

Watertown Unified School District  
Technology Plan Update  
Submitted: September 24, 1999

**Community Involvement:**

*Stakeholders:* The Watertown Unified School District is committed to involving community residents, parents, city officials, and business leaders whenever possible in the planning, decision-making, and implementation of key educational issues. The Technology Use Plan as outlined and approved by the Board of Education is one area that needs the involvement of key leaders and interested and informed residents.

It is the intent of the Watertown Unified School District to invite representation from parents, business leaders, and community residents in the review and implementation of the current technology plan. Throughout the school year the district technology committee meets to monitor progress and resolve issues relating to implementation of technology throughout the district.

By January 2000 membership on the Instructional Technology Committee for the Watertown Unified School District will include representatives from district, parents, community residents, and business leaders. Contact will be made through the District Parent/Teacher Organizations and the Chamber of Commerce to secure names of persons who have specific interest and expertise in the use of technology to support teaching and learning in an educational setting.

**Monitoring, Evaluation, and Revisions to the Plan:**

*Monitoring:* The Instructional Technology Committee meets every other month during the school year to monitor progress relating to the implementation of technology to support teaching and learning in the District. As part of their responsibility, members receive updates on the purchases of hardware and software across the district and the status of networking and infrastructure projects. They also troubleshoot issues relating to the effective use of technology across grade levels and subject areas.

Membership of the Instructional Technology Committee represents a cross section of the school district. They are individuals who have demonstrated leadership in not only the use of instructional technology, but also enjoy the respect of colleagues for their ability to objectively analyze issues and recommend solutions for the good of the school district.

*Evaluation:* The Instructional Technology Committee has determined that through the Instructional Technology Use Plan, program improvements will be evaluated using several newly developed instruments, including the Technology Maturity Model Benchmarks. These benchmarks evaluate school district implementation, use, and effectiveness in five different areas (filters) such as: administrative, curricular, support, connectivity, and innovation. Using these filters to evaluate technology use our district

will then rate numerous sub-categories on a rubric of four levels of “maturity” (emergent, islands, integrated, and intelligent). The Technology Maturity Model Benchmarks will allow the district to not only assess current efforts, but track improvement with the use of technology over time.

It is planned that the TMM will be used in conjunction with the Technology Needs Assessment Survey, which will gather data on the technology proficiency of district faculty and staff. By collecting this data the committee will be better able to determine the need for professional development across the school district, and within certain populations in the district staff.

These two measurement instruments will be collected each year to provide the Instructional Technology Committee with information to adjust implementation of technology and the professional development offerings for the coming school year. As necessary the Instructional Technology Use Plan will be revised using the data collected.

One other important method of gathering information from stakeholders will be the use of focus groups. These will be used to assess specific issues and performance not easily determined using conventional paper and pencil tools.

#### **Instructional Technology Use Plan Update:**

*Revisions:* On a yearly basis this committee meets in May to review the activities that have taken place under the Technology Use Plan. They are responsible for preparing a written report to the Board of Education and district faculty on the progress made in utilizing instructional technology to support effective teaching and learning throughout the school district.

Beginning in May 2000 a formal, written “update” will be prepared for dissemination to teachers, parents, and the community on the status of technology integration in the Watertown Unified School District. This report will include recommendations for yearly improvements to the plan. It will also reflect any new information regarding emerging technologies, additional funding sources, and upcoming new projects not included in the initial publication of the Instructional Technology Use Plan.

At the beginning of year three (2001 –2002) the Instructional Technology Committee will begin preparations for the development of a new three-year plan. The updated Instructional Technology Use Plan will incorporate planning based around the data collected through the TMM, research into effectiveness of instructional technology, and new developments in technology integration supporting teaching and learning.

A sub-committee of the Instructional Technology Committee will be formed beginning in 1999 – 2000 to research and report on new and emerging technologies and how they will impact education, as well as how the district will better utilize the invest it currently has with instructional technology.

*Adult Literacy:* The Watertown Unified School District currently has several opportunities for community residents to access and learn about the use of instructional technology. These include:

- Access to the Applied Science/Math Technology Center at Watertown High School. Access is made available two nights per week (4 hours) and is staffed by a highly qualified professional charged with assisting community residents. In addition, the center is open throughout the summer months two evenings per week and two mornings.
- Community course offerings have been, and will continue to be made available to individuals within the community on issues relating to: computer basics, use of e-mail, the use of the Internet, basic word processing, desktop publishing, etc.
- Elementary school technology nights are conducted in cooperation with most elementary school Parent/Teacher Organizations in the school district. These are designed to expose parents to the technology used by their children, as well as to make them aware of the resources available to them.
- A career center has been created at Watertown High School through a grant with Job Service of Jefferson County. Access to the resources in the center is made available to community residents and businesses during the school day, as well as after hours several days per week. Individuals may receive one-on-one help in learning to use the technology tools, brush-up on technology skills, and access career and employment resources.