



TECHNOLOGY PLAN

JUNE 30, 2009 – JUNE 30, 2012



Contact Information

For information or questions regarding the Trillium Academy Technology Plan please contact one of the following people:

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OVERVIEW

Vision: Trillium Academy will integrate technology to enhance and achieve the skills necessary to meet the requirements of our mission.

Mission: Cultivating life long learners to be successful members of a competitive society by embracing academic excellence, strong character values, disciplined Artistry, and individual student passions.

Goals: The following goals will guide the school to the level of student achievement that we strive for by ensuring our school community is technologically literate for global success.

1. Trillium Academy will meet or exceed the State Standards and Benchmarks for student use of technology by integrating technology into both teaching and learning through classroom and media center technology to increase their student's performance and learning capacity.
2. Trillium Academy will enhance instruction and student achievement by providing specific technology professional development to make the staff more knowledgeable in the use of technology.
3. Trillium Academy will increase productivity, efficiency and communication by promoting parental and community involvement through the use of technological information systems.
4. Trillium Academy will continue to evaluate its goals, objectives, funding and strategies in its Technology Plan and its' relationship to the vision and mission of the Academy.

Section One: Clear Goals / Realistic Strategies

Goal #1

Trillium Academy will meet or exceed the State Standards and Benchmarks for student use of technology by integrating technology into both teaching and learning through classroom and media center technology to increase student performance and learning capacity.

- ***Objective 1-*** Provide a sufficient number of up-to-date computers with internet capabilities and standard Microsoft office programs as well as learning devices and technology based instructional tools and materials.
- ***Objective 2-*** Provide experienced and certified teachers and an experienced Student Achievement Coordinator to assist students with computer usage for curriculum purposes at all grade levels.
- ***Objective 3-*** Implement the incorporation and integration of technology in all classrooms and media centers.
- ***Objective 4-*** Integrate the general education curriculum into the technology/ computer classes.
- ***Objective 5-*** Integrate technology into the core curriculum.
- ***Objective 6-*** Provide a networked computer program that test and support the skills of students in the areas of Language Arts and Mathematics.
- ***Objective 7-*** Design a technology proficiency assessment project to be placed in academic portfolio by the 8th grade year.

Strategies:

1. Two full Dell computer labs with 26 computers per lab. All computers are up to date, have internet capabilities, standard Microsoft programs and are compatible with other forms of technology in the school.
2. Every staff member is supplied their very own personal computer with the same set up as our school labs.
3. In every classroom there is a student's computer that has the same set up as our school labs.
4. One Apple Mobile Laptop Cart lab (26 total) These computers also have the same set up as our computers in the lab but also have other applications to further the use of technology such as: I-movie, Garage Band, I-photo, Photo Booth.

5. As the school year continues Trillium will fund and purchase appropriate peripheral equipment on an on-going basis to support technology integration.
6. Teachers will continue their education and training in technology to be highly qualified in that subject area.
7. School has developed a written curriculum based on the State Standards and Benchmarks.
8. Use technology skills to master objectives in Language Arts (writing, editing, paragraph development, spelling mastery and research of topics)
9. Use technology to enhance curriculum objectives such as researching a topic of study, creating power point presentations, creating a movie through I-movie, etc. as appropriate with classroom curricula.
10. Use Scantron Assessment software programs to test students in both Language Arts and Mathematics and use the assessments in the classroom to help student achievement.

Time Line: Academic Year 2009/2010 through 2012/2013

Goal#2

Trillium Academy will enhance instruction and student achievement by providing specific technology professional development to make their staff more knowledgeable in the use of technology.

- ***Objective 1-*** Regularly provide opportunities for growth and development through the use of technology programs, application training and integration.

Strategies:

1. In-service time for currently available technology and all newly acquired technology detailing how to integrate into current educational practice.
2. Participate in Instructional Technology Training for internet applications, Microsoft applications, e-mail, Powerschool, Performance Series, etc.
3. In-Service with contracted technology support personnel.
4. In our High School; students will be able to take online classes that will further their growth in the subject area of the class and in their use of technology.

Time Line: Academic Year 2009/2010 through 2012/2013

Goal #3

Trillium Academy will increase productivity, efficiency and communication by promoting parental and community involvement through the use of technological information systems.

- **Objective 1-** Provide up-grades in hardware/software within the budget guidelines that address the schools specific needs for electronic communication and student information system.
- **Objective 2-** Have parents involved with their child’s education through the use of electronic communication and student information system.
- **Objective 3-** Provide Group support (and individual as necessary) for parents on how to use the electronic communication and student information system.

Strategies:

1. Consult regularly with technology support personnel to plan up-grades and future purchases.
2. Train and educate staff, students and parents on our on-line grade book software so all parties can communicate and help in the growth of each individual student’s education.
3. Encourage communicating with parents through the use of e-mail. Each teacher is given an e-mail address by the school that should be used for this process.
4. Encourage parents to visit the school website (<http://www.trilliumacademy.us>) to get updates on school schedules, character developments for that current month, staff e-mail addresses, school handbooks and other forms that can be useful in the communication of parent to school.
5. Budget annually enough to insure the school’s technology remains up to date and state of the art.

Time Line: Academic Year 2009/2010 through 2011/2012

Goal #4

Trillium Academy will continue to evaluate its goals, objectives, funding and strategies in its Technology Plan and its’ relationship to vision and mission of the Academy.

- **Objective 1-** Design assessment tools to evaluate future technology needs of the school.
- **Objective 2-** Evaluate integration of technology with respect to increasing student performance.
- **Objective 3-** Ensure technical considerations are made as a part of all future construction and expansion plans.

Strategies:

1. The Administration will put together a “technology plan team” to coordinate and monitor the needs and services provided above.

Time Line: Academic Year 2009/2010 through 2011/2012

Section Two: Professional Development

In addition to Goal #3 above listing our objectives for professional development, we will provide our projected annual technology professional development schedule.

Tuesday September 1, 2009: TOPICS, August 2010, August 2011

- Powerschool Training: 150 minutes; Counselor
- Classroom technology integration: 60 minutes; Student Achievement Coordinator
- Performance Series: 60 minutes; Student Achievement Coordinator
- Internets use and agreements and electronic communication: 60 minutes; Student Achievement Coordinator/Principal
- Technology Equipment: 60 minutes; TBD

*Additional Training throughout the school year on an as needed basis. Based on state and national standards addressing technology competencies for teachers, administrators, and other relevant educators.

Section Three: Needs Assessment

Infrastructure, Hardware, Technical Support, and Software

1. Currently every staff member and administrator has a computer with internet access. A majority of classrooms have a student computer with internet access. There is a computer lab with 26 computers and a mobile laptop lab with 26 computers as well, both are online as well. The following gives a general break down of the hardware, software and infrastructures for these computers.

- A. Staff/ Administrator computers- Dell OptiPlex GX620, 2.2 GHz hard drive Desktop. 1 Gig memory, 17” flat panel monitor and Windows XP operating system. Every teacher as their individual printer.
- B. Student computers- Same specifications except students have 15” flat panel monitor.
- C. Student mobile lab- Mac book with 13.3-inch (diagonal) glossy widescreen TFT display, 2.13GHz Intel Core 2 Duo processor with 3MB on-chip shared L2 cache running 1:1 with processor speed, 1066MHz front side bus, 2GB (two 1GB SO-DIMMs) of 800MHz DDR2 SDRAM; two SO-

DIMM slots support up to 4GB and 160GB 5400-rpm Serial ATA hard disk drive.

- D. Staff, Administrator and Student software- Office XP Pro Enterprise, Microsoft Office Suite
- E. Network- All of the school computers are networked on three servers. (Domain Controller- Dell PowerEdge 850, Exchange Server (email)- Dell PowerEdge 1850 and File Server- Dell PowerEdge 2850) All computers at the school are connected via a wired local area connection. Microsoft Outlook is used for communication between staff members.
- F. Internet- All staff and student computers have access to the internet through cable modem provided by Broadwing. Filtering software has been installed to ensure only proper internet sites may be accessed.
- G. Website- Developed and maintained by the Romine Group and updated by the Romine Group and staff members who have permission to update areas of the site.

2. The following is a description of purchases that will be made for the 2009-2010 school year:

- A. Student computers- The school will purchase another class set (26) of Dell PC's and create another computer lab for student and staff members to use.
- B. Student Software-
 - a. Scantron Assessment- Tracks student learning levels on skills basis while monitoring their progress in the areas of Language Arts and Mathematics
- C. Administrator/ Staff software- The school will continue with their software license with Powerschool; a student record management program.
- D. Staff support materials- Elmos have been purchased for every class room as well as an LCD projector to display the images.

Future Plans- The school will look at the following items as additional purchases that will improve the current technology package:

- A. Student computers- Additional computers will be purchased so the school can have additional mobile labs that can be used in individual classrooms. These new computers will insure that each student will have as much accessibility to educational programs as needed.
- B. Student software- Student software is the software that will next be added. The software provides both core and supplementary curriculum in math, science, language arts and social studies for the staff and students alike.
- C. Staff support materials- Additional copy machines will be purchased/ leased so they are more accessible to staff members.
- D. Theatre equipment- As our Fine Arts department grow expansion and updates to our theatre will be done including: new sound equipment (speakers, sound

boards, microphones), lighting, electric screen that will lower from the theatre ceiling and a LCD projector to display footage on the screen.

3. Basic strategies for ensuring interoperability include the following:

- A. Software- The school technology support team will scrutinize all hardware and software prior to installation to ensure that they are compatible with all current software and hardware will not be compromised.
- B. Controls are in place which will prevent the loading of any software to an individual computer without the password consent of the technology support team.
- C. Peripheral hardware may also not be added to any computer without the password consent of the technology support team.
- D. To the extent possible, makes and models of new hardware will be identical. This will ensure compatibility with all of the schools existing software.
- E. The school technology support team will be the only individuals that are allowed to access the server or computers for the purpose of doing repairs.

In addition to the purchasing of hardware and software, the school purchased an extended warranty on all Dell products. When hardware and software issues arise the school technology support team has the ability to troubleshoot them and if larger problems/ issues arise they are fully equipped to repair the technological equipment.

Section Four: Sufficient Budget

Funding and budget as spelled out on the following chart covers the acquisition, implementation, interoperability provisions, maintenance, and professional development related to the use of technology to improve student academic achievement. Grants will be earnestly sought for the school by our management company to further enhance and supplement the current budget projections.

School Years and Technology	Funding Sources			
	School General	Grants	State	Federal
2009/2010				
Computers and Instructional Technology	\$28,000	\$6000		\$25000
Instructional Software	\$3000			
Staff Development	\$500			
Website Maintenance	\$1500			
Network Infrastructure	\$4000			
Online Courses	\$12000			
Maintenance and Tech Support	\$25000			
Telecommunications	\$14500			
Technical Staff Training	\$1000			
Electronic Student Information Services	\$8000			

Video and Media	\$3000			\$20000
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2010/2011				
Computers and Instructional Technology	\$28,000	\$1500		\$15000
Instructional Software	\$3000			
Staff Development	\$500			
Website Maintenance	\$1500			
Network Infrastructure	\$4000			
Online Courses	\$12000			
Maintenance and Tech Support	\$25000			
Telecommunications	\$14500			
Technical Staff Training	\$1000			
Electronic Student Information Services	\$8000			
Video and Media	\$3000			\$5,000

2011/2012				
Computers and Instructional Technology	\$28,000			\$5000
Instructional Software	\$3000			
Staff Development	\$500			
Website Maintenance	\$1500			
Network Infrastructure	\$4000			
Online Courses	\$12000			
Maintenance and Tech Support	\$25000			
Telecommunications	\$14500			
Technical Staff Training	\$1000			
Electronic Student Information Services	\$8000			
Video and Media	\$3000			\$5000

Section Five: Evaluation Process

Many different measures will be developed to ensure all students and teachers will have increased access to technology including but not limited to:

- One-on-one and group support available for teachers on school provided computer software and technology.
- After school technology clubs (Rhino Club, Year Book, Etc.)
- Group support (and individual as necessary) for parents on how to use the electronic student information system.
- Technology class available for ALL students.
- Purchases of more computers and informational technology in the school.

Goal #1

- a. Curriculum will be evaluated during the curriculum and review process by the school's curriculum coordinator or designee.

- b. Administration will monitor the integration process of technology in the general classroom in addition to the integration of technology by the technology teacher.
- c. Increased student achievement will be monitored and measured by the student achievement coordinator and adjustments made as necessary deemed by Performance Series assessments given three times per school year.
- d. Technology proficiency at the 8th grade level will be evaluated by the 8th grade homeroom teacher as provided for individual student portfolios.

Goal #2

- a. Annually and as needed throughout the school year the Student Achievement Coordinator will provide professional development on integrated technology use in classrooms.
- b. Annually and as needed throughout the school year Administration will designate appropriate staff to provide professional development on school technology software, programs, and equipment.

Goal #3

- a. Annually Administration will continue to seek and provide efficient electronic information systems including but not limited to Powerschool, a school website, and email.
- b. Annually Administration will request adherence to a parent/student technology user agreement and survey parent use of school electronic information services annually.
- c. Annually Administration will designate a parent contact for support and provide assistance with school electronic information services.

Goal #4:

- a. Annually Administration will collect all necessary goals and measures and reassess the needs of the school and program in accordance with the schools mission and school improvement plans.

Addendum 1: Student and parent user agreement form. Signed by each student and a parent/guardian at the start of every school year. The portion pertaining to the user agreement is highlighted below.

Trillium Student/Parent Procedure Awareness Statement

My signature below indicates that I have received and read the Trillium Student/Parent Handbook. I have also read the Trillium School Rules and Code of Conduct, the schools AM and PM Safety Procedures, the No Rescue Policy, the School Telephone Policy, the Prohibited Electronic Devices, the Schools Dress Code, the Attendance Policies, the Schools Right to Search Policies, the Student Driver Regulations, the Report Card Procedures and the Internet Usage Policy.

My signature also indicates that I and my student have read, understand, and agree to the Parent Involvement and Commitment Statement below and the Student Expectations on the reverse side:

Parent Involvement and Commitment Statement

By enrolling your child at Trillium Academy, you have chosen to participate in a unique educational experience that actively involves both you and your child.

We ask that you demonstrate your commitment to Trillium Academy by...

- Ensuring your child will attend school on a regular basis. He/she should attend school unless he/she is unable to function at school due to illness. We also ask that you schedule vacation in conjunction with school breaks and holidays.
- Ensuring your child will be on time to school each day. Being on time is critical to minimizing interruptions to instruction and learning time for all children in a class. One child being 5 minutes late each day means a loss of two full school days in a school year for the entire class. Consider the loss over time when there are multiple tardies. Respect the need to have your child at school on time.
- Provide your child with the necessary materials and time to complete assignments requiring library references, computer access and other research materials.
- See that your child is dressed properly in adherence to the dress code policy.
- Attend conferences and communicate with your child's teachers to monitor progress and to address questions and concerns as they occur.
- Read and return, on time, as requested, all informational materials sent home by the school and classroom teacher in order to ensure good communication.
- Adhering to policies and procedures within this handbook and at the school including behavior in the parking lot and on school grounds.
- Responding respectfully and appropriately to all staff, students, parents, and guests within the Trillium community and at the school.
- Complaint Procedure: If you have a disagreement with a teacher or the administration, you should make every attempt to settle the problem with that person, without involving others. Should it not be settled, the two should go to the next line of authority to arbitrate the difficulty (Teacher→ Vice Principal→ Principal→ Superintendent→ Board of Directors). It is the goal of Trillium Academy to respond to complaints and problems as soon as possible.

Please check yes of no for the following questions.

My High School student has permission to walk off of school grounds if they do not have a ride at 3:45 on a regular school day, 12:00 on a half day, and following any after school event (**For High School Students Only**). Yes ____ No ____.

My HS student has permission to take their younger sibling with them when they leave school grounds under the previous guidelines. Yes ____ No ____ . Trillium Academy will not be held responsible for their supervision once they leave school grounds under these circumstances.

My child is allowed to have their picture taken by school employees or designees during the school day or during any after school Trillium event and used for school purposes of media, marketing, publicity, or recognition. Yes _____
No _____

Student: I understand and will abide by the User Agreement and rules for internet use stated in the handbook. I understand that any violation of the regulations above is unethical. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be instituted.

Yes _____ No _____

As the parent or guardian of this student, I have read the User Agreement and the rules of computer use at Trillium Academy. I understand that access is designed for educational purposes. I recognize it is impossible for Trillium Academy to restrict access to all controversial materials, and I will not hold the school (or any of its personnel) responsible for materials acquired on the network. I hereby give my permission to allow Internet access for my child.
Yes _____ No _____

My signature indicates that I have read, understand, and agree to the items listed in this document and that the student may be dismissed from the Academy if not adhered to.

Student Name (print) _____ Grade _____

Student Signature _____

Parent name (print) _____ Parent Signature _____

Date _____

*****If this form is not returned to the front office by Monday, September 14th, 2009, your child will not be permitted to attend class*****

Addendum 2: During staff orientation they are provided with verbal and written electronic communication and user guidelines. Below is the staff signed contract.

Staff Handbook Contract

I, _____, have
(print name)

read the Trillium Academy Staff Handbook in it's

entirety for the _____ academic year.
(list academic year)

I understand that the information given in the staff

handbook provides me with the protocol I need to

complete my job responsibilities correctly.

Staff Member's
Signature: _____

Date: _____

** Turn in this completed document to the administrative assistant.**