

Technology Resources for Teachers

Lexington Public Schools

2003-2004

Technology Planning

Since 1995 the Town of Lexington has made a substantial financial commitment (\$5,238,000) to insure that we have up-to-date hardware (no more than 8-9 years old) to run our instructional programs that support teaching and learning in the 21st century.

During the last eight years we have developed a well-planned and designed program to support technology use in the classroom. We have the technical personnel to keep the hardware running and maintained, the software installed, and most technical problems resolved through constant troubleshooting.

We are now implementing the third year of our state-approved Four-Year Technology Plan (2001-2005). Building upon the *enGauge* Framework for Effective Technology Use, we identified five essential conditions that we address in our plan. These conditions are Access, Equity, Educator Proficiency, Effective Teaching/Learning, and Systems/Leadership.

In order for us to effectively implement our technology plan, we are identifying the core skills (student technology competencies) that students must have at each grade level to achieve technological proficiency. We are simultaneously developing curriculum units in which technology is a natural and powerful tool that supports student learning.

Tech Plan URL: http://lps.lexingtonma.org/Tech/Tech_Plan01-05/cover.html

Staffing

Instructional Technology Specialists (curricular support)

The Instructional Technology Specialists (ITS) are dedicated to helping you integrate technology into your lesson plans. Their role is to help you create technology enhanced lessons which incorporate our agreed-upon student technology benchmarks and which support curricular units you want to use in the classroom. Many of their resources are located online at: <http://curriculum.lexingtonma.org>

The ITS staff for LHS:

- Wendy Cordero(cordero) LHS, Math and Science departments
- TBA LHS, Humanities
- TBA Systemwide, Adaptive Technology

Library Media Specialists (curricular support)

Each school has a library media specialist who will collaborate with you on any research related to teaching and learning. They can also assist you and your students in the use of the online catalog to access resources. For further resources visit the library department web pages at:

<http://lhs.lexingtonma.org/Library>

LHS Library Media Specialists:

- Susan Lum (lum)
- Carolyn Hebner (chebner)

Technology Point Administrators (administrative support)

Each school has a Technology Point Administrator. As chair of the school tech committee, this administrator supports the management and implementation of Lexington's Four-Year Technology plan within the school. Additionally, the Point Administrator oversees the equitable distribution of resources, such as instructional software at each grade level, classroom computers, fully equipped labs, and peripherals.

The LHS Technology Point Administrator:

- TBA

Technology Facilitators (technical support)

Our Technology Facilitators work together to keep our computers up and running. Although each Technology Facilitator is assigned a "home base", the facilitator assigned to your school may be working on a project in another school. The way to report a technical problem or request software to be installed is to use the email address listed below. If your email is not working, we recommend that you ask a colleague with working email to report the problem.

The Technology Facilitators at LHS:

- Jean Hart (lhs_techsupport)
- Dave Head (lhs_techsupport)
- Patty Hunter (lhs_techsupport)

Other tech facilitators you may see around from other schools:

Katherine Gorry-Hines - Bowman	Marcia Finnegan - Harrington
Judy Richardson - Bridge	Linda O'Keefe - Hastings
Sue Ginsberg, Tech Manager - Estabrook	Janice MacMillan - Clarke
Janet Zaleznik - Fiske	Marilyn Guisbond - Diamond

Department Technology Liaisons (DTL)

Department Technology Liaisons are volunteer teachers who are available for support of Kansas skills and the new online grading procedures with Rediker Student Management System.

DTL for each department at LHS:

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|---------------------------------|---------------------------|
| • Susan Lum (lum) | Library/Guidance |
| • Wendy Cordero (cordero) | Math/Science |
| • Ruth Kirschbaum (rkirschbaum) | Sped |
| • Dan Shadbegian (dshadbegian) | Foreign Languages |
| • Samantha Lowe (slowe) | Fine/Performing Arts |
| • Deb Holmen (holmen) | Health/Physical Education |
| • David Walsh (dwalsh) | English |
| • Jen Harris (jharris) | Social Studies |

Network Services (network support)

Lexington has two Technology Services specialists and one Administrative Director in charge of our systemwide network. They support the operation and maintenance of our computers, servers, network, and administrative programs. Since they support systemwide network issues, teachers with network or email problems need to contact the assigned Tech Facilitator as noted above.

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| • Ron Hallee | Director of Administrative Network and Data Services |
| • Marianne McKenna | Technology Services Specialist |
| • Paul Musto | Technology Services Specialist |

Concept of Kansas

We are expanding our core set of basic technology, affectionately nicknamed "Kansas". "Kansas" is a term we use to identify the skills that are fully supported by the instructional and technical staff. "Kansas" now includes: basic desktop operations, email use, word processing, using databases, spreadsheets, multimedia tools, and instructional Web sites. (If you want to do a project outside the scope of "Kansas", then you need to find a tin man or straw man--thus the analogy to the Wizard of Oz!)

Please take a moment to self-assess your skill level in "Kansas" by filling out the Technology Resource Guide for High School Teacher

Expanding Kansas Checklist included in this guide. (See page 6 for checklist.) You will also find in this guide short “how-to” instructional sheets to help you with learning the “Kansas” skills. If you need any additional help, please do not hesitate to contact one of the technology staff. *We will be pleased to help you along the yellow brick road.*

Student Technology Competencies

Based on the Massachusetts Department of Education K-12 Instructional Technology Standards (October 2001), we have been defining at each grade level core skills for students to become technologically proficient. Along with the student competencies, we are identifying lessons, projects and curriculum units where technology can best be used to support the student objectives for learning. At the elementary level, we have identified competencies and sample curriculum lessons for each grade level.

At the secondary level, the student technology competencies are defined for grades 6-8, however, the sample curriculum connections are still in draft form. (See page 12 for eighth-grade competencies.) For grades 9-12, we are in the process of defining competencies in the math/science disciplines to be piloted during the second half of this school year. These technology competencies, along with the teacher professional development needed to implement them, will be the focus of our professional development program in the next few years.

Professional Development

We are committed to providing the professional development needed to successfully integrate technology into the curriculum. We offer a variety of courses online, after-school, and during the summer. For the listing of all these opportunities, please check the Professional Development Web site:

<http://ips.lexingtonma.org/ProfDev> (Choose the 2003/04 course catalog link and next click on the technology link.)

Communication

Email (username@sch.ci.lexington.ma.us)

Every staff member has an email account (Eudora program). Your username is your first initial last name (except for teachers who have been with the system for more than 6 years), and your password is given to you at the start of the school year. Your email is stored on the consolidated secondary staff server for email (See page 22 for directions.)

Document Storage and Sharing

Teachers are encouraged to save files in designated folders on the appropriate secondary staff server. Saving on a server provides guaranteed back-up of

important documents. Teachers are also encouraged to use shared folders for documents that need to be easily accessed by other teachers or staff at your grade level, department, or school.

ClassLinks site <http://notes.lexingtonma.org>

We have developed a web site for you to post homework and/or long term assignments. We are planning to expand ClassLinks to provide teachers an easy way to post classroom news, important dates, and curriculum projects as well. Every Lexington teacher is welcome to register for an account. (See pages 15 and 16 for directions.)

School Web sites <http://lps.lexingtonma.org/schools.html>

Each school has a web site as a way to communicate with parents and the community. You are welcome to post curricular projects on your school site. Please contact the Instructional Technology Specialist (ITS) in your building for help with this.

Virtual Education Space (VES) <http://ves.mass.edu>

VES is a free set of online, interactive applications, resources and tools for students, teachers and administrators. VES is supported through federal and state grant funds. Every teacher in Massachusetts is entitled to a VES account. Using the VES system is an optional feature--outside of "Kansas"-- with limited support from Lexington's technical staff. If you would like to register for a VES account, please see the Instructional Technology Specialist in your building. (Note: You receive an email from the VES administration with your account registration information, **Do Not Delete this email**, it is the only copy of your registration information.)