



Northern Rhode Island Collaborative

Technology Plan

FY~(2008-2011)



Northern Rhode Island Collaborative
640 George Washington Highway, Suite 200
Lincoln, RI 02865
(401) 495-2000 Fax: (401) 333-3572

<http://www.nric-ri.org/technology>

Updated October 1, 2007

Introduction

The Northern Rhode Island Collaborative offers special education day programs for Multi-disabled and Emotional/Behavioral Special Education students. The Collaborative's reliance on technology to enhance the educational experiences of its students is well recognized by both administration and teaching staff. Efforts to maintain an operational technology component to support Collaborative initiatives and programs has been a longstanding priority for past and present administrations. The Collaborative is continuing its efforts to enhance programming through appropriate and consistent use of technology by all stakeholders. We are currently piloting an online IEP management system and promoting a regional framework for all of the 11 districts.

Additionally, through our Professional Development Academy, we will be promoting distant learning opportunities with video-conferencing courses and workshops for teacher assistants, teachers and administrators. The Northern Rhode Island Collaborative also offers professional development and training for the region's educational staff in the areas of Mathematics, Science, Special Education and Technology. Our training facility will be used to train local LEA staff on the use of the new IEP management software in a trainer of trainer's model.

The Northern Rhode Island Collaborative is comprised of fourteen sites and one central office building. At present, it services over 270 students with Multi-disabilities, or Behavioral/emotional disabilities. All of our sites and classrooms now or soon will have internet access, as funds become available.

All NRIC classrooms have computers for student and teacher usage. The educational software used in the classrooms has been selected based on the current individual needs of the students within the classroom related to their identified curriculum needs.

Technology is seen as a resource to increase the power and enhance the potential of the teacher and the student. The Collaborative now employs a full time Technology Director. Technology integration assists students in the realization of the global society. It strengthens the learning experience by introducing relevance to the situation. Technology offers the opportunity to deal with new, current and breaking information from a variety of sources. Access to technology should be common place for all learners, teachers, and administrators.

Northern Rhode Island Collaborative Technology Plan

Goal 1: To provide students with technology-based educational experiences that prepare them for the world of work

Objective 1: Students will have access to technology as needed within the school environment.

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
All classrooms will have at least one new state of the art computer designated for student use.	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$	2007	Student computers in place	Completed
All computers will have access to the Internet	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Infrastructure upgrades	2007	Continued electrical and network upgrades when necessary	Completed
NRIC will increase Internet Access in all classrooms to support up to five students computers per classroom.	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Infrastructure upgrades	2008	Continued electrical and network upgrades when necessary	Planned
Implement wireless devices within the classroom environment.	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Infrastructure upgrades	2008	Continued electrical and network upgrades when necessary	Planned
Increase student computer skills and access through the development of School Building Computer Labs.	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Infrastructure upgrades	2008	Continued electrical and network upgrades when necessary	In-progress

Northern Rhode Island Collaborative Technology Plan

Goal 1:

To provide students with technology-based educational experiences that prepare them for the world of work

Objective 2:

Students will develop proficiency in the use of technological tools.

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Incorporate technology into the classroom curriculum	Executive Director, Assistant Director, Assistant Special Education Director, Program Coordinators	\$\$, Professional time, Curriculum development time	Ongoing	Teacher evaluation	Ongoing
Students will participate in Compass Learning – Odyssey Software and Lexia Learning Software.	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	Software upgrades; Suitable Hardware; High Speed Internet Access, Increased Bandwidth	Monthly	Teacher student use reports generated and evaluated.	Ongoing
Increase student computer skills and access through the development of School Building Computer Labs.	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Infrastructure upgrades	2008	Student’s actual usage of the Computer Labs through schedule documentation.	Planned

Italics indicates completion of objectives

Northern Rhode Island Collaborative Technology Plan

Goal 1:

To provide students with technology-based educational experiences that prepare them for the world of work

Objective 3:

Students will develop proficiency in the use of software.

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
*Word-processing, spreadsheets, presentation, and database software	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	Tech support, professional development	Sept. – June	Increased time on task, Increased student achievement	In progress
Educational software	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	Tech support, professional development, High Speed Internet Access, Increased Bandwidth	Sept. - June	Increased time on task, Increased student achievement	In progress
* MS Office Suite- current standard	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	Tech support, professional development	Sept. - June	Increased percentage of proficiency	In progress

Italics indicates completion of objectives

Northern Rhode Island Collaborative Technology Plan

To provide teachers with the knowledge and ability to use technology for communication, as an enhancement to curriculum and instruction, and as a personal and professional tool.

Goal 2:

Objective 1:

Provide classroom management techniques for teacher use.

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Use electronic gradebook/planbook	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	Professional development	2008-2011	Increased use yearly per tech survey	Ongoing
Use classroom Internet tools (i.e. homework websites, teacher-created website, bulletin board)	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	Professional development, software tools, High Speed Internet Access, Increased Bandwidth	2008-2011	Increased use yearly per tech survey	Ongoing
Utilize merges/form letters using a data source	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	Professional development, software tools	2008-2011	Increased use yearly per tech survey	Ongoing
Utilize a computerized IEP management system for NRIC and the NRIC Districts.	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	IEP Software, Professional development, High Speed Internet Access, Increased Bandwidth	2008-2011	Participation Survey, End-of-year Report	In Development

Italics indicates completion of objectives

Northern Rhode Island Collaborative Technology Plan

To provide teachers with the knowledge and ability to use technology for communication, as an enhancement to curriculum and instruction, and as a personal and professional tool.

Goal 2:

Objective 2:

Provide in-class technical support to help integrate technology into curriculum.

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Expand Professional Development opportunities for teachers, administrators, and support staff.	Executive Director, Director of Administration, Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Professional development	2008-2011	Expanded training opportunities, conference evaluation forms	Ongoing
Provide support to classroom teachers in the proficient use of a variety of technology hardware (i.e. presentation devices, digital cameras, camcorders, etc.)	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Staff, Equipment	2008-2011	Increased tech support	On-going
<i>Provide all staff members with e-mail accounts to promote communication.</i>	<i>Executive Director, Technology Director</i>	<i>\$\$, Staff, Servers</i>	<i>2006</i>	<i>All staff logged into the e-mail system.</i>	<i>Completed</i>

Italics indicates completion of objectives

Northern Rhode Island Collaborative Technology Plan

To provide teachers with the knowledge and ability to use technology for communication, as an enhancement to curriculum and instruction, and as a personal and professional tool.

Goal 2

Objective 3:

Provide support to facilitate a more expansive, streamlined communication system.

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Upgrade the NRIC website on a regular basis.	Executive Director, Technology Director, Administrative Assistant	Personnel	January 2008	Updated website	Ongoing
Provide the hardware and technical support to facilitate a more expansive, streamlined communication system.	Technology Director	\$\$, Personnel, High Speed Internet Access, Increased Bandwidth	Ongoing	Continuous access from inside and outside the NRIC, increased utilization of digital communication	Ongoing
Develop and promote an internal e-mail system.	All Administrators and Program Coordinators	\$\$, Server and Software.	2007-2008	Complete, 100% usage of NRIC e-mail system by all employees.	In process
Provide classroom support via help desk resources, online technical requests	Technology Director	\$\$, Professional development, personnel	2008-2011	Tech requests via Internet	In development

Italics indicates completion of objectives

Northern Rhode Island Collaborative Technology Plan

To provide teachers with the knowledge and ability to use technology for communication, as an enhancement to curriculum and instruction, and as a personal and professional tool.

Goal 2

Objective 4:

To improve educational outcomes for students and staff efficiency utilizing Technology

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
<i>1. Convene a Technology Committee to update the current Technology Plan to meet the needs of the Collaborative staff and students</i>	<i>Executive Director, Director of Administration, Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director</i>	<i>Time, secretarial support</i>	<i>2008-2011</i>	<i>Updated Plan</i>	<i>Completed</i>
2. Explore to possibility of becoming an Assistive Technology Assessment Center (ATAC) to better meet the needs of NRIC students as well as member districts.	Executive Director, Director of Administration, Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Personnel Time	2008-2011	Meetings held and ATAC developed	Planned
3. Actively explore grants and other funding opportunities to introduce up-to-date technology to staff and students.	Executive Director, Director of Administration, Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	Time, secretarial support	2008-2011	Grants written and awarded	Planned/Ongoing
4. Provide professional development to NRIC staff to assist them in utilizing up-to-date technology.	Director of Administration, Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Staff, Personnel Time	2008-2011	Professional Development Evaluation Forms	Planned/Ongoing

Italics indicates completion of objectives

Northern Rhode Island Collaborative Technology Action Plan

To provide administrators and program coordinators with the technological tools for organization, management, and communication.

Goal 3:

Objective 1:

Provide organizational and management tools utilizing technology

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Generate IEP Management reports	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Training	2008-2011	Reports available in a timely manner	Ongoing
Utilize Student Information Systems, IEP Management System	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Necessary Training, software updates	2008-2011	Working systems in place	Ongoing
Utilize Databases (i.e. Access)	All Administrators and Program Coordinators	\$\$, Training	2008-2011	Databases being utilized	Ongoing
Utilize Personal Organizer (i.e. Outlook)	All Administrators and Program Coordinators	\$\$, Training, Equipment	2008-2011	Personal organizers used regularly, develop survey	Ongoing
Develop Common Reporting Forms and System folders for usage.	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	Time, training	2007-2008	Common forms and folders used to write monthly reports and generate internal checks of compliance.	In development

Italics indicates completion of objectives

Northern Rhode Island Collaborative Technology Plan

Goal 3: To provide administrators with the technological tools for organization, management, and communication.

Objective 2: Improve communication among all members of the NRIC and participating LEA community.

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Maintain the NRIC website on a regular basis	District webmaster	Personnel	2008-2011	Updated website	Ongoing
Provide update information electronically to be integrated into the District / School Website	Executive Director, Technology Director	Professional development	2008-2011	Up to date information available 2008-2011 school year	Ongoing
Provide the hardware and technical support to facilitate a more expansive, streamlined communication system, utilizing our newly developed WAN.	Executive Director, Technology Director	\$\$, Personnel, High Speed Internet Access, Increased Bandwidth	Ongoing	Continuous access from inside and outside the NRIC, increased utilization of digital communication	Ongoing
Utilize the IEP Management System for RIDE Census reports, student status, LEA district needs.	Executive Director, Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director, district administrators	\$\$, Software, Professional development	2008-2011	Successful LEA and NRIC participation	Planned
Purchase and/or upgrade existing cell phones and/or PDA's	Executive Director, Director of Administration, Technology Director	\$\$	2008-2011	Cell phones purchased and/or upgraded to integrated Palm Pilots/Blackberries	Planned

Italics indicates completion of objectives

Northern Rhode Island Collaborative Technology Plan

Goal 4: To provide support staff with the technological tools to facilitate and manage their work.

Objective 1: Provide organizational and management tools using current technology-based platforms.

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Training in Microsoft Office Suite (novice to advanced)	Executive Director, Director of Administration, Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Professional development	2008-2011	Increase in usage by support staff	Ongoing
Job-specific software training	Assistant Director, Director of Administration, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Professional development	Ongoing	Increase in usage by support staff	Ongoing
Training in usage of RICERT system.	Executive Director, Human Resources, Technology Director	Professional development	January 2007 - 2009	Increase in usage by support staff	Planned

Italics indicates completion of objectives

Northern Rhode Island Collaborative Technology Plan

Goal 4: To provide support staff with the technological tools to facilitate and manage their work.

Objective 2: Provide support and equipment for effective communication systems.

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Maintain the school and district website on a regular basis	District Webmaster	Personnel	2008	Updated website	Ongoing
Provide the hardware and technical support to facilitate a more expansive, streamlined communication system	Executive Director, Director of Administration, Technology Director	\$\$, Equipment, High Speed Internet Access, Increased Bandwidth	Ongoing	Continuous access from inside and outside the NRIC, increased utilization of digital communication	Ongoing
Provide training in the use of the NRIC internal e-mail system	Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	Staff	2008-2011	All support staff logged onto the network.	Ongoing

Italics indicates completion of objectives

Northern Rhode Island Collaborative Technology Plan

Goal 5: To provide a professional development program that enables all staff to gain proficiency in the use of technology.

Objective 1: Expand the existing professional development program to meet the needs of teachers

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Respond to annual technology surveys	All Staff	Survey materials	Annually	Analysis of completed surveys	Ongoing
Assess data retrieved from annual technology surveys	Executive Director, Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Materials	Annually	Analysis of completed surveys	Ongoing
Define specific technology resources for curriculum enhancement	Certified Staff	None	Annually	Increased participation in technology professional development	Ongoing

Italics indicates completion of objectives

Northern Rhode Island Collaborative Technology Plan

Goal 5: To provide a professional development program that enables all staff to gain proficiency in the use of technology.

Objective 2: Expand the existing professional development program to meet the needs of Administration

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Respond to annual technology surveys	Executive Director, Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	Survey materials	Annually	Analysis of completed surveys	Ongoing
Assess data retrieved from annual technology surveys	Executive Director, Assistant Director, Assistant Special Education Director, Program Coordinators	None	Annually	Analysis of completed surveys	On going
Market technology opportunities to increase participation	Executive Director, Assistant Director, Assistant Special Education Director, Program Coordinators	None	Ongoing	Continued increase in participation/survey results	Ongoing
Revise survey	Executive Director, Assistant Director, Assistant Special Education Director, Program Coordinators	Time	Annually	Revised survey	Ongoing

Northern Rhode Island Collaborative Technology Plan

Goal 5: To provide a professional development program that enables all staff to gain proficiency in the use of technology.

Objective 3: Expand the existing professional development program to meet the needs of support staff.

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Respond to annual technology surveys	Support Staff	Survey Materials	Annually	Analysis of completed surveys	Ongoing
Assess data retrieved from annual technology surveys	Executive Director, Assistant Director, Assistant Special Education Director, Program Coordinators	\$\$, Materials	Annually	Analysis of completed surveys	Ongoing
Define technology resources for job specific requirements	Executive Director, Assistant Director, Assistant Special Education Director, Program Coordinators	None	Annually	Increased participation in technology professional development	Ongoing

**Northern Rhode Island Collaborative
Technology Plan**

Goal 6: To provide maintenance and security of existing technology platforms

Objective 1: Provide necessary maintenance for existing technologies.

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Provide support positions to maintain existing technologies	Executive Director	\$\$, Technology Director	Sept. 2006	Technology Director Hired	Completed
Provide diagnostic equipment, software, hardware	Executive Director, Director of Administration, Technology Director	\$\$, Equipment	2008-2011	Tools available to increase computer reliability and uptime.	Ongoing
Provide electronic help desk.	Technology Director	\$\$	2008-2011	Help desk in place	In development

Northern Rhode Island Collaborative Technology Plan

Goal 6: To provide maintenance and security of existing technology platforms.

Objective 2: To utilize the most up-to-date security available

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Utilize virus protection	Executive Director, Technology Director	\$\$, Staff	2008- 2011	Virus protection in place	In place / Ongoing
Utilize desktop security	Executive Director, Technology Director	\$\$, Licenses and software	2008- 2011	Desktop security protection in place	In place / Ongoing
Utilize Operating Systems	Executive Director, Technology Director	\$\$, Licenses and software	2008- 2011	Operating system protection in place	Windows 2003 Server security in place
Utilize internet filtering	Executive Director, Technology Director	\$\$, Licenses and software	2008- 2011	Internet filter protection in place	In place / Ongoing
Utilize network security software	Executive Director, Technology Director	\$\$, Licenses and software	2008- 2011	Network security in place	Firewall installed, ongoing

Northern Rhode Island Collaborative Technology Plan

Goal 7: To align all school technology purchases with real world technology needs

Objective 1: Stay abreast of current trends in equipment, software, and information technology.

Activities/Tasks	Persons Responsible	Resources Required	Timeline	Evaluation of Success	Status
Purchase technology necessary to support real world needs	Executive Director, Director of Administration, Technology Director	\$\$	2008-2011	Technology in place	Ongoing
LEA District, parent, and NRIC community interaction	Executive Director, Assistant Director, Assistant Special Education Director, Program Coordinators, Technology Director	\$\$, Surveys	2008-2011	Evaluate surveys	Ongoing