



**Technology Plan Cover Sheet  
2013-2015 (July 1, 2012 – June 30, 2015).**

<b>ORGANIZATION INFORMATION</b>	
<b>District/Agency/School (legal name):</b>	<b>HUTCHINSON PUBLIC SCHOOLS</b>
<b>District Number:</b>	<b>0423</b>
<b>Technology Plan Status</b>	<b>The District/Agency/School has an approved 2012 technology bridge plan: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>
<b>2013-2015 Technology Plan Date of Creation:</b>	<b>28 Feb 2012</b>
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## 2013-15 Technology Plan

1. **Technology Needs Assessment:** Describe the processes(s) used to determine the technology needs for the LEA for 2013-2015 and briefly summarize the needs that have been determined. Make sure to include any technology needs that will be supported through E-rate discounts, such as telephone, telecommunications access, Internet, and other E-rate eligible services.

ISD 423 has a district technology committee, which meets once each month and as needed during the school year. In addition, each school within the district has its own building technology committee, which also has scheduled monthly meetings throughout the school year. Membership of this district technology committee includes a balanced representation of District Administrators, Building Administrators, Building Technology Staff, District Technology Staff, Teaching Staff, Special Education Staff and Community Members. Part of the responsibility of this committee is to identify technology needs and develop both short and long range strategies.

The following sources of data were used in preparation of this document:

- Minnesota Instructional Practices Survey (as modified for Hutchinson Schools use).
- Minnesota Comprehensive Assessments.
- Budgeting process.
- Assistive technology for special education students.
- Classroom tests and projects

A Modified version of the Minnesota Instructional Practices Survey was taken by 93 Staff members. The surveys were completed in December of 2011. The district intends to conduct a similar survey every two years to monitor progress towards meeting our goals.

In addition, technology needs are determined by an application based capital budget requests from staff, building technology committee initiatives, and by educational objectives such as computerized testing (NWEA, MCA II/III, Scholastic Reader). Technology needs have also been derived through the curriculum review cycle.

Through this process the following areas of need were identified:

# Hutchinson Public Schools

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- To allow parents to better participate in the educational process, improvements are needed for: communication with parents, parent access to data, and parent knowledge of access to available resources.
  - Technology resources needed to better accommodate students individual learning styles/needs and to better support universal access.
  - A concerted effort needs to be made on the part of the district to improve staff knowledge of and ability to use the technology resources that the district already makes available.
  - The old cable TV and VCR (or DVD) systems that are installed in many classrooms no longer provide the kinds of access teachers need to deliver content. Newer resources need to be made available to teachers for access to streaming and on demand content.
  - Substitute teachers often lack the technology training and/or access to be effective at providing delivery of lesson materials and instruction.
  - Teachers need to be able to count on technology functioning properly in order to feel confident in using it to deliver instruction. To accomplish this they need to have technology problems responded to and resolved in a timely manner.
  - An improved backup/disaster recovery system is needed to ensure that curriculum and student data is safe in the event of a disaster, and available to teachers when needed.
  - Student performance and assessment data needs to be available to teachers in an easy to use format so that teachers can use this data in making instructional decisions.
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2. **Goals and Strategies:** List the specific goals and strategies for 2013-2015 that address how your LEA will use technology to deliver education and assist with school administration:

Goal	Related Strategies
Provide access to online resources to help prepare students to be successful in a digital world.	Continue contracts with Little Crow Telemedia Network to provide internet services as well as a variety of streaming media, ITV classes, video field trips, and online classes. (see addendum A)
Improve communications with parents and parent involvement in the education process.	At least 70 percent of parents will be aware of technology resources which the school district has implemented to improve communication between parents and school.
Improve communications with parents and parent involvement in the education process.	Increase awareness of and encourage additional uses of Campus messenger for news to parents.
Improve communications with parents and parent involvement in the education process.	Automated Mass Notification will be available to all parents.
Accommodate student learning styles and/or universal access.	Hutchinson Schools will have a minimum of 5 online classes offered in their course catalog.
Accommodate student learning styles and/or universal access.	Within 3 years Hutchinson Schools will implement text to speech capability on ALL student access computers district wide. Text to speech will also be available for installation on all staff computers.
Accommodate student learning styles and/or universal access.	Hutchinson Schools will implement sound reinforcement in accordance with best practices.
Accommodate student learning styles and/or universal access.	Hutchinson Schools will continue to provide a limited number of low incident classes to students via ITV classes.
Accommodate student learning styles and/or universal access.	Hutchinson Schools will develop policy, infrastructure, and "cloud" resources to allow students to utilize personally owned computing devices for educational purposes within our facilities.



Improve staff use of technology resources within the district and improve staff awareness of technology resources available" in the cloud".	Hutchinson Schools will offer "in house" technology related training opportunities at least twice per year.
Improve staff use of technology resources within the district and improve staff awareness of technology resources available" in the cloud".	"Just in Time" training opportunities will be available to all teaching staff to improve their use of the technologies needed to improve student learning.
Improve staff use of technology resources within the district and staff awareness of technology resources available" in the cloud", AND Improve educational continuity by improving the quality of instruction offered by substitute teachers.	Training will be available to all Hutchinson Schools substitute teachers on the use of technologies commonly used in our classrooms.
Improve access to curriculum content.	Implement a system to provide improved video content (streaming and/or on demand) in all classrooms. Replace Cable TV and VCR's with a more robust system.
Improve educational continuity by improving the quality of instruction offered by substitute teachers.	All substitute teachers will have network access either through individual logins or through generic sub logins.
Improve wireless access in classrooms to support the increased use of mobile devices in curriculum delivery, research, and collaboration.	Purchase and install additional wireless access points to meet increasing demands and future BYOD initiatives.
Improve tech support service.	All properly submitted tech support requests will receive a response within 8 hours
Improve tech support service.	80% of properly submitted tech support requests will be resolved or have an acceptable work-around within 48 hours.
Improve capacity and function of our data backup system.	Our existing data back-up system will be overhauled to become a more complete data disaster recovery system. This system will allow for restoration of operation for our most critical systems/data within 1 full business day and return to full data center operations within 5 business days



<p>Improve teacher access to, and use of, student performance and assessment data to help guide instructional decisions.</p>	<p>A data dashboard will be developed that is linked to our student information system. This will provide teachers with up to date information about student performances in key metrics at any given point in time.</p>
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3. **Professional Development Plan:** Describe the professional development strategies you have in place for 2013-2015 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

Hutchinson Schools has implemented a summer teacher’s academy for professional development. Many of the sessions offered are related to helping staff become more proficient on the use of new technologies within the district. We also are taking the first steps to provide additional training opportunities via staff development classes on our staff Moodle server.

Technology related sessions are also offered during various staff development sessions throughout the school year.

Before or after-school sessions will be offered on a pre-registration basis.

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4. **Evaluation:** Explain the evaluation process for your technology plan for 2013-2015, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met.

Several of the technology goals and strategies are integrated into our district strategic planning process. These goals and measures are included on our strategic plan balanced scorecard. Progress will be measured and reported via the scorecard on a regular basis.

In addition, the District Technology Committee has developed an implementation plan that includes goals for stages of deployment as well as measures of successful outcomes.

The district will also use a survey tool similar to the MN Technology Instructional Practices Survey to help measure progress towards several goals.

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5. **Optional Links:** Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan.

<http://portal.hutch.k12.mn.us/?q=node/11>

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6. **Link to Current Technology Plan:** Provide the link on the LEA website where the technology plan will be posted and updated throughout the planning period.

<http://www.hutch.k12.mn.us/pageView.cfm?pageID=480>

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**7. Children's Internet Protection Act (CIPA)**

This LEA has an Internet Safety/Acceptable Use Policy in place.

Yes

No

If yes, please provide a link to access the policy at the LEA website.

<http://www.hutch.k12.mn.us/userFiles/File/policy/524.pdf>

This school district deploys an Internet filter to protect minors from material that is pornographic or otherwise harmful to them.

Yes

No





## 2013-2015 Technology Plan -- Addendum A

### **LCTN:**

The LCTN manages the Internet access from our school District LAN to the Internet Point of Presence (POP). The LCTN leases video and data services from Windstream Communications providing ITV, video conferencing and WAN services.

The LCTN provides the following video services:

- \* Manages the Audio/video router distributing signals for each class on the ITV network.
- \* Manages the cross connect channels to CMDLN and other PSEO sites.
- \* Creates and manages the joint ITV schedule
- \* Provides access to other K-12 schools for classes, meetings, staff development and Special Education services.
- \* Promotes and creates connections to other sites for video field trips with codecs.
- \* Provides connections to IP video and Internet 2 connections

The data services provides a 1000 mpbs WAN which connects up the 18 other Public School Districts and allow us to share the Internet access. This lease is in effect until June 2014. The LCTN puts out the RFP for the Internet POP and through a committee and the Governing Board of LCTN & MRVED, selects a vendor. The LCTN then configures and manages all IP traffic, including routers, DNS servers, and other servers for the Districts. Currently the District shares 200 mbps of broadband Internet access with other schools.

The District is responsible for the LAN up to the edge switch, but can receive assistance from the LCTN on LAN issues. The LCTN provides the following:

- \* Manages WAN edge Switches (HP Procure gig)
- \* Manages the Border router to Internet
- \* Manages Cisco CSA firewall between the schools and Internet
- \* Manages connection to Internet 2 and video services thru Ridgewater, CMDLN and OET.
- \* Provides mail scanner for schools to eliminate viruses.
- \* Provides expertise on Linux based content filters and firewalls.
- \* Manages the WAN and Access to the Internet so all schools have an equal and fair share of bandwidth, and will increase bandwidth when growth dictates it.

### **Districts:**

Agree to follow Children's Internet Protection Act, CIPA that includes, To provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response.





The districts will maintain records on Acceptable use policy, open meetings, training and changes related to the AU policy.

Districts will manage filters to comply with CIPA.

Districts will agree to a Letter of Agency for the LCTN to hold an RFP, conduct bids, and manage contract for WAN and Internet as well as apply for Erate and Telecom Aid on the district's behalf.