

2013-2016

District Technology Planning Worksheets

K-12 Public Schools & ESDs

[Lake Chelan School District]

[July 1, 2013 to June 30, 2016]

Worksheet — E-rate Priority 1

Network & Telecommunications Plan	
<p>E-rate Priority 1</p> <p>Provide sufficient detail to support and validate the services you request.</p> <ul style="list-style-type: none"> Can include local and long distance telephone service, data — Internet and intranet — K-20 network VC infrastructure, cellular voice service, network capability and non-basic telecom services, such as Centrex. <i>Optional—fill in budget details and how to plan to fund your voice, data & video needs.</i> 	
Voice, Data & Video	<i>Optional—Budget & Potential Funding Sources</i>
<p>Telephone Services (Posts) Long Distance Service, Cellular service for administrators, transportation, maintenance and athletics. Web hosting services for the District and each school within the district.</p> <p>These services will provide the necessary communications links between parents and the school system. Administrators and other school personnel need cellular phones to be accessible in emergencies and when they are out of the office or out of the building, as the job routinely demands. Long distance service allows for communication with state educational agencies, educational product suppliers, institutions of higher learning, and other education consultants.</p>	<ul style="list-style-type: none"> The District will use a combination of General funds and E-Rate to provide for Priority 1 services
<p>How will these services support your district's learning goals?</p>	<p>Clear, effective communication is a major goal of the Lake Chelan School District. Priority 1 services provide the backbone to accomplishing this goal. The ability to reliably communicate to staff, students and parents is the starting point of every educational goal the District strives to attain.</p>

Worksheet – E-rate Priority 2

Network & Telecommunications Plan	
<p>E-rate Priority 2</p> <p>Provide sufficient detail to support and validate the services you request.</p> <ul style="list-style-type: none"> Can include Ethernet switches, wireless access points, servers, server software, UPS systems, routers, hubs and related maintenance, upgrade and technology support. <i>Optional—fill in budget details and how to plan to fund your internal connections.</i> 	
Internal Connections	<i>Optional—Budget & Potential Funding Sources</i>
The Lake Chelan School District will not be applying for Priority 2 funds during the 2013-2014 school year. In subsequent years, if the District elects to file for Priority 2 funds, the tech plan will be updated to reflect such changes.	<ul style="list-style-type: none"> <i>n/a</i>
How will these services support your district's learning goals?	n/a

Worksheet – Technology Needs Assessment (District Technology Standards)

Detail your district’s standards for network infrastructure and technology.

- Provide a status of your existing technology, for example, telephone system, network infrastructure and Internet access.
- *Optional—fill in budget details here or attach your budget spreadsheet.*

District Standards for Technology & Maintenance	<i>Optional—Budget</i>
<p>LCSD currently runs a Windows Server network with devices that primarily run a Windows based operating system. The minimum specifications for our desktop computers mirror the state of Washington standards: Intel based Pentium IV/Core 2/Core i3 or AMD 3.4 GhZ or higher desktop or laptop.</p> <p>There is a ShoreTel VOIP phone system servicing the District Office, Morgan Owings Elementary School and Special Services Office/Alternative School. This phone system has been implemented within the last three years. The Middle/High School has an older non-VOIP NorTel phone system. The two different systems are not integrated.</p> <p>The School District LAN is created by PUD fiber lines connecting the Elementary/Alternative School and District office to the Middle/High School MDF. D-Link/Cisco managed Gigabit core switches are located in the MDF and IDF’s of each building. A Palo Alto Internet filter/firewall sits between the district LAN and the Internet. All buildings are wired with CAT 6 cabling. The district also provides wireless connectivity with 20 Aruba access points managed by an Aruba AP controller. District Internet access is provided by K-20.</p> <p>Our Microsoft network has a fleet of eight servers consisting of file/print servers, application servers, a web server, a terminal server, and a Microsoft Exchange email server. There are 630 desktop/laptop Windows based computers, 100 printers, 75 LCD projectors and Document Cameras, 12 tablets, 30 interactive white boards, Linux netbooks, and a rolling Windows laptop lab (COW).</p>	<p>The local assistance levy plus state and federal monies is anticipated to provide the following amounts for technology:</p> <p>2013-2014 <u>\$154,500</u></p> <p>2014-2015 <u>\$159,135</u></p> <p>2015-2016 <u>\$163,900</u></p>

Worksheet – Technology Needs Assessment (Maintenance & Tech Support)

Equipment Plans	Timeline
<ul style="list-style-type: none"> • Desktop/ laptops computers • File Servers • Fire wall/Web filter • LCD Projectors • Document Cameras • Interactive White Boards • Phone System • Network Switches • Wireless Controller and Access Points • Network/Device Management Software • Tablets • Network wiring • Desktop Application Software • Access and Control System <p>✓ Our plan is to replace 1/5 of the oldest desktop/laptop computers, and 1/7 of the oldest projector/document cameras per year.</p> <p>✓ We plan to replace critical network/server devices/software on an as needed basis. However, all such equipment would be on a 5 year replacement cycle, or shorter depending on licensing contracts.</p> <p>✓ All yearly replacement/upgrade purchases are dictated by available monies in May/June of that given year. These monies are dictated by the amount spent to support and maintain all technology operations in that given year.</p>	<p><u>2013-2014</u></p> <ul style="list-style-type: none"> • Replace 60-125 of the oldest desktop/laptop computers; replace 7-10 LCD projectors and documents cameras, and interactive white boards as needed. • Purchase new wireless controller to accommodate added access points (current controller will only support 16 APs, we have 20) • Upgrade file server storage & replace MDF switches at the HS/MS • Install access & control system at MOE/Community Gym • Wire and connect Community Gym to District computer network <p><u>2014-2015</u></p> <ul style="list-style-type: none"> • Replace 60-125 of the oldest desktop/laptop computers; replace 7-10 LCD projectors and documents cameras, and interactive white boards as needed. • Replace file server storage & replace IDF switches at the HS/MS • Replace network wiring at the HS/MS <p><u>2015-2016</u></p> <ul style="list-style-type: none"> • Replace 60-125 of the oldest desktop/laptop computers; replace 7-10 LCD projectors and documents cameras, and interactive white boards as needed. • Upgrade the Network Firewall/Filter & replace MDF switches at MOE • Install access & control system at HS/MS • Install ShorTel phone system at the HS/MS (integrate with the rest of the district) <p>LCSD employs 1.5 FTE staff who handles desktop support and maintenance on a daily basis. Network support and maintenance is contacted out to the local ESD and is done on an as needed basis. The phone system support and maintenance is also contracted out and done on an as needed basis.</p> <p>During the next three years, the district will continue to look at hardware and software that will help establish a 1-to-1 relationship for students to have access to the technology they need for learning.</p>
<p>How will these services support your district’s learning goals?</p>	<p>The LCSD offers academic programs that are rich, rigorous and meet the needs of a wide variety of learners. Each school's need for a robust and stable technology infrastructure is essential in helping to improve student/teacher assessment, instructional strategies, interventions, and overall work proficiency.</p>

Worksheet – Professional Development

Equipment Plans & PD Strategy	Timeline
<ul style="list-style-type: none"> ▪ Part of the District’s technology vision is to maintain an environment open to innovation. While working to keep technology current and relevant, it is important to maintain a balance between the “cutting edge” and “being out of date”. Training staff on proven technology will keep PD relevant and affordable. ▪ Technology committee members, vendors and other trained personnel will continue to provide Pro D in the area of technology. The District technology coordinator and desktop technician will continue to receive the majority of their training from the local ESD. More advanced teacher trainings, such as STEM, will be provided by the proper institutions. 	<p><u>2013-2014</u></p> <ul style="list-style-type: none"> • Provide new employees basic training on network access, email, student management programs, grade book, and web page design. • Provide all staff with web page design using content management system. • Provide as needed training to STEM teachers • Provide training on any new/innovative software/hardware as needs arise (Student Management system, grade book, phone system, teaching tools, student response systems, etc.) • Provide teacher training on cloud based storage and applications for students. • Introduce Open Educational Resources (OER) to staff and administration. <p><u>2014-2015</u></p> <ul style="list-style-type: none"> • Provide new employees basic training on network access, email, student management programs, grade book, and web page design. • Provide further training on OER and teaching strategies for implementation (using tablet technology in the classroom). • Provide teacher training on cloud based storage and applications for students. • Provide training on any new/innovative software/hardware as needs arise. <p><u>2015-2016</u></p> <ul style="list-style-type: none"> • Provide new employees basic training on network access, email, student management programs, grade book, and web page design. • Provide further training on OER and teaching strategies for implementation. • Provide training on any new/innovative software/hardware as needs arise. • Provide ShorTel phone system training at the HS/MS
How will these services support your district’s learning goals?	Teachers will use technology to support learning across the curriculum. With proper training and professional development, teachers will acquire the knowledge and skills to integrate technology into their curriculum, which allows students' the skills and tools to foster collaboration, access information, demonstrate knowledge, and address their individual learning styles.

Worksheet – Technology Plan Review & Update

Strategies for Review & Update	Person or Responsible Team	Timeline
<p>The Lake Chelan School District will have a standing Technology Committee which consists of the District Technology Coordinator four certified personnel (one from each grade level, HS, MS, 3-5, k-2), and the district computer technician.</p> <p>It is the duty of the committee to represent the entire district by receiving input from staff and employees and providing direction and assistance.</p> <p>The committee will meet at least 3 times per school year and report back to building administration and support personnel.</p> <p>During these meetings, the committee will review and discuss technology policies, procedures, purchasing, plans and any other items that may be deemed appropriate.</p>	<p>The District Technology Committee and District Technology Coordinator will lead the work.</p>	<p>September, 2013 thru June 2016, The Technology Committee will meet at least 3 times a year. During this time the team will evaluate and modify the current technology plan as appropriate.</p>