

Port Jervis  
City School District  
Technology Plan  
2008-11

**PJ**

**“USING TECHNOLOGY TO REACH  
ACADEMIC EXCELLENCE”**

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Assistant Superintendent for Instruction

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PORT JERVIS CITY SCHOOL DISTRICT  
**2008-11 Technology Plan**

**I. ACKNOWLEDGEMENTS**

In support of technology at the Port Jervis City School District

**BOARD OF EDUCATION**

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John Solimando, Principal Anna S. Kuhl Elementary School

Sharon Dickstein, Principal Hamilton Bicentennial Elementary School

**DISTRICT FACULTY AND STAFF**

**DISTRICT LEADERSHIP AND TECHNOLOGY TEAMS**

**DISTRICT PTA AND COMMUNITY ORGANIZATIONS**

**II. VISION STATEMENT**

All graduates of the Port Jervis City School District will be prepared to meet the challenges of a changing and diverse world.

**III. MISSION STATEMENT**

The Port Jervis City School District is committed to measurably improve the academic performance of all students and provide for opportunities for students to reach their fullest potential.

**IV. BELIEF STATEMENTS**

In the Port Jervis School District, we believe the following:

- All children can learn regardless of gender, ethnicity, ability, or socio-economic status.
- In order to meet the changing needs of our students and community, we constantly evaluate our performance and modify strategies and approaches.

**V. BACKGROUND**

Port Jervis City School District is a small city district located 75 miles northwest of New York City, in the western part of Orange County. The district is comprised of two elementary schools (Grades K-6), a middle school (Grades 7-8) and a high school (Grades 9-12). The district population is approximately 3,100 students.

## **VI. HISTORY**

The Port Jervis computer program began in the early 1980's with the purchase of a few desktop computers. During the last 20 years, the level of usage, commitment and resources has steadily increased.

The District now boasts of having approximately 600 computers, five labs and seven laptop carts. In addition, Smartboards, Alphasmarts, CPS systems and projectors fill many classrooms. The District is also fortunate to use SASI student information system, IEP Direct for special education information and AISM Direct for academic intervention services information.

The District has made significant strides in the past two schools year (2006-08) in that we eliminated all part-time services from Orange-Ulster BOCES. Instead, we have added two full-time employees (one instructional and one technical) to support our technology program throughout the district. For 2007-08, we added another computer technician.

## **VII. TECHNOLOGY VISION**

We have developed this district plan to meet the challenges of rapidly evolving technologies in support of student learning and achievement. This plan will fully support the district goal of preparing students as productive 21<sup>st</sup> century citizens. We envision a technology rich environment where technology provides a seamless connection to learning and the world.

The Port Jervis CSD Technology Plan supports the NYSED vision that "Educational technology applications will deepen student engagement and improve student achievement by enabling them to access and analyze information, solve problems, collaborate with others, and communicate their thoughts and ideas. Effective use of learning technologies will allow students to become self-directed, self-motivated, and life long learners (2/03)."

## **VIII. STUDENT LEARNING**

Technology use will be informed and guided by the New York State Learning Standards for Mathematics, Science, and Technology, specifically Standard 2: Students will access, generate, process, and transfer information using appropriate technologies.

District instructional goals and objectives will reflect an integrated/interdisciplinary approach supporting technology use as it is embedded in the learning standards across the curriculums (Appendix C – K-12 Student Technology Integration/Learning). Instructional technology supports student achievement and performance goals across the district. In addition, instructional technology will support technology literacy, and performance-based assessment.

## **IX. FACULTY AND STAFF**

Faculty and staff will use technology to enhance productivity and communication through effective planning, student assessment, record keeping and management, communication, and presentation. Technology information resources (CD-ROM, online databases, and Internet) will be used in support of instructional goals and objectives leading to improved student performance. Technology will be used to facilitate collaborative planning and cooperative learning. Faculty and staff will receive job embedded professional development in support of instructional technology integration and technical problem solving. In addition, faculty and staff are collaborative members of the district-wide technology committee which reviews technology planning and implementation on an on-going basis.

## **X. ADMINISTRATION**

Administration will use technology in support of the business of teaching and learning. The utilization of technology will enhance productivity and communication through student management record-keeping, scheduling, report generation, statistical analysis, public relations, and presentation. In addition, technology information resources will be used to support professional development,

access current New York State Learning Standards and provide a research/data base for instructional services and student learning.

#### **XI. PARENTS AND COMMUNITY**

This plan recognizes the positive support and impact of the community on our technology program. The community is encouraged to use technology to access information regarding student and school activities, enhance student learning, and enhance their own learning. The communication technologies currently include voice mail, email, and website ([www.pjschools.org](http://www.pjschools.org)) capabilities.

#### **XII. PROFESSIONAL DEVELOPMENT**

Recognizing the impact of professional development on the implementation of successful technology integration, this plan supports professional development designed to build technology literacy:

- in response to formal and informal needs assessment (Appendix D)
- based on levels of readiness and expertise
- to be hands-on and practical
- directly related to instructional improvement
- flexible in setting, time frame, and delivery

The professional development may be provided through district and building conference days, in-service academy, OU-BOCES instructional services, web-based instruction, instructional technology specialists, and/or peer mentors. It will include both technical and instructional support.

#### **XI. FUNDING**

Funding will be provided from several resources including, but not limited to:

- District Commitment
- Grants
- Partnerships/Collaborations
- PTA/ Community Support

These funds are distributed at the District and building levels. Expenditures include infrastructure, hardware, software, maintenance/repair, telecommunications, library automation, and professional development (Appendix E).

#### **XIII. GOALS**

2007-08 Goals Met:

- On-going assessment of infrastructure and hardware capacity with related planning for maintenance and repairs, upgrading, relocating, replacing, and disposing of equipment.
- Implemented year two of 5-year instructional technology support plan.
- Purchased 330 desktop computers, 42 laptops, 24 Smartboards and 85 projectors.
- Purchased 16 Smart Slates, 18 Elmos, 5 LCD TV's, 20 digital cameras and 2 digital video cameras.
- Purchased 2 Polycom videoconference units, 1 3-Com Core switch, 6 3-Com switches to complete HBE network upgrade and 1 Barracuda email archive server.

## **GOALS 2008 -11**

**GOAL ONE:** To maintain a balance between emerging technologies, district goals and fiscal restraints in meeting NYS Learning Standards for technology instruction, integration, and management.

**GOAL TWO:** To continue implementing the 5-year instructional technology support plan (Appendix B).

**GOAL THREE:** To design and implement an on-going, sustained technology professional development plan consistent with the NYSED Technology Plan.

**GOAL FOUR:** To purchase software selected to support instructional goals and objectives outlined in the New York State Learning Standards and district strategic plan.

**GOAL FIVE:** To develop an online learning community including professional development, high school courses, and high school courses for college credit.

## **XIV. ASSESSMENT**

In light of rapidly changing technologies and district funding considerations, this plan will be revisited and revised annually. Annual review by a committee(s) of teachers, administrators, and community stakeholders includes but is not limited to:

- Inventory capacity (Goal 4)
- Support personnel capacity: Instructional and technical
- Professional Development Needs Assessment (Appendix D)
- Student Learning Capacity

## **XV. APPENDIX**

- A.** Technology Assessment Inventory
- B.** 5- Year Instructional Support Plan
- C.** K-12 Student Technology Integration/Learning
- D.** Professional Development Needs Assessment
- E.** PJCS D Technology Funding
- F.** Student Internet and Telecommunications User Agreement
- G.** PJCS D District-wide Technology Committee Membership

**APPENDIX A**  
**Port Jervis City School District**  
**Technology Assessment Inventory 2008-2009**

<b>High School</b>	<b>Computer Labs</b>	<b>Classrooms</b>	<b>Library or Media Ctr.</b>	<b>Admin. Office</b>	<b>Other Location</b>	<b>Planned Future Acquisitions</b>
<b>Computers (list by type)</b>						
Pentium IV					2	
Pentium Core 2 Duo 1.86	62	77	8	19		
Laptops					58	
Mac ibook/ebook	4					
<b>Peripheral Devices</b>						
Printers	4	4	2	7	6	
Scanners	3					
Assistive/Adaptive devices						
Digital Cameras	25					
TV monitors		12				
LCD TV			1	1	1	
VCR's/ Laser disk players		12				
Projection Devices	2	43				
Elmo		6				
Satellite Dishes						
Video Cameras					1	
Video Editing	1					
Alpha Smart Keyboard						
Smartboard	2	43				
<b>Software (list by type)</b>						
MS Windows 95/98						
MS Windows 2000						
MS Windows XP	x	x	x	x	x	
SASI/CLASS XP / Integrad Pro	x	x	x	x	x	
MS Office 2007	x	x	x	x	x	
MS Office 2000 / XP						
MS Frontpage						
Adobe Suite	Site License					
Adobe Pagemaker 6.5	1					
PTC Pro Desktop	x					
3D Studio Max	x					
Net Op School	x					
Inspiration	x	x	x	x	x	
Examgen		x				
West Point Bridge Designer		x				
<b>Network Equipment</b>						
Hubs						
Routers						
Servers						
Switches						
# Rooms wired for internal conn.	All					
<b>Telecommunications Links</b>						
Fiber Sonet Ring	x	x	x	x	x	
x – district license						



**APPENDIX A**  
**Port Jervis City School District**  
**Technology Assessment Inventory 2008-2009**

<b>HBE Elementary</b>	<b>Computer Labs</b>	<b>Classrooms</b>	<b>Library or Media Ctr.</b>	<b>Admin. Office</b>	<b>Other Location</b>	<b>Planned Future Acquisitions</b>	
<b>Computers (list by type)</b>							
Pentium IV	1						
Pentium Core 2 Duo 1.86	30	136	3	4	9		
Laptops					34		
Pentium D							
<b>Peripheral Devices</b>							
Printers	3	3	2	5	3		
Scanners	1						
Assistive/Adaptive devices							
Digital Cameras	9						
TV monitors		14					
LCD TV monitors		1	2				
VCR's/ Laser disk players		15					
Projection Devices	1	33					
Satellite Dishes							
Video Cameras			2				
Video Editing							
Alpha Smarts					24	3	3
Elmo		1					
Smartboard	1	33				1	1
<b>Software (list by type)</b>							
MS Windows 95/98							
MS Windows 2000							
MS Windows XP	x	x	x	x	x		
SASI/CLASS XP / Integrad Pro	x	x	x	x	x		
MS Office 2007	x	x	x	x	x		
MS Office 2000 / XP							
Kidspiration	x	x	x				
Inspiration	x	x	x				
Accelerated Reader	x	x	x				
Dancing Dinos	x	x	x				
Hyperstudio	x	x	x				
The Graph Club	x	x	x				
Type 2 Learn	x	x	x				
Lear							
<b>Network Equipment</b>							
Hubs							
Routers							
Servers (CITRIX – see HS)							
Switches					12		
# Rooms wired for internal conn.	All						
<b>Telecommunications Links</b>							
Fiber Sonet Ring	x	x	x	x	x		
x – district license/ district wide							

**APPENDIX A**  
**Port Jervis City School District**  
**Technology Assessment Inventory 2008-2009**

<b>ASK Elementary</b>	<b>Computer Labs</b>	<b>Classrooms</b>	<b>Library or Media Ctr.</b>	<b>Admin. Office</b>	<b>Other Location</b>	<b>Planned Future Acquisitions</b>	
<b>Computers (list by type)</b>							
Pentium IV							
Pentium Core 2 Duo 1.86	31	172	1	7	2		
Laptops					34		
Pentium D			1				
Mac ibook / ebook	4						
<b>Peripheral Devices</b>							
Printers	3	8	0	5	4		
Scanners	1				3		
Assistive/Adaptive devices							
Digital Cameras	10						
TV monitors		14					
VCR's/ Laser disk players		14					
Projection Devices	1	52					
Satellite Dishes							
Video Cameras	1						
Video Editing	1						
Alpha Smart Keyboard	48					6	6
Elmo		2					
Smartboard	1	50					
<b>Software (list by type)</b>							
MS Windows 95/98							
MS Windows 2000							
MS Windows XP	x	x	x	x	x		
SASI/CLASS XP / Integrad Pro	x	x	x	x	x		
MS Office 2007	x	x	x	x	x		
MS Office 2000 / XP							
Inspiration	x	x	x				
Kidspiration	x	x	x				
Accelerated Reader	x	x	x				
Dancing Dinos	x	x	x				
Hyperstudio	x	x	x				
The Graph Club	x	x	x				
Type 2 Learn	x	x	x				
<b>Network Equipment</b>							
Hubs							
Routers							
Servers (CITRIX – see HS)							
Switches					12		
# Rooms wired for internal conn.	All						
<b>Telecommunications Links</b>							
Fiber Sonet Ring	x	x	x	x	x		
x – district license district wide							



## **APPENDIX B**

### **DISTRICT TECHNOLOGY SUPPORT PLAN**

#### 2006-07

##### Instructional/Administrative

1 Instructional Technology Specialist

0.5 Data Administrator

##### Technical Support

1 Computer Technician

Network Operations Contract with Computer Firm

#### 2007-08

##### Instructional/Administrative

1 Instructional Technology Specialist

0.5 Data Administrator

##### Technical Support

2 Computer Technicians

Network Operations Contract with Computer Firm

#### 2008-09

##### Instructional/Administrative

1 Instructional Technology Specialists

0.5 Data Administrator

##### Technical Support

Network Operations Contract with Computer Firm

2 Computer Technicians

#### 2009-10

##### Instructional/Administrative

2 Instructional Technology Specialists (K-5 and 6-12)

0.5 Data Administrator

##### Technical Support

1 Network Administrator or Network Operation Contract

2 Computer Technicians

#### 2010-11

##### Instructional/Administrative

2 Instructional Technology Specialists (K-5 and 6-12)

0.5 Data Administrator

##### Technical Support

1 Network Administrator or Network Operation Contract

2 Computer Technicians

## **APPENDIX C**

### **K-12 STUDENT TECHNOLOGY INTEGRATION LEARNING**

#### **NYS Learning Standards for MST**

**Standard 2 – Students will access, generate, process, and transfer information using appropriate technologies.**

#### **Grades K-6**

Technology at the elementary level is integrated throughout curriculum and instruction via classroom and library based computers and appropriate grade-level software. Students will use technology as a tool to enhance learning.

#### **Grades 7-12**

Technology at the secondary level is focused on content/curricula integration via lab-based instruction, library media center resources, and course-specific resources.

#### **How do we do it?**

Every school has a computer lab aide, computer resource person, librarian, and librarian aide. The four schools also share a technology integration teacher. This teacher trains classroom teachers how to use specific technology so we can spread technology knowledge rapidly. For example, he trains five teachers how to use a tool or product then they teach their 125 students (5 teachers x 25 students) how to use it. It is a form of rapid multiplication.

## APPENDIX D

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Do you use a computer at home?    \_\_\_ Yes    \_\_\_ No    How often?    Circle one:

Daily            2-3 times/week            Weekly            Monthly            Rarely

How often do you use a computer for instructional planning? Circle one:

Daily            2-3 times/week            Weekly            Monthly            Rarely

How often do you use the Internet for instructional planning? Circle one:

Daily            2-3 times/week            Weekly            Monthly            Rarely

Please rate your comfort level:

	Novice-just Learning	Progressing	Comfortable	Explorer- like to learn more	Expert (can Teach this)
Word Processing					
Spreadsheet (Excel)					
Database (Access)					
Integrate Pro					
Class XP					
Internet					

How often do you use technology in instructional delivery?

Daily            2-3 times/week            Weekly            Monthly            Rarely

How often do your students use technology in your classroom instruction/activities/assignments?

Daily            2-3 times/week            Weekly            Monthly            Rarely

What are the top three advantages to using technology in instruction?

\_\_\_\_\_

What are the top three stumbling blocks to using technology in instruction?

\_\_\_\_\_

List any technology needs that you would like additional support with?

\_\_\_\_\_

Are you willing to participate in a building level technology committee? Circle one: Yes    No

## APPENDIX E

### Port Jervis City School District Technology Budget

	<b>Current 2008-09</b>	<b>Projected 2009-10</b>	<b>Notes</b>
<b>Hardware</b>	\$100,000	\$100,000	District-wide
<b>Software</b>	\$125,000	\$125,000	District & Bldgs.
<b>Library Automation</b>	\$25,000	\$27,000	BOCES COSER
<b>Technical Support</b>	\$100,000	\$100,000	MHRIC
<b>Student Mgmt. Sys.</b>	\$155,000	\$158,000	SASI
<b>Student Assessment/ Reporting</b>	\$70,000	\$70,000	New York State Testing
<b>Maint. &amp; Repairs</b>	\$45,000	\$45,000	District-wide
<b>Total</b>	\$620,000	\$625,000	

## APPENDIX F

### Port Jervis City School District Student Network/Internet User Information

**Please note:** New Computer Usage Policy

All students will be given access to the school's network and the Internet **unless** parents decline such access. In addition, student work may be published on the Internet **unless** parents decline such publication. See the form on the reverse side to decline such services.

The Port Jervis School District provides access to the school's network and the Internet. Access to the Internet provides students with thousands of databases, libraries and websites. Although valuable information can be gained through these sites, students and parents are warned that some materials accessible via the Internet may contain information which is inaccurate, illegal, defamatory or offensive to some people. Although filtering software is utilized, it is not 100% effective in blocking inappropriate material. Teachers attempt to monitor and direct student activity; however students may find ways to access other materials. We do believe that the educational benefits of the Internet exceed the disadvantages.

Student's use of the computer and the Internet will be monitored. Information put on the school network should not be regarded as private. It is important that students keep passwords secure and private, and not share passwords with other students. Students should avoid the sharing and transmission of personal information.

Parents and guardians are responsible for guiding and conveying standards for their sons or daughters to follow when using media and internet resources. Therefore, the District respects each family's right to decide whether or not to grant permission for access. Students are ultimately responsible for appropriate behavior on the school's computer network, just as they are responsible for their behavior in school. Violations may result in a loss of access as well as other disciplinary or legal action.

At times the school or a teacher may wish to post student's work or picture on the school web site.

- over -

## Port Jervis City School District

The activities listed below are not permitted:

- Accessing, producing, posting, sending or displaying offensive messages or pictures
- Using obscene language
- Damaging or modifying computers, systems or networks
- Plagiarizing or violating copyright laws
- Accessing others' folders or files, or restricted areas of the school's network
- Engaging in any illegal activities, gambling, or accessing material advocating illegal acts or violence.
- Harassing, insulting or attacking others.
- Accessing chat rooms or email unless assigned by a teacher for a valid educational purpose.
- Intentionally wasting limited resources such as disk space or printing supplies
- Downloading games, software applications, shareware or freeware without teacher approval.
- Using the network for commercial purposes, financial gain, or fraud

Please return this slip **only** if you wish to deny your child access to one or both items below.

-----

Student Name: (Print) \_\_\_\_\_

\_\_\_\_\_ I do **NOT** want my child to have access to the school's computer network or the Internet.

\_\_\_\_\_ I do **NOT** want my child's work posted on the Internet.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX G

### DISTRICT TECHNOLOGY COMMITTEE

<b>Name</b>	<b>Position</b>	<b>Building</b>
Scott Reichert	Tech. Integration Teacher	District-wide
Joe Scott	Computer Services Technician	District-wide
Michael Ulbrich	Computer Services Technician	District-wide
Barry Bernathy	Computer Consultant	District-wide
Patricia Meacham	Computer Lab Aide	HBE
Christie Smith	Computer Lab Aide	ASK
Tammy Oney	Computer Lab Aide	MS
Denise Sauschuck	Computer Lab Aide	HS
Lynda Valentine	Teacher	HBE
Carol Brown	Teacher	ASK
Patricia Aumick	Teacher	MS
Elke O'Connell	Teacher	MS
Jan Stark	Teacher	HS
Barbara Carboy	Parent	MS
John Bell	Asst. Superintendent - Instruction	District Office
Lorelei Case	Asst. Superintendent – Business	District Office
Sharon Dickstein	Principal	HBE
Donna Muro	Director	District Office
Thomas Bongiovi	Principal	MS
John Solimando	Principal	ASK