 98SE | 39 |
| 1 | Scholastic Reading Inventory | 300 |
| 1 | Recipes4Success | 1 |
| 1 | Polar PE Manager | 1 |
| 1 | Image Blender | 1 |
| 1 | Writer's Companion | 37 |
| 1 | Math Workshop Deluxe | 6 |
| 1 | Kid Pix (25) | 1 site |
| 1 | Kids Works Deluxe (unlimited stations) | 1 network |
| 1 | Math Munchers Deluxe | |
| 1 | Brain Cogs(20= site license plus 5 individual) | 25 |
| 1 | Power Researcher | 16 |
| 1 | Handwriting fonts | 1 site |
| 1 | Imagination Express Destination: Neighborhood | 6 |
| 1 | Math Tools | 6 |
| 1 | Thinkin' Things | 6 |
| 1 | Word Munchers (up to 50) | 1 network |
| 1 | Graphers | 10 |
| 1 | Math Munchers | 6 |
| 1 | Amazon Trail | 5 |
| 1 | Field Trip to the Rain Forest | 10 |
| 1 | AlphaSmart Get It! | 5 |
| 1 | Oregon Trail | 15 |
| 1 | Jump Start Typing | 15 |
| 1 | Math for the Real World | 15 |
| 1 | Typing Tutor | 15 |
| 1 | Geo Bee (unlimited) | 1 site |
| 1 | Fix It Utilities 2000 | 1 |
| 1 | Norton Utilities | 1 |
| 1 | Front Page | 1 |
| 1 | Roxie CD Creator | 1 |
| 1 | PC User | 1 |
| 2 | Sunburst-Splish Splash Math | |
| 2 | Suburst-Numbers Undercover | |
| 2 | The Learning Company math workshop Deluxe | |
| 2 | The Learning Company Critical Thinking | |
| 2 | Kid Pix Delux 4 Tools for Schools | |
| 2 | Kid Pix Delux 3 Tools for Learning | |
| 2 | Kid Pix for terrified teachers Grades K-2 | Teacher created materials, inc. |
| 2 | BrainCogs Mac/Windows CD-Rom (Interactive Learning/Studying System gr4-8) | FableVision |
| 2 | BodyLand | CD |
| 2 | Colony Quest Lab Pack (2 discs, 5 sets) | box |
| 2 | How Your Body Works | CD |

| | | |
|---|--|----------|
| 2 | Microsoft Office Professional* | Box |
| 2 | The Math Majors Age 5-12 (Set of 6) | Notebook |
| 2 | The Ultimate Human Body* | Notebook |
| 2 | The Yukon Trail-Grade 5 (5 sets with 6 discs) | Box |
| 3 | The 2002 Christa McAuliffe Tech Conference | |
| 3 | Really Writing Ready-to-Use Writing Process Activities for the Elementary Grades | |
| 3 | Superbook Grade 3 | |
| 3 | Purple folder-information from NH dept. of education | |
| 3 | Practical strategies for working successfully with difficult students | |
| 3 | New England conference for pre-k-grade 8 educators 26th annual | |
| 3 | Go West (Ages 8+) | Box |
| 3 | Magic School Bus Explores the Human Body | box |
| 3 | Music Central 96 | CD |
| 3 | Oregon Trail 3rd edition | CD |
| 3 | The Way Things Work (2.0) | CD |

Rye Elementary School Technology Technician

JOB SUMMARY:

The Elementary Technology Technician role is responsible for implementing, supporting and maintaining the Rye Elementary School network and technology hardware. This individual is also responsible for ensuring computers and other hardware are running well, and that network and internet access is available throughout the school year. A core part of this position is communicating and building relationships with students, teachers, volunteers, administrative staff, vendors, and consultants as well as work very closely with the Technology Teacher. This position ensures teachers and staff have and know how to utilize technology resources available to them.

This individual also assists the Technology Committee in annual budget preparation, offers training classes to teachers and other staff, and has the responsibility for maintaining technology hardware procurement and inventory control. This position is 7.5 hours per day, 225 days per year. The Technology Technician reports to the building Administrator.

ESSENTIAL FUNCTIONS:

1. Implement, support and maintain the schools' computers, printers, network and other technical hardware.
2. Develop and maintain relationships with students, teachers, administration, volunteers, consultants, and vendors.
3. Act as liaison for the school with vendors and consultants.
4. Support 60 staff members with network and computer assistance.
5. Conduct, coordinate and document training classes for teachers and other staff on new and existing hardware technologies.
6. Maintain and document Inventory Control of all hardware and peripherals within the school, including loaner equipment, and software licenses.
7. Assist the Technology Committee in preparing budgetary requests for next school year, including, but not limited to, funding for computers, printers, network hardware, and security products. Manage and maintain the hardware portion of the budget throughout the year.
8. Manage and maintain Network Operation System licenses and renewals for the school.
9. Implement a disaster recovery plan utilizing tape backups or other available technology.
10. Install, troubleshoot and support applications throughout the school.
11. Facilitate the use of administrative technology software, such as MMS-Attendance/State Reporting, Performance Tracker, etc.
12. Develop a support process for help desk issues and ensure communication of the process to all groups.
13. Create user accounts, clean devices, set up computers, printers, faxes, and scanners prior to the beginning of each school year.
14. Create and maintain user accounts for 400+ users.
15. Maintain computers in the summer, cleaning and deleting unnecessary files.
16. Manage email, servers, backup tapes, and other resources.
17. Research available alternatives for procuring Internet, email solutions as well as network connectivity within Rye Elementary School that may reduce costs or improve the use of technology in learning.

18. Work with the Technology Committee to develop procedures to continually update and improve existing technology.
19. Assist in grant writing, completing needs assessments, and preparing evaluation documents.
20. Monitor and coordinate technology purchases to assure compatibility within the district's technology program.
21. Institute technological preventative maintenance, repair and safety procedures for Rye Elementary School.
22. Work in coordination with Rye Grant Committee and SAU 50 Grant writer to identify technology grants that are available and write and submit grant applications
23. Manage technology volunteers as needed.
24. Offer technology classes to Rye community members.
25. Collaborate with Rye Junior High Technology Technician.

ADDITIONAL RESPONSIBILITIES:

1. Involvement with pertinent local and state committees.
2. Attend conferences, school visits and other learning opportunities for professional development to remain current on new and emerging technologies.
3. Involvement in developing, updating and maintaining technology processes and procedures, such as the Acceptable Use Policy.
4. Attend staff meetings and grade level teacher meetings as required by school administrator.
5. Be available to answer ad hoc questions as needed from staff and students.
6. Stay current with emerging and available technology that may assist teachers in their classrooms.
7. Develop a group of volunteers, familiarize them with available technology, and manage their responsibilities.

The preceding examples are representative of the assignments performed by this position and are not intended to be all-inclusive.

CONTACTS INSIDE AND OUTSIDE THE ORGANIZATION

The Technology Technician maintains regular contact with various groups of people at Rye Elementary School. The Technology Technician needs to demonstrate open, comfortable relationships and be available to answer questions as needed with:

- 1) Staff
- 2) Technology Teacher
- 3) Administration
- 4) Parent volunteers
- 5) Vendors
- 6) Consultants
- 7) Rye Junior High
- 8) Appropriate committees

KNOWLEDGE AND SKILLS:

To perform competently in this position, the individual should be proficient in Microsoft Windows Operating systems, have demonstrated skills working with computers,

peripherals, and network hardware, and should possess a background working in educational environments. Strong communication and interpersonal skills are necessary in developing solid relationships and to assess school, district, student and teacher needs. Additional knowledge and skills:

- 1) Ability to multi-task.
- 2) Excellent written and verbal communication skills with the ability to tailor communication to the level of the individual (e.g. K-5 students, adults, special needs). Ability to quickly get up-to-speed on new technology issues and problem-solve in those problem domains with the Technology Committee and other co-workers. Excellent project management and organization skills. A proven track record of successful project management of technology projects. Proven ability to get projects completed effectively without lengthy delays is a must.
- 3) Familiarity and understanding of requirements and regulations affecting the Rye Elementary School's technology program put forth by the school, district, state, and federal government. Must have strong technical aptitude, with the ability to pick up new technical knowledge and apply it to daily work in a variety of different ways.
- 4) Working knowledge of Ethernet networks, switches, servers, Internet security, fiber optics and Category 5 cabling, IP networking, sub netting, and other hardware devices.
- 5) Proficiency working with Windows Operating Systems, including Windows XP and Windows 2000 servers.
- 6) Ability to implement, maintain, troubleshoot and repair computers and networking hardware.
- 7) Familiarity with the Ghost application and capable of utilizing it for computer refreshes.
- 8) Experience designing, developing and delivering training to audiences of all levels.

EDUCATION AND EXPERIENCE:

- 1) Certification or the ability to obtain A1 or MS certifications.
- 2) Bachelor's degree, preferably in Computer Information Systems or Computer Science preferred Associate's degree in related fields required or relevant experience.
- 3) Previous experience in an educational environment preferred.
- 4) MCSE a plus.

Rye Elementary School Technology Teacher

JOB SUMMARY:

The Technology Teacher is responsible for teaching grades K-5 at Rye Elementary School utilizing the Rye School District's curriculum in technology. This individual is responsible for creating an open computer lab environment that is ergonomically correct, user-friendly and will support students and staff in learning how to use computers and a variety of software applications. A core part of this position is communicating and building relationships with students, staff, teachers, the Elementary Technology Technician, volunteers and administrative staff.

This individual is also responsible for assisting the Technology Committee with the annual budget preparation, offering training classes to staff, maintaining the school's website, and maintaining software procurement and inventory control.

This position is for 187 days. The Technology Teacher reports to the building Administrator.

ESSENTIAL FUNCTIONS:

1. Assists Technology Committee in developing curriculum for K-5 students on computer technology implementing the Rye School District's curriculum in technology. Curriculum to include introduction to computers, how to boot, components of computer, keyboarding, creating shortcuts, and how to utilize applications (including but not limited to: MS PowerPoint, Word, Excel, Internet programs, Producer, and Typing Tutor).
2. Develop, maintain, and teach daily, weekly, and monthly lesson plans for K-5 students.
3. Support 60+ staff members with software applications and computer assistance.
4. Communicate and collaborate with teachers to integrate their classroom curriculum with the computer class curriculum. Develop computer curriculum maps for each subject area for all grades (e.g. math, history, etc.).
5. Maintain an open computer lab for all students and teachers.
6. Conduct and document training classes for staff on all applications that students are using to ensure teachers are familiar with the same applications.
7. Compile web resources for teachers to utilize for curriculums, resources, and grant writing.
8. Create common files for each grade to store all curriculum information and assist with finding resources.
9. Utilize and train teachers on how to use Tech Paths.
10. Install, troubleshoot and support applications within the computer lab and throughout the school.
11. Maintain the school's website. Be familiar with policies and safety, and security issues involved with a school web site. Assist teachers with their individual class pages.
12. Maintain and document inventory of all software applications within the school and furnish the Technician with the licensing.
13. Develop a group of volunteers, train them on the curriculum, and manage their responsibilities and schedule.
14. Assist the Technology Committee in preparing budgetary requests for the next school year, including computer lab requirements, teacher software needs, and

- schools ergonomic requirements. Manage and maintain the software portion of the budget throughout the year.
15. Communicate on a regular basis with the Technology Technician regarding maintenance of the school's network, software licenses and other subjects as necessary.
 16. Responsible for procuring software for the school after approval from the Technology Committee.
 17. Work in coordination with Rye Grant Committee and SAU 50 Grant writer to identify technology grants that are available and write and submit grant applications.
 18. Collaborate with Rye Junior High Technology Technician.

ADDITIONAL RESPONSIBILITIES:

1. Involvement with pertinent local and state committees.
2. Attend conferences and workshops for professional development to remain current on new and emerging technologies.
3. Act as the liaison between the school and the district for curriculum mapping software.
4. Be available to answer ad hoc questions as needed from teachers and students.
5. Stay current with available educational applications that may assist teachers in their classrooms.

The preceding examples are representative of the assignments performed by this position and are not intended to be all-inclusive.

CONTACTS INSIDE AND OUTSIDE THE ORGANIZATION

The Instructional Technology Specialist maintains regular contact with various groups of people at Rye Elementary School. The Instructional Technology Specialist needs to demonstrate open, comfortable relationships and be available to answer questions as needed with:

- 1) Staff
- 2) Elementary Technology Technician
- 3) Administration
- 4) Parent volunteers
- 5) Vendors
- 6) Consultants

KNOWLEDGE AND SKILLS REQUIRED:

To perform competently in this position, the individual should be proficient in Microsoft applications, have a good understanding of computers and operating systems and possess a background working in educational environments. Strong communication and interpersonal skills are necessary in developing solid relationships and to assess school, district, student and teacher needs. Additional knowledge and skills that are:

- 1) Ability to multi-task
- 2) Classroom management skills

- 3) Excellent written and verbal communication skills with the ability to tailor communication to the level of the individual (e.g. K-5 students, adults, special need students).
- 4) Working knowledge of Internet security, safety and filters
- 5) Familiarity of available and new educational applications to be able to recommend to teachers or the Technology Committee.
- 6) Working knowledge of ergonomic needs in the classroom.
- 7) Familiarity and understanding of requirements and regulations affecting the elementary school technology program put forth by the school, district, state, and federal government.
- 8) Experience designing, developing and delivering training to audiences of all levels.
- 9) Must be proficient with Microsoft Word, Excel, Project, and other software, as well as modern desktop PC workstations using Windows

EDUCATION AND EXPERIENCE:

1. Certification or the ability to obtain certifications as a teacher of computer technology.
2. Bachelor's degree required, Master's degree preferred.
3. Previous experience in classroom teaching and staff training preferred.

Budget Request – 2005 - 2006

| Acct. # | 2005-2006 | Cost |
|--|---|--------------------|
| 10-2225-340-00-10 | Contracted Services | \$7,000.00 |
| 10-2225-617-00-10 | Renew 100 Licenses of Norton Anti Virus @10.10 each = \$1010.00 | \$1,010.00 |
| 10-2225-617-00-10 | Licenses of Norton Ghost 75 users 15.09 = \$1131.75 media cd 18.12 | \$1,149.87 |
| 10-2225-322-00-10 | Technology Training CMTC 999.00/other 1063.99 | \$2,062.99 |
| 10-2225-430-00-10 | Outside vendor repairs | \$900.00 |
| 10-2225-532-00-10 | Curriculum Mapping Software/Support | \$1,120.00 |
| 10-2225-532-00-10 | Renew Snap Nurse's Program Upgrades and Maintenance | \$199.00 |
| 10-2225-532-00-10 | Renew Sonic Wall content filter subscription 695.00 (24 x 7 support) \$455.00 yearly | \$1,150.00 |
| 10-2225-617-00-10 | Teacher/Lab software/Linda's Links | \$3,882.90 |
| 10-2225-533-00-10 | Online resources encycl Brit 59.95 encyclo Encarta 29.95 | \$89.90 |
| 10-2225-533-00-10 | Edhelper.com 6 @ 39.98 = \$239.88 | \$239.88 |
| 10-2225-533-00-10 | Site License for Enchanted Learning \$50.00 yearly | \$50.00 |
| 10-2225-610-00-10 | Ink/Toner Cartridges | \$4,647.44 |
| 10-2225-610-00-10 | Supplies= disks, cables, surge protectors, cd cases, etc. | \$551.84 |
| 10-2225-610-00-10 | Replacement parts i.e. - nic cards, mouse, keyboard, cd drives, hard drives, monitors, etc. | \$1,049.41 |
| 10-2225-610-00-10 | Multimedia racks, towers, footrests/envelopes/file pockets/binders | \$521.59 |
| 10-2225-610-00-10 | copy clips/ear pads/headphones | \$155.10 |
| 10-2225-734-00-10 | HP Color Laser Color 3550N 2@ \$999.000 teachers workroom - mail room | \$1,998.00 |
| 10-2225-738-00-10 | Printers 897.00 & 1495. 24 total (2 from Smartboard\$) | \$2,392.00 |
| 10-2225-641-00-10 | Magazine Subscription PC World 24.95 Instructor 14.95 | \$39.90 |
| | Wireless Access Points (under building maintenance) | \$0.00 |
| 10-2225-731-00-10 | Testing Equipment Lan Rover Pro Kit | \$222.00 |
| 10-2225-731-00-10 | Belkin Onmi View & Cables | \$200.75 |
| 10-2225-733-00-10 | File Cabinet | \$129.98 |
| 10-2225-734-00-1- | Smart Board and Stand some 4 transferred to printer acct. | \$2,098.00 |
| 10-2225-738-00-10 | Computers replacement 25 @ 1196.00 | \$29,901.00 |
| 10-2225-737-00-10 | Desk/drawers/counter lab | \$514.96 |
| 10-2225-738-00-10 | Fiber optic cables | \$82.95 |
| | TOTAL | \$63,359.46 |
| Items cut from this budget listed below | | |
| 10-2225-733-00-10 | Counter and counter top for the tech office = \$1000.00 | \$650.46 |
| 10-2225-617-00-10 | Studio MX K12 Site License (500) | \$2,419.00 |
| 10-2225-734-00-10 | HP Color Laser Color 3550N | \$999.00 |
| 10-2225-738-00-10 | Switches for closets (Replacements) | \$3,333.66 |

Proposed Budget Request – 2006 - 2007

| Acct. # | 2006-2007 | Cost | 2nd Cost |
|-------------------|---|--------------------|---------------------|
| 10-2225-322-00-10 | Technology Training | \$1,500.00 | \$1,500.00 |
| 10-2225-340-00-10 | Contracted Services | \$3,500.00 | \$3,500.00 |
| 10-2225-430-00-10 | Outside vendor repairs | \$600.00 | \$600.00 |
| 10-2225-532-00-10 | Curriculum Mapping Software/Support (Tech Paths) | \$1,177.06 | \$1,177.06 |
| 10-2225-532-00-10 | Annual Renewal Snap Nurse's Upgrades/Maintenance | \$236.25 | \$236.25 |
| 10-2225-532-00-10 | Renew Sonic Wall content filter subscription 729.75 (24 x 7 support) \$477.75 yearly | \$1,207.50 | \$1,207.50 |
| 10-2225-532-00-10 | SNAP - Food Service 525.00annual support/maintenance | \$525.00 | \$525.00 |
| 10-2225-533-00-10 | Online resources encycl Brit 62.95 Encarta 31.45 | \$94.40 | \$94.40 |
| 10-2225-533-00-10 | Edhelper.com 6 @ 41.98 = \$251.88 | \$251.88 | \$251.88 |
| 10-2225-533-00-10 | Site License for Enchanted Learning \$52.50 yearly | \$52.50 | \$52.50 |
| 10-2225-533-00-10 | Linda's Links | \$105.00 | \$105.00 |
| 10-2225-610-00-10 | Ink/Toner Cartridges | \$5,647.00 | \$5,647.00 |
| 10-2225-610-00-10 | Supplies= headphones, disks, cables, surge protectors, cd cases, USB thumb drives, etc. | \$1,968.00 | \$1,968.00 |
| 10-2225-610-00-10 | 25 Wireless cards @39.20 | \$980.00 | \$980.00 |
| 10-2225-610-00-10 | Replacement parts i.e. - nic cards, mouse, keyboard,cd drives, hard drives, monitors, etc. | \$350.00 | \$350.00 |
| 10-2225-617-00-10 | Renew 125 Licenses of Norton Anti Virus Corporate Edition @12.81 each = \$1601.25. media cd\$25.20 | \$1,626.45 | \$1,626.45 |
| 10-2225-617-00-10 | 25 Licenses MS Office XP Pro (standard and Access and Publisher) media cd \$32.55 25 @\$64.67 = \$1616.75 classroom/kitchen | \$1616.75 | \$1616.75 |
| 10-2225-617-00-10 | Teacher/Lab software Target –science and social studies curriculum | \$5,995.00 | \$5,995.00 |
| 10-2225-617-00-10 | Nutritional Menu Planning Software \$519.17 yearly | \$519.17 | \$519.17 |
| 10-2225-641-00-10 | PC World Mag. Subscription 26.20 Instructor Mag, Sub. 15.70 | \$41.90 | \$41.90 |
| 10-2225-731-00-10 | Repair/Test Equipment | \$275.00 | \$275.00 |
| 10-2225-733-00-10 | Counter and counter top for the tech office = \$1000.00 | \$1,000.00 | \$1,000.00 |
| 10-2225-734-00-10 | Smart Boards 1 @ 2098.95 | \$2098.95 | \$2098.05 |
| 10-2225-734-00-10 | HP sb21 digital projectors 1 @ 1469.99 | \$1,469.99 | \$1,469.99 |
| 10-2225-734-00-10 | 21 Dell Laptop Computers @1930.75. | | \$40,545.75 |
| 10-2225-734-00-10 | SNAP - Food Service Software/Hardware (point of sale debit system) \$2,400.00 | \$2,400.00 | \$2,400.00 |
| 10-2225-737-00-10 | Replacement furniture | \$11,230.46 | \$11,230.46 |
| 10-2225-738-00-10 | Replacement Samsung Printers 15 @ 147.00 | \$2,205.00 | \$2,205.00 |
| 10-2225-738-00-10 | 10 Replacement Computers @ \$1154.65 French, Library, Art, Music, Band, OT, S. Olsen, G. Chagnon | \$11,546.50 | \$11,546.50 |
| | TOTAL | \$61,281.31 | \$101,827.06 |
| | 11/03/05 | | |

Proposed Budget Request – 2007 - 2008

| Acct. # | 2007-2008 | Cost |
|-------------------|---|--------------------|
| 10-2225-322-00-10 | Technology Training WIN Server 2003 | \$2,225.00 |
| 10-2225-340-00-10 | Contracted Services | \$3,000.00 |
| 10-2225-430-00-10 | Outside vendor repairs | \$400.00 |
| 10-2225-532-00-10 | Tech Paths Curriculum Mapping Software/Support | \$1,234.80 |
| 10-2225-532-00-10 | Renew Snap Nurse's Program Upgrades/Maintenance | \$248.06 |
| 10-2225-532-00-10 | Renew Sonic Wall content filter subscription 766.24 (24 x 7 support) \$501.64 yearly | \$1,267.88 |
| 10-2225-532-00-10 | SNAP - Food Service 500.00 annual support/maintenance | \$500.00 |
| 10-2225-533-00-10 | Online resources encycl Brit 66.10 Encarta 33.00 | \$99.10 |
| 10-2225-533-00-10 | Edhelper.com 6 @ 43.96 = \$263.78 | \$263.78 |
| 10-2225-533-00-10 | Linda's Links | \$110.25 |
| 10-2225-533-00-10 | Site License for Enchanted Learning \$55.13 yearly | \$55.13 |
| 10-2225-610-00-10 | Ink/Toner Cartridges | \$5,929.35 |
| 10-2225-610-00-10 | Supplies= headphones, disks, cables, surge protectors, cd cases, etc. | \$3,144.75 |
| 10-2225-610-00-10 | Replacement parts i.e. - nic cards, mouse, keyboard, cd drives, hard drives, monitors, etc. | \$450.00 |
| 10-2225-610-00-10 | 20 Wireless Access Cards @ 41.16 | \$823.20 |
| 10-2225-617-00-10 | Renew 135 Licenses of Norton Anti Virus Corporate Edition @13.45 each = \$1815.75 | \$1,815.75 |
| 10-2225-617-00-10 | Teacher/Lab software Target-Science/Social Studies curriculum | \$6,294.75 |
| 10-2225-617-00-10 | Nutritional Menu Planning Software yearly | \$495.00 |
| 10-2225-641-00-10 | PC World Magazine Subscription 27.51 Instructor Magazine Subscription 16.50 | \$44.01 |
| 10-2225-731-00-10 | Repair/Test Equipment | \$225.00 |
| 10-2225-733-00-10 | File Cabinet | \$129.98 |
| 10-2225-734-00-10 | 2 Smartboards @ 2203.90 | \$4,407.80 |
| 10-2225-734-00-10 | 2 HP sb21 LCD Projectors @ 1542.40 | \$3,084.80 |
| 10-2225-737-00-10 | Furniture (classroom) | \$5,000.00 |
| 10-2225-738-00-10 | 20 Replacement Printers @ 249.99 | \$4,999.80 |
| 10-2225-738-00-10 | 25 Lab computers @ 1299.58 (may change to laptop cart) | \$32,489.50 |
| 10-2225-738-00-10 | 2 Dell Laptop Computers @ 2032.37 | \$4,064.74 |
| 10-2225-738-00-10 | 1 Dell Mini Desktop Computer | \$1,010.12 |
| | | |
| | TOTAL | \$83,812.55 |
| | 8/12/2005 | |

Proposed Budget Request – 2008 - 2009

| Acct. # | 2008-2009 | Cost |
|-------------------|---|--------------------|
| 10-2225-340-00-10 | Contracted Services | \$3,000.00 |
| 10-2225-617-00-10 | Renew Licenses of Norton Anti Virus cd media 30.00 Total 160 @14.12 | \$2,289.20 |
| 10-2225-617-00-10 | WIN Server 2003 Standard 114.62 w/160 CALs @ 6.36 =1,017.60 | \$1,132.22 |
| 10-2225-617-00-10 | Renew Licenses of Norton Ghost Total 125 users @ 17.93 | \$2,241.25 |
| 10-2225-430-00-10 | Outside vendor repairs | \$500.00 |
| 10-2225-532-00-10 | Curriculum Mapping Software/Support | \$1,296.54 |
| 10-2225-532-00-10 | Renew Snap Nurse's Program Upgrade/Maintenance | \$260.46 |
| 10-2225-532-00-10 | Renew Sonic Wall content filter subscription 804.55 (24 x 7 support) \$526.72 yearly | \$1,331.27 |
| 10-2225-617-00-10 | Teacher/Lab software Target -reading/writing curriculum | \$5,995.00 |
| 10-2225-533-00-10 | Online resources encycl Brit 69.40 Encarta 34.65 | \$104.05 |
| 10-2225-533-00-10 | Edhelper.com 6 @ 46.15 = \$276.95 | \$276.95 |
| 10-2225-533-00-10 | Site License for Enchanted Learning \$57.89 yearly | \$57.89 |
| 10-2225-610-00-10 | Ink/Toner Cartridges | \$6,225.82 |
| 10-2225-610-00-10 | Supplies= headphones, disks, cables, surge protectors, cd cases, etc. | \$3,301.99 |
| 10-2225-610-00-10 | Replacement parts i.e. - nic cards, mouse, keyboard, cd drives, hard drives, monitors, etc. | \$600.00 |
| 10-2225-738-00-10 | Printers- 3 @ 999.99network 14 @ 249.99 4th grade wing classes | \$6,499.83 |
| 10-2225-641-00-10 | PC World Magazine Subscription 28.88 Instructor Magazine Subscription 17.33 | \$46.21 |
| 10-2225-734-00-10 | ***Wireless Access Points additional wiring/access points | \$9,875.00 |
| 10-2225-731-00-10 | Repair/Test Equipment | \$350.00 |
| 10-2225-738-00-10 | Replace Dell Server | \$6,606.86 |
| 10-2225-738-00-10 | 8 Dell 3324 switches@494.44 | \$3,955.52 |
| 10-2225-738-00-10 | 3 Dell 5324 Switches w/fiber transceivers @ 2443.78 | \$7,331.34 |
| 10-2225-532-00-10 | SNAP - Food Service annual tech support and maintenance | \$551.25 |
| 10-2225-617-00-10 | Nutritional Menu Planning Software yearly | \$573.00 |
| 10-2225-734-00-10 | 2 Smartboards @ 2314.00 | \$4,628.00 |
| 10-2225-734-00-10 | 2 HP sb21 LCD Projectors @ 1619.52 | \$3,239.04 |
| 10-2225-737-00-10 | Furniture | \$3,999.95 |
| | TOTAL | \$76,268.64 |
| | 8/12/2005 | |

