



# **B. W. Harris Episcopal High School**

## **Technology Plan**

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## **Introduction**

B. W. Harris High School continually strives to provide every student with the best possible education, preparing all students to function effectively in the society in which they live. Therefore, we believe all students in B. W. Harris High School must develop competencies in using and applying a broad range of technologies to support lifelong learning.

## **Vision**

B. W. Harris Episcopal High School's vision is to aid its students in becoming skilled, knowledgeable, independent, and self-directed learners who are comfortable with and proficient in using technology in all its forms as information resources. Through the use of technology, with its varied aspects and applications, each student at B. W. Harris Episcopal High School will be afforded opportunities and challenges that will allow them to successfully engage the future.

## **Goals**

- To integrate technology into all aspects of instruction in the curriculum
- To develop staff competency in technology
- To enhance student achievement
- To promote effective and efficient use of technology by students and staff

## **Beliefs**

Every B. W. Harris Episcopal High School student should have the opportunity to acquire the technological knowledge and skills necessary to compete in a global economy and to exercise the rights and responsibilities of citizenship.

B. W. Harris Episcopal High School faculty should provide appropriate integration of technology with standards-based curricula and instructional management to enhance student learning.

Each B. W. Harris Episcopal High School faculty member should be competent technology users.

# OBJECTIVES

## OBJECTIVE 1: PROFESSIONAL DEVELOPMENT

B. W. Harris Episcopal High School educators will take advantage of opportunities for professional development in the use of technologies that will enhance teacher effectiveness, student achievement, and instructional management.

### Strategies

A.1. Provide training and support strategies to ensure that the staff has the appropriate competencies and continuous support needed to use educational technology to deliver and support instruction.

A. 2. Provide opportunities for all staff to enhance their educational technology knowledge and skills.

A. 3. Provide educators with access to professional development in the use of educational technology in order to prepare them to help students meet high academic standards.

KEY TASKS	RESPONSIBLE PARTIES	FUNDING SOURCES	TIME LINES
Build school technology support teams.	School Staff/Alumni/Technology Consultant	Alumni Association	2008 and Ongoing
Provide opportunities for all teachers to enhance their educational technology knowledge and skills by providing training	School/Alumni Association	School, PTA, Alumni Association, Business Partners	2008 Ongoing
Technology awareness and skills training.	School Staff/ Alumni Association/Technology Consultant	School, PTA, Alumni Association	2008 Ongoing
Develop school educational technology plans, including professional development	School Staff/Technology Consultant	School, PTA, Alumni Association	2008 Ongoing
Maintain professional library of technology materials	Lab/Network Manager	School/Library Funds, Alumni Association	2008 Ongoing

## OBJECTIVE 2: INTEGRATION OF TECHNOLOGY AND LEARNING

B. W. Harris Episcopal High School staff, in order to assist in improving student performance, will have access to curricular materials and resources that support the use of technology in teaching, learning, and instructional management.

### Strategies

A.1: Integrate technology with state and district content standards to help attain high academic achievement.

A.2. Develop and implement school plans that integrate technology and curriculum and define measures for documenting success in raising student achievement levels.

A.3. Implement local curriculum based on state content standards for high academic achievement.

KEY TASKS	RESPONSIBLE PARTIES	FUNDING SOURCES	TIME LINES
Provide opportunities for students to apply technology to critical thinking, communications, data collection and analysis, and problem-solving.	Administration/ Teachers	School/Alumni Association	2008 Ongoing
In collaborative community, and school representatives, select and develop text and resource materials that promote technological skills and competencies students need upon graduation.	School, committee, & Technology Committee	School	Ongoing
In collaborative universities, community, and school administration, select and evaluate technology-based instructional management systems to: (a) document student progress and (b) provide information needed to assess and evaluate instructional planning.	School, Technology Committee	School	Ongoing
Provide support for administrators, teachers, paraprofessionals, and staff on software that is grade level or task appropriate.	Technology consultant & Technology Committee	School & Alumni Association	Ongoing

**OBJECTIVE 3: TECHNOLOGY LEADERSHIP, POLICY, AND ACCOUNTABILITY**

Discerning leaders at the school level will (a) choose technology policies and procedures that promote achievement by all students, including those with special needs, and (b) carefully monitor the effectiveness of technology use throughout the education system.

**A. School Strategies**

Develop a schedule for the technology infrastructure: maintenance, support, upgrading, expansion, and addition of new technologies.

- a) Develop an inventory of technology equipment in the school, updated yearly.
- b) Identify specific technologies that will need to be purchased.
- c) Use technology in the curriculum.
- d) Document lesson plans using technology and curriculum standards for enhanced student learning.
- e) Analyze student performance to ascertain levels of improvement in student achievement.
- f) Monitoring student performance to improve achievement.
- g) Use developed policies concerning ethical and legal issues such as acceptable use, copyright, security, confidentiality, and equity of access; monitor local procedures for adherence to these policies.

KEY TASKS	RESPONSIBLE PARTIES	FUNDING SOURCES	TIME LINES
Establish School Technology Committee to provide advice on technology implementation.	School, technology consultant, alumni representative	School	2008 and on
Develop and revise B. W. Harris Episcopal High School Technology plan	School and Tech Consultant	School & Alumni Association	2008 Ongoing
Establish school-approved policies, including policies concerning ethical, legal, and security issues.	School & Tech Consultant	School	2008 Ongoing

Implement the integration of technology in the curriculum	School Teachers Administrators		2008  Ongoing
Document student success in using technology to identify problems, collect and analyze data, and organize and convey information	School Teachers Administrators		2008  Ongoing
Develop and implement a plan for evaluating the effectiveness of technology use by teachers and administrators.	School Technology committee Teachers Administrators		2008  Ongoing

#### **OBJECTIVE 4: EFFECTIVE USE OF TECHNOLOGY FUNDING AND RESOURCES**

B. W. Harris Episcopal High School will encourage the efficient use of funds and resources in a manner, which ensures that all schools and students have access to technologies that improve student competencies.

##### **A. Strategies**

A.1. Encourage school/business partnerships and matching fund programs.

a) Brief local agencies, businesses, and community groups of the need for business education cooperation and public funding for technology.

1) LPRC matching funds

2) Fouani Brothers

3) Episcopal Diocese of Liberia

4) Business partnerships

b) Survey businesses to determine each one's willingness and possible methods of contributing funds and/or other technology support

A.2. Develop a funding schedule for the technology infrastructure: maintenance support upgrading, expansion and addition of new technologies.

a) Develop an inventory of technology equipment in the business department and individual classrooms, updated yearly.

b) Identify specific technologies that will need to be purchased.

c) Develop standards for purchasing new equipment and the upgrading of current equipment.

<b>KEY TASKS</b>	<b>RESPONSIBLE PARTIES</b>	<b>FUNDING SOURCE</b>	<b>TIME LINES</b>
Develop and implement technology plan for consolidated funding to provide technology infrastructure with costs and resource requirements.	School Technology Committee		2008 Ongoing
Identify specific technologies that will need to be purchased.	School Technology Committee		2008 Ongoing
Develop standards for purchasing new equipment and the upgrading of current equipment.	School Technology Committee		2008 Ongoing
Update and revise inventory of technology equipment in individual classrooms.	Classroom Teachers		Ongoing
Brief local agencies, businesses, and community groups of the need for business/education cooperation.	School Technology Committee		2008
Survey businesses to determine willingness and possible methods of contributing support	School Technology Committee		2008 Ongoing

## **OBJECTIVE 5: PUBLIC AWARENESS**

B. W. Harris Episcopal High School will foster community and parent motivation for student achievement through the use of educational technology.

### **Strategies**

A.1. Provide parent workshops at school to increase parent awareness of technology.

A. 2. Construct school homepage to provide access to current, effective, and Informative educational resources.

A. 3. Construct and maintain school homepage with current information concerning students, faculty, and programs.

A. 4. Establishment of Internet access available to B. W. Harris Episcopal High School students.

A. 5. Provide local area newspapers and radio coverage of school related technology developments

<b>KEY TASKS</b>	<b>RESPONSIBLE PARTIES</b>	<b>FUNDING SOURCE</b>	<b>TIME LINES</b>
Construct and maintain school home page	Technology consultant, Alumni Association, School tech Committee		2008 and Ongoing
Provide and enforce acceptable use policy	Principal, School Technology Consultant and Committee		2008 and Ongoing
Publicize technology developments and utilization	Alumni Association, School Administration		2008 Ongoing

## **Evaluation**

<b>Objective</b>		<b>Evaluative Documentation</b>
1	Professional Development	Sign-in sheets for school technology training
		Published list of the technology support team (Network manager/ S. W. A. T. Team
		Published school technology plan
		Published bibliography of professional technology materials
2	Integration of Technology and Learning	Teacher lesson plans

3	Technology Leadership, Policy and Accountability	Published inventory
		Published acceptable use policy
		Published B. W. Harris Episcopal High School technology plan
		Teacher portfolios of student successes
4	Effective Use of Technology Funding and Resources	Copy of letter and survey sent to local businesses
		Published list of specific technologies to be purchased
		Published inventory and updates
5	Public Awareness	Public relations initiatives (electronic and print media)
		Published school homepage
		Student acceptable use policies on file
		Copies of technology publicity in local media

### **B. W. Harris Episcopal High School**

#### **Technology Support Team and Technology Committee**

Committee Head	Lab/Network Manager
Co-chair	Teachers' representative
Member	B. W. Harris Alumni
Member	Student Representative Students Working to Advance Technology (S. W. A. T.)
Facilitator	Vice Principal for Instruction

## Needs Assessment

To meet our goal of integrating technology into all aspects of instruction and to realize our vision of assisting all students become comfortable with and proficient in the use of technology to facilitate better performance on standardized tests such as the one provided by the West African Examination Council, and prepare for the workplace, B. W. Harris Episcopal High School needs to expand its infrastructure with more computers, school-wide access to the Internet. This will allow every classroom to have a computer and access to the Internet. In order to facilitate use of the technology on a school-wide basis, entire class, the school needs a "mobile setup consisting of a television, scan converter, and a computer. An electronic grade book system that allows teachers to input grades on the computer, take attendance and print quarterly progress reports thereby replacing the current report card system is more than needed. An onsite managed intranet would greatly improve teacher use of computer resources. Expanded computer resources, in the form of an online card catalog and an updated automated circulation program, must be made available in the library/media center. In order to maximize the benefits of the resources described above more training for teachers would be essential.

## Timeline

<b>Tasks #</b>	<b>Task</b>	<b>Expected date of Completion</b>	<b>Comment</b>
1	Teacher Competency Assessments Begin	February 2008	
2	Rough Draft of Technology Plan Submitted	December 2008	
3	School Technology Person/Contact named	December 2008	
4	Computers placed in LABS and Classrooms	December 2008	
5	School-based Teacher Training	January 2009	
6	Promotion of Student Acceptable Use Policies Begins	January 2009	
7	Final Draft of Technology Plan Submitted	January 2009	
8	School Homepage Launched	January 2009	
9	Publish Technology Plan on School Homepage	January 2009	
10	Compile and Publish List of Specific Technologies to be Purchased	February 2009	
12	Update Annual Technology Inventory	February 2009	
13	Review Technology Plan	March 2009	