



## Long Range Technology Plan: 2015-2020 Cape Cod Lighthouse Charter School

### Commitment to a Clear Vision and Implementation Strategies

- **Vision:** The Cape Cod Lighthouse Charter School is committed to using technology to support its curricular goals of nurturing creative, skilled students equipped to succeed in high school, college and career paths.
- **Technology Team:** The Technology Team consists of the Technology Coordinator, the Executive Director, Associate Director, and teacher representatives from every grade level and discipline. The group will meet at a minimum 3 times annually, and more often as tasks demand.
- **Needs Assessment:** The Technology Team will conduct a Needs Assessment at minimum once each year, and create an action plan based on that assessment.
- **Budget:** The Technology Team will make annual recommendations for the technology budget. The Technology Director will use those recommendations to create an annual technology budget, which will be presented to the Executive Director in the spring of each year for integration into the larger budget, which is adopted at the June meeting of the Board of Trustees.
- **Evaluation:** Major technology purchases are evaluated by members of the Technology Committee before being made. The Committee will assure that all purchases are appropriate, cost-effective and sustainable. In addition, school administrators meet annually with the Technology Coordinator to monitor progress towards the school's Technology Plan.

### Technology Integration and Literacy

- **Technology Integration:**
  1. At least 90% of school teaching staff uses technology in their professional lives every day, including some of the following areas: research, lesson planning, grading, administrative tasks, communications, lesson development and collaboration.
  2. At least 75% of teachers use technology to enhance student learning in the classroom every day.
  3. Teachers share "tech tips" at least once per month in weekly staff meetings.
- **Technology Literacy:**
  1. At least 90% of 8th grade students show proficiency in all the *Massachusetts Technology Literacy Standards and Expectations* for grade 8.
  2. One hundred percent of teachers are working to meet proficiency level in technology, and by the year 2020, 90% of teachers will have mastered 90% of the skills in the Massachusetts Technology Self Assessment Tool (TSAT).
- **Staffing** CCLCS has a full time Technology Director. In the summer of 2016, CCLCS will hire a new Technology Director, who will work with the retiring director to transition into the position.

### Technology Professional Development

- The Technology Team will develop annual staff Professional Development goals.

- Teachers will include individual Technology Goals in their PD Plans.
- The Associate Director will work with the Executive Director and the Technology Coordinator to create an annual Technology Professional Development calendar.

### **Accessibility of Technology**

- By 2020, CCLCS will have a ratio of one high-capacity, Internet connected computer for each student and staff member.
- CCLCS maximizes access to the general education curriculum for all students, including students with disabilities using universal design principles and assistive technology devices.
- CCLCS will maintain an operable telephone in every classroom for student/teacher use.
- Every classroom at CCLCS will have a digital projector by 2016.
- CCLCS has an average computer replacement cycle of 5 years or less.
- CCLCS provides Internet connectivity for all computers in all classrooms and offices.
- CCLCS provides an external Internet connection to the ISP of 50 Mbps, and all computers have 100 Mbps or greater capability, with the bandwidth at each computer exceeding 200 Kbps.
- CCLCS provides access to servers for secure file sharing, backups, scheduling, email, and web publishing.

### **Virtual Learning and Communications**

- CCLCS provides IP-based connections for access to web-based and/or interactive video learning.
- Classroom applications of virtual learning include courses, collaborative projects, field trips and discussions.
- CCLCS maintains an up-to-date website that includes information for families and community members.
- CCLCS maintains an active mass phone/email/text system for large scale and targeted family communications
- CCLCS maintains an active online grading program.

### **Safety, Security, and Data Retention**

- CCLCS has an updated Acceptable Use Policy to ensure safe and ethical use of computer resources.
- CCLCS educates teachers and students about appropriate online behavior on topics including cyberbullying and social networking risks.
- CCLCS protects the security and confidentiality of personal information of its students and staff.
- CCLCS filters out objectionable content from web traffic.
- CCLCS complies with federal and state law, and local policies for archiving electronic communications produced by staff and students.