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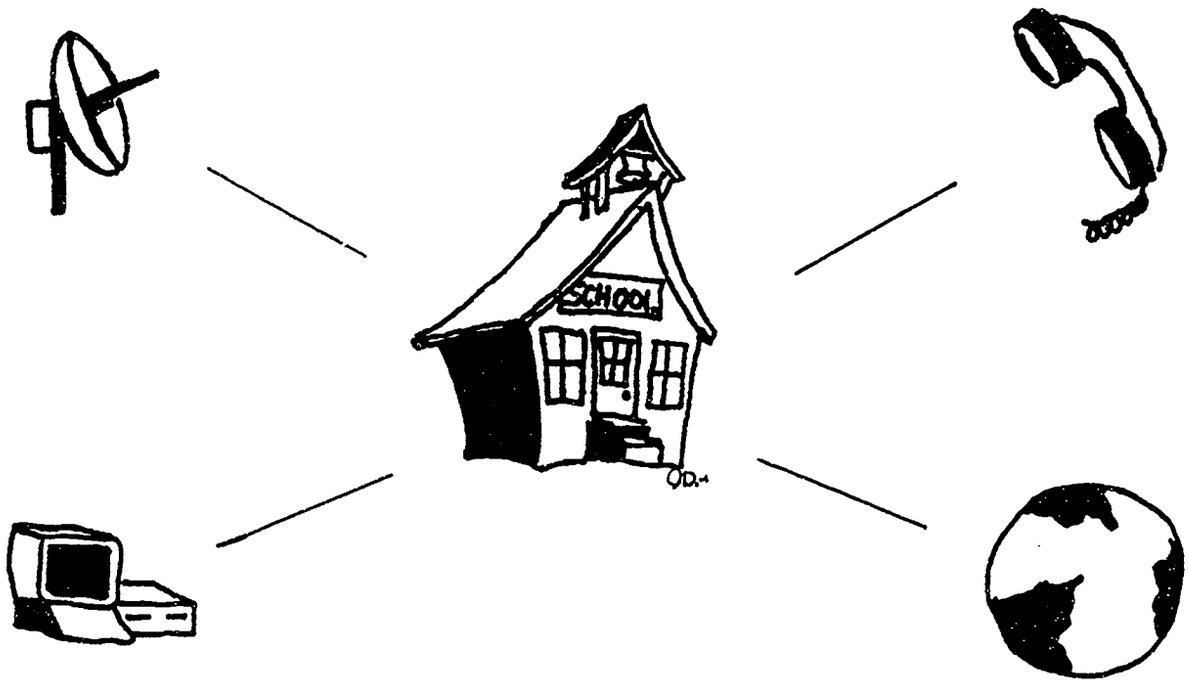
ABSTRACT

The Fountain Central High School's planning and development process for a five-year technology plan is outlined as a guide for other schools to consult in the development of their own technology plan. Following a checklist of criteria used by the Indiana Department of Education for reviewing technology plans, the four main sections are: (1) "Our Basis for the Plan: Background, Philosophy and Mission"; (2) "Our Vision: Vision, Goals and Objectives"; (3) "Requirements for the Plan"; and (4) "Five-Year Plan." The actual 5-year plan is broken down into specific technology needs for each of the next five school years. Appendices include: survey forms and summaries, including a 5-year budget; computer and software policies concerning standards, access, and guidelines, a technology inventory, a description of budget items, and a glossary of terms. (MAS)

Fountain Central High School



Five-Year Technology Plan

Completed April 1994

Fountain Central High School

Five-Year Technology Pl. n

Completed April 1994

Five-Year Plan
for
Instructional Technology

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Technology Committee Members

Special recognition should be given to the members of the Technology Committee, who have devoted much effort and many hours of personal time to ensure that this plan would become a reality. Without the contributions of each member, this plan would not exist.

Rusty Albertson, Agriculture Department Chairperson
Sandy Austin, English Teacher
***Roberta Bair,** Health & Physical Education Teacher
Tom Booe, Science Teacher
Steve Bryant, Industrial Arts Department Chairperson
***Pam Butler,** Assistant Principal
***Carol Chambers,** Computer Coordinator, Leadership Team, Technology Committee Chairperson
Susan Cleveland, Home Economics Teacher
Theresa Craig, Mathematics Teacher
***Debbie DeAth,** Business Department Chairperson
Dan Foster, Director of Music
Rodger Foster, School Board Member and Parent
Thelma Furr, School Board Member and Parent
Dan Halladay, Social Studies Department Chairperson
Sandy Harrison, Resource Teacher
Dorie Johnson, Media Specialist
Sandy Kashmer, Foreign Language Department Chairperson
Ken Olsen, Special Education Department Chairperson
Larry Sager, Principal, Leadership Team
***Sandy Steele,** Mathematics Teacher
Darrell Van Tilburg, Science Teacher
Steve Welchans, Science Department Chairperson, Leadership Team

The committee would like to express their gratitude to the students who assisted with tallying the surveys and to the audio-visual aides who assisted with photocopying.

*Members Responsible for Typing, Editing, Organizing and Compiling.

Criteria for Review of Technology Plans

Use this form to review your own plan and attach with your plan upon submission. Be sure to include the page numbers for each item. The Indiana Department of Education will review the five-year technology plans using the following criteria. If your plan includes these elements, it will pass the review. It may include other content necessary to your needs; however, that content will not be reviewed.

CRITERIA	YES	NO	Pg#
I.			
Is there a description of the school corporation's intent to integrate technology into the school corporation's curriculum?	X		18
Does the process involve teachers?	X		2
Does the description include developing a technology-rich environment for all learners?	X		9
Is the integration plan consistent with the corporation's overall learning goals?	X		6
II.			
Is there a plan for providing inservice training?	X		19
Is there evidence the inservice plan focuses on helping teachers learn to use technology as a tool for teaching and learning?	X		19
Does the inservice plan give all teachers adequate time, access to resources, and training?	X		19
III.			
Is there a schedule for maintaining and replacing educational technology equipment?	X		20
Is the plan flexible enough to provide for up-to-date technology and to meet changing needs?	X		20
Is there evidence that equipment and software purchases are appropriate for instructional use? (e.g., CAD computer's capability vs. one for word processing)	X		10
If the plan says there is access via telecommunications to resources outside the building, does the plan include the equipment to do this?	X		23-28
Does the maintenance schedule seem realistic in view of the inventory and acquisition plan?	X		20
IV.			
Is there a description of the criteria used to select the appropriate educational technology equipment for the appropriate use?	X		21
Does the description include criteria that support learning goals?	X		21
Is there evidence of teacher involvement in developing criteria for and in the selection of equipment?	X		21
Does the plan anticipate replacement of out-of-date technology no longer sufficient for instructional use? As new technology is purchased, is useful equipment relocated to appropriate levels?	X		21
V.			
Is the Technology Inventory form included with the plan?	X		48-49
Is there an equipment and software inventory for each school on file in the corporation?	X		48-49

SECTION I:
OUR BASIS FOR THE PLAN

Background
Philosophy
Mission

Background

The Southeast Fountain School Corporation, consisting of Cain, Jackson, Millcreek, Richland and Van Buren Townships, began operation on January 2, 1962. This corporation was formed as a result of a statewide re-organization program. The first school board was comprised of Dr. Thomas Freas, Mr. Clifford Hallett, Mr. Homer McDonald, Mr. Durward Ellis and Mr. Harvey Duncan. Mr. Paul G. Ingersoll was appointed as the first superintendent by the school board.

The initial school board selected the present eighty acre site for the proposed new junior-senior high school that is now Fountain Central. Actual work on the school began in July of 1964 with a completion date in the fall of 1965. The proposed school was constructed at a cost of over two million dollars. Although all phases of construction were not completed, Fountain Central opened its doors to 800 students for the first time on August 30, 1965. These 800 students were formerly enrolled at Hillsboro, Kingman, Richland Township, Veedersburg and Wallace schools. Schools in Kingman, Richland Township and Veedersburg were retained for use as elementary schools until the completion of the new Southeast Fountain Elementary School in 1972. In 1977 the new athletic facility was completed, housing the swimming pool, additional locker room space and a combination wrestling-exercise room.

In 1990 a renovation project was begun with a new addition to the building and facelift for existing facilities. An auxiliary gym, health room, dressing rooms, weight room, training room and coaches offices were added, and extensive changes were made in the interior as well as to the exterior. The project was completed in 1992 with a fresh, updated look, and we are proud of our new facilities.

Fountain Central continues to be a leader in all aspects of education.

Philosophy

Experiences for students will be provided which produce the development of intellectual, physical, emotional and social abilities necessary to enter into the world of work to pursue post secondary academic and vocational goals, and to function in society. Students, parents, the community, school personnel and the school board cooperatively determine the appropriate experiences. All participants are accountable for the quality of their performance in the educational program.

Mission Statement

The mission of the Fountain Central Technology Committee is to identify the areas where technology may best enhance and assist in creating an educational environment where our school and community may fully benefit from its implementation.

SECTION II:
OUR VISION

Vision Statement
Goals and Objectives

Vision Statement

Our vision for the future of technology at Fountain Central includes a media retrieval system and a networking system that allow educators to have worry-free access to instructional delivery, student management, media catalogs, and distance learning/telecommunications, regardless of where the information is stored. This can only be accomplished using high speed data transmission, user-friendly software interfaces, and ongoing training. The expandability of such a system is deemed very important. Remote access to this system will be desirable and will aid in electronic transfer of federal and state mandated reports.

Curriculum correlation will become the rule rather than the exception. In fact, curriculum goals and objectives will drive our decisions for instructional technology. It is expected that technology will be integrated with printed materials for curriculum delivery.

To help in the flow of communication, and hopefully reduce the amount of paper mail, an E-mail system will be an integral part of the network system.

Goal I:

Appropriate technology will be readily available to students, faculty, administrators and support personnel to meet our technological needs.

This will be accomplished by:

1.1 Providing a media retrieval system.

1.2 Providing a computer with presentation capability in every classroom.

1.3 Providing at least one television in every classroom.

1.4 Providing data collection devices (e.g. probes, microphones, heart monitors, zapshot cameras, 35 mm cameras).

1.5 Providing additional video equipment.

1.6 Purchasing appropriate software and allowing for upgrading of software.

1.7 Exploring the possibilities of establishing a software exchange program.

1.8 Purchasing simulation software which provides realistic experiences and integrates several subject areas.

1.9 Purchasing software which is lab-directed and interactive.

1.10 Providing the staff with the training necessary to increase grant writing.

1.11 Continual updating of the technology plan.

1.12 Providing continuity of the technology committee by implementation of a rotation system.

Goal II:

Students, faculty, administrators and support personnel will be provided with appropriate training to use technology to enhance their roles.

This will be accomplished by:

2.1 Providing routine and frequent inservice opportunities for all staff members. These must be intensive at first, and each staff member must be allowed the opportunity to attend.

2.2 Providing for a full-time technology coordinator who will have the time to conduct small-group inservices and be able to assist students and staff members when working on multimedia presentations.

Goal III:

Technology will be used as a tool to enhance student learning and teacher performance.

This will be accomplished by:

3.1 Providing teachers with access to a media production station where they can create unique lessons using available technology.

3.2 Providing students with supervised access to a media production station which allows them to incorporate sound and pictures into their classroom presentations.

3.3 Providing teachers with the technology to improve the overall appearance and professional quality of presentations, handouts and other teaching materials.

3.4 Providing teachers and students with the opportunity to check out lap-top computers.

3.5 Revising the current curriculum to accommodate and implement new technologies.

3.6 Providing the staff with a method to standardize, simplify and expedite management projects such as attendance, grade reports, etc.

3.7 Providing students with the ability to access current data.

3.8 Providing students and staff with telecommunication capabilities (e.g. teleconferencing, global access, communication services, modem pool).

3.9 Providing individualized instruction when appropriate (e.g. special education students, at-risk students).

3.10 Increasing student motivation and increasing performance levels through the use of technology in student activities; therefore increasing student attendance levels.

3.11 Providing students, staff and the community with the opportunity to participate in long-distance learning (e.g. IHETS).

3.12 Providing a portable computer mini-lab which would be available for classroom use on a rotating basis.

3.13 Providing a writing lab.

3.14 Providing for alternative assessment of students.

3.15 Allowing the staff to use the attention-getting/maintaining properties of various media to better involve at-risk students in a concrete presentation.

3.16 Providing security for the acquired technology while still maintaining accessibility.

Goal IV:

Communication will be increased among all facets of the educational community.

This will be accomplished by:

4.1 Increasing community awareness of new technology by offering classes to the community.

4.2 Increasing community awareness of new technology through an open house to showcase student projects.

4.3 Increasing communication within the school by the networked computer system and phone system (e.g. E-mail, video bulletin board).

4.4 Increasing communication between the school and the community through the networked computer system and the phone system (e.g. video all call system).

4.5 Increasing communication outside the local community (e.g. IHETS, communication software packages, IdeaNet, modem pool).

4.6 Increasing communication between staff and parents (e.g. voice mail, homework hotline).

Goal V:

Time shall be provided for the technology coordinator to properly perform his/her duties.

This will be accomplished by:

5.1 Providing the designated coordinator with the training necessary to stay current in maintenance and administration of network equipment and software.

5.2 Providing for a full-time technology coordinator who will have the time throughout the course of the day to assist students and teachers working on multimedia presentations.

5.3 Providing for a full-time technology coordinator who will have the time to make the required equipment adjustments in the media control at the beginning of each class period.

5.4 Providing for a full-time technology coordinator who will have duty-free time to maintain equipment and make appropriate repairs as training permits.

5.5 Providing the technology coordinator with technical support bulletin boards (e.g. CompuServe).

SECTION III: REQUIREMENTS FOR TECHNOLOGY PLAN

Requirements
per
House Enrolled Act 1001

The new legislation which requires that a school corporation develop a five-year technology plan includes a stipulation that it include at least the following information:

1. **A description of the school corporation's intent to integrate technology into the curriculum.**
   This integration should:
   * *be teacher-directed*
   * *be an ongoing process*
   * *include technology as a tool throughout the curriculum*
   * *encourage a technology-rich learning environment for all learners*

2. **A plan for providing inservice training.**
   This inservice should:
   * *focus on integration of technology with the curriculum*
   * *give teachers adequate time, access to resources, and training*

3. **A schedule for maintaining and replacing educational technology equipment.**
   This schedule should:
   * *be flexible to incorporate appropriate, up-to-date technology*
   * *provide adequate maintenance*

4. **A description of the criteria used to select appropriate educational technology equipment for appropriate use.**
   This description should include a process for:
   * *selection of educational technology to support learning goals*
   * *teacher involvement in developing criteria for and in selection of equipment*

5. **Other information requested by the State Department of Education after consulting with the State Budget Agency.**

(From checklist provided by the State Department of Education 4R's recipients, October, 1993. The statute is in bold print; the guidelines are in italics.)

Intent

We have seen an influx of new technology into our classrooms and offices. Technology has become a pervasive part of the functioning of Fountain Central on a daily basis. We cannot, however, be satisfied with what we have now. Technology planning must become a priority. If we are to prepare our students to be productive, competitive members of a global economy, we must provide them with the appropriate technology.

It is the intent of this committee that all goals and objectives listed in Section II will be met over the next five years.

Inservice Training

As eager as teachers may be to use technology as a part of their instruction, most have had little opportunity to develop their own technological skills. New teaching techniques are needed to use technology effectively. Therefore, no technology plan has much chance for success without adequate inservice education as a fundamental part of the program. Several of the strategies outlined in the Fountain Central Technology Plan specifically address this need.

A systematic technology inservice program is the centerpiece of this portion of the plan. It should be adequately funded, available to all staff and administrators, and flexible enough to provide training appropriate to the beginner as well as to the more advanced learner.

Goal II:
Students, faculty, administrators and support personnel will be provided with appropriate training to use technology to enhance their roles.

This will be accomplished by:

2.1 Providing routine and frequent inservice opportunities for all staff members. These must be intense at first and each staff member must be allowed the opportunity to attend.

2.2 Providing for a full-time technology coordinator who will have the time to conduct small-group inservices and be able to assist students and staff members when working on multimedia presentations.

Goal IV:
Communication will be increased among all facets of the educational community.

This will be accomplished by:

4.3 Increasing communication within the school by the networked computer system and phone system (e.g. E-mail, video bulletin board).

4.5 Increasing communication outside the local community (e.g. IHETS, communication software packages, IdeaNet, modem pool).

4.6 Increasing communication between staff and parents (e.g. voice mail, homework hotline).

Maintaining and Replacing Technology

Maintaining and replacing educational technology should be done routinely to ensure that up-to-date and functional equipment is available for student and staff use. A regular schedule of preventive maintenance shall be implemented immediately covering all existing equipment which is not under a current maintenance agreement.

Goal V:
Time shall be provided for the technology coordinator to properly perform his/her duties.

This will be accomplished by:

5.1 Providing the designated coordinator with the training necessary to stay current in maintenance and administration of network equipment and software.

5.4 Providing for a full-time technology coordinator who will have duty-free time to maintain equipment and make appropriate repairs as trained.

5.5 Providing the technology coordinator with technical support bulletin boards (e.g. CompuServe).

Criteria used to select equipment

Considerable time must be given to the examination of appropriate equipment. The technology committee will identify equipment to be used. The equipment must meet the following criteria to be considered appropriate and acceptable. The selected equipment should:

1. be designed and rated as appropriate for the grade level at which it will be used.
2. have the capability to engage students in reading, writing, listening, speaking, and calculating activities when used for basic curricular activities.
3. be integrative and consistent with local curriculum goals and state goals.
4. be networkable.
5. be "user-friendly".
6. be student centered.
7. be prioritized.
8. foster creativity.
9. enhance critical thinking, problem solving, and decision making skills of students.

Goal I:
Appropriate technology will be readily available to students, faculty, administrators and support personnel to meet our technological needs.

Goal III:
Technology will be used as a tool to enhance student learning and teacher performance.

SECTION IV:
5-YEAR PLAN

1994-95 Technology Needs

1. **Install a Multimedia Retrieval System with Video Bulletin Board option.**
   This modular, coax cable system would allow teachers to remotely control centrally located media sources and create multimedia presentations. This would include a combination data, voice and video wiring infrastructure that will be capable of handling future expansions without additional wiring or rewiring.

2. **Convert LAN from existing Baseband Network to an Ethernet Network.**
   The Ethernet wiring infrastructure would be included as the data aspect of the Multimedia Retrieval System. However, a new computer to act as the system file server will be required along with operating software.

3. **Equip classrooms with media presentation stations.**
   Current equipment cannot be upgraded to run the multimedia software. In addition to allowing classroom broadcasting of previously created multimedia presentations, teachers would have computerized attendance, gradebooks, and word processing capabilities.

4. **Replace instructional computer lab.**
   All equipment was purchased in the middle 1980's. It will not run Windows or other standard business programs such as Word Perfect and Aldus Pagemaker. Furthermore, it is not cost effective to continue the frequent repairs needed to maintain the present baseband system.

5. **Establish a writing lab using existing equipment displaced from instructional computer lab.**
   Since the primary objective of the writing lab would be word processing functions, the existing baseband network equipment could be moved to provide adequate facilities with plans to upgrade in the future.

6. **Provide teacher and student access to media production stations.**
   Two such stations need to be purchased that will allow teachers and students to create multimedia presentations.

7. **Locate existing equipment and newly acquired media presentation station to create a much needed faculty workroom.**
   Currently the faculty has only the lounge as a common work area. This new equipment needs to be in a secure location near the technology coordinator.

8. **Replace IMC Circulation Workstation.**
At the present time, the circulation workstation computer is unable to handle even the latest Columbia upgrade; this software requires at least DOS 5.0 and 8 MB of RAM to operate correctly. The present machine cannot be upgraded to fulfill this requirement and thus needs to be replaced with one that can.

9. **Improve printed text capabilities in the Guidance Department and the Athletic Director's Office.**
Since correspondence is part of the daily responsibilities in both of these areas, quality printers for out-bound correspondence are critically needed.

10. **Install the Indiana Higher Education Telecommunication System (IHETS).**
This is a satellite program installed in Indiana high schools and post-secondary schools that allows students to enroll in courses by satellite link and telecommunication devices. In addition, some graduate and continuing education courses may be broadcast by various universities for educators and community members.

10. **Provide routine and frequent inservice opportunities for staff members.**

1995-96 Technology Needs

1. **Revise the current year's technology plan to include any items from previous years that were not funded but are still needed, as well as any new items required to meet new curriculum guidelines.**

2. **Re-establish an open lab.**
   The previous open lab was combined with the old equipment from the instructional lab to form a 30 station writing lab. Thus a new open lab consisting of 30 standard computers is needed to provide all teachers and their students with computer lab access.

3. **Upgrade the Columbia School and Library Systems.**
   Effective fall of 1995, there will no longer be upgrades for the current versions of Columbia. They will be replaced with windows versions. This will necessitate the purchase of new office & guidance computer equipment capable of handling the new software requirements.

4. **Add a CD-ROM tower to the network system.**
   This will allow all classrooms to have access to shared reference CD-ROM software.

5. **Continue to purchase new software.**
   In order for teachers to utilize the computer labs and be in compliance with copyright laws, they must have site licenses for software packages or lab packs. Funds will also be needed to purchase the upgrade versions of the network software.

6. **Begin upgrading or replacing all printers used for outside communication.**
   This will consist of purchasing one printer for the front office and one for the principal.

7. **Begin upgrading existing audio/visual equipment.**

8. **Purchase new laptop computers.**

9. **Provide routine and frequent inservice opportunities for staff members.**

1996-97 Technology Needs

1. **Revise the current year's technology plan to include any items from previous years that were not funded but are still needed, as well as any new items required to meet new curriculum guidelines.**

2. **Install a telephone system and modem pool.**
   This would consist of the actual telephone system only, as the wiring will already exist.

3. **Establish and equip a portable mini-lab.**
   The purchase of 5 computers with carts and a printer would allow teachers to set up a mini-lab in their classroom on a rotational basis.

4. **Continue to purchase new software.**

5. **Continue hardware upgrades and replacement.**
   This will consist of purchasing printers for the IMC.

6. **Continue to replace existing audio/visual equipment.**

7. **Provide routine and frequent inservice opportunities for staff members.**

1997-98 Technology Needs

1. Revise the current year's technology plan to include any items from previous years that were not funded but are still needed, as well as any new items required to meet new curriculum guidelines.
2. Install a voice mail and homework hotline system.
3. Continue to purchase new software.
4. Continue hardware upgrades and replacement.
5. Continue to replace existing audio/visual equipment.
6. Provide routine and frequent inservice opportunities for staff members.

1998-99 Technology Needs

1. **Revise the current year's technology plan to include any items from previous years that were not funded but are still needed, as well as any new items required to meet new curriculum guidelines.**
2. **Install a video all call system.**
3. **Continue to purchase new software.**
4. **Continue hardware upgrades and replacement.**
5. **Continue to replace existing audio/visual equipment.**
6. **Provide routine and frequent inservice opportunities for staff members.**

APPENDICES

APPENDIX A:
SURVEYS

Forms
Summary of Results

Five-Year Budget

1994-1995	
Multimedia Retrieval System*	$250,000
File Server Station*	10,000
33 Multimedia Computers - Classroom+	66,000
5 Media Upgrades on Existing Computers*	2,000
90 Ethernet Network Inferface Cards	9,000
30 Standard Computers - Instructional Lab+	45,000
38 Printers (33 classroom, 5 lab)	7,600
Tables & Chairs (30 students)	6,000
2 Media Production Stations*	7,000
Faculty Workroom*	4,500
IMC Computer Station (with bar code wand)*	3,000
Printers for Guidance & A.D.	700
IHETS	6,000
Software & Communication Packages*	25,000
Staff Development	9,000
Supplies	2,500
Maintenance, Repair, & Service Agreement	5,000
TOTAL	$458,300
1995-1996 ^	
30 Standard Computers - Open Lab	$45,000
6 Standard Computers - Administration	9,000
7 Printers	1,400
Columbia Upgrade*	5,000
Technology Department	10,000
CD-ROM Tower*	5,000
LCD with Overhead	5,000
3 Overhead Projectors with Wall Screens	600
5 Laptop Computers	10,000
Miscellaneous Input Devices	5,000
Software & Communication Packages	10,000
Staff Development	8,000
Supplies	2,500
Maintenance, Repair, & Service Agreement	5,000
TOTAL	$121,500

+See Appendix B for description of item.
*See Appendix D for description of item.
^Based on current prices.

1996-1997 ^

5 Multimedia Computers for Mini-lab*	$10,000
5 Shock Absorbant Computer Carts	500
3 Printers (2-administration, 1-portable lab)	600
Telephone System & Modem Pool*	23,500
3 Overhead Projectors with Wall Screens	600
Fax Machine	500
Camcorder	700
Miscellaneous Input Devices (Science/Health)*	8,000
Technology Department	5,000
Software & Communication Packages	10,000
Staff Development	3,000
Supplies	2,500
Maintenance, Repair, & Service Agreement	5,000
TOTAL	$69,900

1997-1998 ^

Voice Mail*	$10,000
15 Printers	3,000
3 Overhead Projectors with Wall Screens	600
Miscellaneous Input Devices (Science/Health)*	8,000
15 Computer Replacement/Upgrade	22,500
Technology Department	5,000
Software & Communication Packages	10,000
Staff Development	3,000
Supplies	2,500
Maintenance, Repair, & Service Agreement	5,000
TOTAL	$69,600

1998-1999 ^

Video All Call*	$5,000
20 Computers Replacement/Upgrade	30,000
3 Overhead Projectors with Wall Screens	600
Software & Communication Packages	10,000
Staff Development	3,000
Supplies	2,500
Maintenance, Repair, & Service Agreement	5,000
TOTAL	$56,100

*See Appendix D for description of item.
^Based on current prices.

Technology Support Staff

As a correlation to the five-year plan, staffing must be a major consideration. We cannot substantially increase the acquisition of our technology without providing the appropriate support staff. One of these must be the position of a full-time technology coordinator. This person is going to be responsible for:

1. Receiving training on the maintenance of acquired technology.
2. Making appropriate repairs to equipment.
3. Staying current in the administration of network equipment and software.
4. Receiving training on media retrieval control system.
5. Receiving training on grant writing.
6. Staying current with all the latest literature.
7. Providing intensive inservice for the entire staff upon the acquisition of the new technology.
8. Providing routine and frequent inservice opportunities for all staff members.
9. Providing training for new staff members.
10. Making required equipment adjustments in the media control at the beginning of each class period.

The technology coordinator is obviously going to be laden with enormous responsibilities. The handling of these duties is going to require a class-free day. The coordinator must be free each hour to make the adjustments to the media control system. He/she will need to be available to assist students and staff as they use the media production stations. Hopefully, these will be used with great frequency, thus requiring much of the coordinator's time at first. He/she must be available to confer with outside technology consultants and vendors. As our plan is phased into operation, there will be many times when the coordinator will need to make herself/himself available to those in charge of installing or delivering equipment.

If the position of technology coordinator were to be a full-time position, inservice training could be handled more easily. Entire departments could be provided training for a full day rather than a half day. School corporations that have already gone through this process will attest to the fact that full day training is more effective than any other type.

As we embark on a new era of technology at Fountain Central, it becomes crucial to have a full-time coordinator who can devote his/her entire day to this position. We cannot ask nor expect someone to carry this type of load and remain in the classroom. We know from experience that if this is not a full-time position, the person will be asked to leave his/her classroom with increasing frequency. This is certainly not fair to the students nor to the teacher. It is the fervent recommendation of the Technology Committee that the current coordinator be made the full-time coordinator.

Fountain Central Technology Survey For Businesses

Business Name: _____ **Phone:** _____

Address: _____

Businesses: The Fountain Central Technology Committee,consisting of parents, teachers, administrators and school board members, is currently developing a technology plan for the high school. We need your input along with that of parents, teachers, and students in order to develop a comprehensive view of technological needs.

TECHNOLOGY DEFINED: Technology includes computers with applications and other devices. Examples would include telecommunications equipment, audio/video production equipment, shop floor devices that use electronic logic, and many other items.

1. Circle the following technologies used in your business.

a. Television
b. VCR
c. Computer
d. Overhead projector
e. Audio tape player
f. Plotter
g. Copier
h. Satellite television network
i. Calculator
j. Video /Laser Disc Player
k. CD-ROM
l. Laser printer
m. Network Educational TV
n. Scanner
o. Electronic Mail
p. FAX machine
q. Other: Please specify.
_____
_____

2. If you use a computer, please indicate which model, and list the major software used by your business.

Model: IBM IBM-Compatible Macintosh Other:_____

Major software titles used: _____

_____

3. Which skills would you expect an entry-level employee to have?_____

_____

4. What percentage of your current employees have reached these levels of education:

_____ College Degree _____ Associate Degree

_____ Technical Certification _____ High School Diploma or GED

5. How many employees do you have? _____

6. If your business is located in Fountain County, would you support the acquisition of additional technology at Fountain Central High School? Yes No Does Not Apply

7. If your business is located in Fountain County, would you be willing to donate some of your time to teaching technology? Yes No Does Not Apply

THANK YOU!

Fountain Central Technology Survey For Parents

Please return to school by February 18th. Name: Spouse 1_____
Spouse 2 _____

Day Phone:_____Eve Phone:_____

Parents: The Fountain Central Technology Committee consisting of parents, administrators, teachers, and school board members is currently developing a technology plan for the high school. We need your input along with teachers and students to develop a comprehensive view of technology. Please complete this survey and return it. (ONLY ONE PER FAMILY)

Technology Defined: Technology includes computers with applications and other devices. For example: telecommunications equipment, audio/video production equipment, shop floor devices that use electronic logic, satellite television, laser disks, compact disc players, and many others.

Spouse 1

1. Do you work with technology other than a computer? Yes No
2. Do you use a computer with your work? Yes No
3. Your employer:_____ (optional)
4. Do you believe it is important for your child to know how to use technology? Yes No
5. Do you know what technology is available at the high school? Yes No
6. Would you attend technology usage sessions if they were offered by the school corporation? Yes No
7. How would you rate your technical literacy? Good Fair Poor
8. Is your child (children) getting adequate access to technology at school? Yes No ?
9. Would you support the acquisition of additional technology at the high school? Yes No
10. Would you be willing to donate some of your time to teaching technology? Yes No Maybe

Spouse 2

1. Do you work with technology other than a computer? Yes No
2. Do you use a computer with your work? Yes No
3. Your employer:_____ (optional)
4. Do you believe it is important for your child to know how to use technology? Yes No
5. Do you know what technology is available at the high school? Yes No
6. Would you attend technology usage sessions if they were offered by the school corporation? Yes No
7. How would you rate your technical literacy? Good Fair Poor
8. Is your child (children) getting adequate access to technology at school? Yes No ?
9. Would you support the acquisition of additional technology at the high school? Yes No
10. Would you be willing to donate some of your time to teaching technology? Yes No Maybe

11. Do you have a computer at home? Model: _____ Modem: yes no
12. Please indicate your child's (children's) grade level(s). pre-school k-3 4-6 7-8 9-12 (please circle all that apply)
13. Please comment (Use other side if necessary).

THANK YOU!

Fountain Central Technology Survey For Teachers

Name: Date:

Technology Defined: Generally, electronic devices. Some examples are televisions, vcrs, cd-rom, computers, satellite, cable, communication devices, etc.

1. Please indicate your current assignment. (7-12) (7-8) (9-12) (Special) (Admin)

2. Do you think there is a need for more technology at Fountain Central? yes or no

3. Please indicate your most useful classroom technology tool(s)
   1 = Most Useful 2 = Somewhat Useful 3 = Not Used 4 = Not Available

   _____ Television _____ Copier _____ CD-Rom

   _____ VCR _____ Scanner _____ Satellite Television Network

   _____ Overhead Projector _____ Calculator _____ Educational TV

   _____ Computers _____ Audio Tape Player _____ Video Disc Player

   _____ Other:_____

4. How many computers do you have in your classroom? _____ Approx. average age? _____

5. How many computers could you use in your classroom? 1 2 3 _____ ?

6. Do you need additional training to use technology? yes no some ?

7. How often do you use the following technologies in instruction?
   1 = Daily 2 = Weekly 3 = Monthly 4 = Occasionally 5 = Do not use 6 = Not Available

   _____ Television _____ Copier _____ VCR
   _____ Computers _____ Overhead Projectors _____ Calculator
   _____ Satellite TV _____ Other:_____

   Comment:_____

8. Do you have a preference for computer type? IBM MAC IBM-compatible Don't Know

9. Which on-line information or news database services would you use? (Please Circle)
   CompuServe Prodigy IdeaNet InterNet Don't Know Other

10. Would you change your instruction to incorporate technology? yes no ?

11. Would you use your own time to learn to use a system? yes no ?

12. How would you rate yourself for technical literacy? poor fair good

13. Prioritize the need for inclusion of technology into your classroom instruction. 1 2 3 4 5
    (1 = most important)

14. Please comment: (use other side)

THANK YOU!

Fountain Central Technology Survey For Students

Name: Date:

Examples of Technology: television, computers, VCR, CD player, laser disk player, satellite television, etc.

1. Please indicate your current grade level: [7-8] [9-12]

2. How often do you use a computer at school?
   Daily Weekly Monthly Not Used Not Available

3. In which of the subject areas below, do you use a computer? [circle all that apply]

agriculture	health & P.E.	special education
business	industrial arts	science
English	mathematics	social studies
fine arts	music	study skills
foreign language	resource	other:_____

4. Check the equipment you or your teacher use in your classroom[s].

_____ TV	_____ Copier	_____ VCR
_____ Computers	_____ Overhead Projector	_____ Tape Player
_____ Satellite TV	_____ Calculator	_____ CD-ROM
_____ Laser/Video Disc	_____ Scanner	_____ Other:_____

5. Would you like to see more technology used at Fountain Central ?

   Yes No ?

6. Do you have a computer at home? No Yes: Model:_____

7. Which of the following technologies would you like to have available to you? 1 = High 2 = Medium 3 = Low

_____ TV	_____ Copier	_____ VCR
_____ Computers	_____ Overhead Projector	_____ Tape Player
_____ Satellite TV	_____ Calculator	_____ CD-ROM
_____ Laser/Video Disc	_____ Scanner	_____ Fax Machine
_____ Communication Networks	_____ Other:_____	

8. Would you like to have special training to use different technologies?
   Yes No ?

9. Would you be willing to use your own time to learn different technologies?
   No Yes : After School Weekends Summer

THANK YOU!

Summary of Results

Businesses: Of the 29 businesses responding to the survey, 93% use a computer in their workplace. All of them use technology in one way or another. An overwhelming majority use IBM or IBM compatible computers. A majority of the respondents supported the acquisition of additional technology at Fountain Central and one-third of them are willing to donate their time to assist with the teaching of technology.

Parents: Approximately 50% of the parents responded to the survey. Forty-eight percent of them use a computer at their workplace and 44% use other forms of technology. Ninety-nine percent believe it is important for their children to know how to use technology and almost all support the acquisition of additional technology at Fountain Central. Only 33% responded that they would not take advantage of technology usage sessions offered by the school corporation.

Teachers: It became readily apparent that the majority of the teaching staff agreed upon three things: they would change their instruction to incorporate technology, they need additional training, and they were willing to do that on their own time. Ninety-one percent felt there is a need for more technology at Fountain Central. A majority listed their preference for computers as IBM or IBM compatible. Most expressed an eagerness to become upwardly mobile in the ever-expanding world of teaching and technology.

Students: Of the 557 students surveyed, responses were fairly evenly split concerning computer usage at school. Twenty-five percent use a computer daily, 18% weekly, 25% monthly and 29% not at all. English, business and science were the three subjects where computer usage was the highest. TVs, VCRs, overhead projectors and calculators were chosen as equipment most used in the classrooms. Eighty-six percent would like to see more technology used at Fountain Central. Sixty-one percent of them have access to computers at home and 44% indicated they would be willing to stay after school to receive additional training. It was obvious from this survey that the majority of the students would like to see laser-discs and CD-ROM usage increase and the usage of the overhead projector (as it is now used) decreased.

APPENDIX B:
COMPUTER AND SOFTWARE POLICIES

Computer Standards
Computer Access
Copyright Guidelines

Computer Standards

BASIC

486/33 DX
4 MB RAM
3.5" (1.44 MB) floppy drive
100 MB Hard Drive
NIC Card (Network Interface Card)
Mouse and Mouse pad
14" non-interlace monitor
Expansion slots and bays
Upgradable processor
Minimum of 1 year on-site warranty
Energy Star Compliant
Technical support provided
Required software included: DOS, Windows, Works [and pre-installed (optional)]
Parts should be compatible with existing computers (future)

MULTIMEDIA

All of the above plus:
- LCD port
- Double-speed CD-ROM Drive
- Speakers and adapter
- Audio and video cards with drivers installed

Computer Access

Students:

The following guidelines have been established to provide network security and consistency. By following these guidelines, we can reasonably assure security for every individual's personal files and ensure that the programs remain operational.

1. All users are restricted to .he login ID (s) that have been assigned to them. These IDs can and WILI be revoked if used improperly.

2. All user IDs require a unique password. **These passwords are not to be shared with anyone**. Passwords should be changed frequently. If you forget your password, a new one must be requested. Your password will be changed on all fileservers as soon as possible.

3. Any student caught using an ID that is not assigned to him/her, or exploring outside the student menu system WILL lose access to all computers for at least two weeks and may receive additional punishment - especially repeat offenders. These offenders will still be responsible for any assignments given during this time period. Offenders will either have to do their assignment manually or receive a zero for any incomplete assignment.

4. The use of any program that has not been purchased/installed by the school system is strictly forbidden. I.E., No games from home are permitted. This is to protect the integrity of the network and to insure that the equipment is used for what it is intended. Violators will be treated in the same manner as in item.three.

5. Students will have access to specified areas during designated time periods only.

These guidelines are set to protect everyone and may be revised as necessary.

Teachers:

1. Teachers must have access to computer and presentation workstations at all times. This will necessitate installation of a building-wide security system or assignment of master keys.

2. Student rules #1, 2 and 4 will also apply to teachers.

APPENDIX D:
DESCRIPTION OF BUDGET ITEMS

Desription of Budget Items

CD-ROM Tower- A stack of CD-ROM players that will connect to the network system and allow multiple-user access to all compact disks in the stack.

Columbia Upgrade- The Administrative and Library Software used by the high school. Along with the most recent upgrade, Columbia has sent notice that all upgrades after Fall 1995 will be for the new windows format only. This new version will require machines that have at least 386 processors and 8 MB of RAM to operate it.

File Server Station - The control system for the network system requiring at least 586DX66 computer with 32 MB of RAM.

Faculty Workroom - This will include the contents of a Production Station in addition to the following:

1. Telephone with outside line access and fax/modem to use bulletin board services such as CompuServe, Scholastic Network and IdeaNet.
2. Bulletin Board paper and letter maker.
3. Small copier for making masters and manual editing. (Coded access to limit copies)
4. Software Manual Library
5. Color Laser or Ink Jet Printer
6. Monitor for previewing videos.

To control expense in wiring and increase technical support and security, this room should be located as close as possible to the Headend of the Media Retrieval System.

Mini-lab - This will consist of 5 Multimedia computers set up on carts which upon check-out will be set up on the network to be used in the classroom.

Miscellaneous Input Devices

Probes
Heart Monitors
Additional Remote Control Devices
Video Microscopy
Microphones

Media Production Stations

Computer and Monitor with CD-ROM drive, sound card and speakers with audio, art and video clip libraries
Large capacity hard drive with authoring software
Video cassette and floppy creation and editing hardware
Flat bed scanner
Head Phones
High Quality Printer
Media Retrieval System Access

Media Upgrade on Existing Computers

Sound and Video cards
Speakers
CD-ROM Drive

Media Retrieval System - This is a coax cable system that is managed by a control computer "head end" where all forms of media are stored and scheduled. This allows each teacher or student to control up to six sources of audio/video equipment simultaneously with a remote control device from each classroom. All functions on the machines serving as sources can be accessed in this manner. With the aid of a computer software package such as Linkway Live and a computer, teachers and students can use this system to author electronic folders that combine data, voice and video to form multisensory, multimedia presentations. This is a modular system designed to allow for changes, expansions and repairs. In addition, if centrally located, the system's wiring infrastructure provides hook-ups for media control, networking, and telephone systems without any future wiring or rewiring. Included in the media retrieval system will be:

14 VCRs
3 Video disk/floppy players
4 Laser Disc players
1 Audio cassette player
1 CD-I (Compact Disk - Interactive) player
1 35 mm Slide projector
1 Computer with CD-ROM, 3.5" disk and 5.25" disk
1 Head end with mounting rack and monitor
45 Wall control panels and remote controls
5 Barcode wands
2 Wireless keyboards
1 Zapshot camera
1 35mm camera
1 Camcorder
5 Wireless drawing pads
17 Televisions (27")
1 Video Bulletin Board
15 Wall mounts
2 Carts
45 Video drops
75 Ethernet Data drops

High School Only

Corporation Technology Inventory

Please submit with the corporation five-year plan

Date: April 22,1994 Corporation name: S.E. Fountain School Corp. Corporation number: 2455

Number of schools in the corp.? 1 How many of those schools are networked? 1

Student:computer ratio in the corporation? 20:1 Percent of students using computers? 68%

Percent of student time using computers? 10%

How many secondary schools are providing instruction via distance learning? 0 Elementary schools? 0

Do the library automation systems installed or upgraded after July 1, 1993, comply with the 1993 state standards? yes X No

Equipment Inventory Please list the number of units of technology equipment (by location) in your corporation's schools and administrative buildings. A snapshot of where you are now.	Labs Media center	Classroom Student-Take-home	Cent. Office Bld. Admin.	Total units or systems	Est. # of total units purchased before 1992	Projected hardware needs - Estimate in dollars (5 years)
Computers without hard drives	36	3	6	45	45	0.00
Computers with hard drives	5	9	4	18	12	237,500.00
Printers	11	12	7	30	24	13,300.00
MULTI-MEDIA:						
CD-ROM drives (internal or external)	3	2	--	5	2	see*
Laser video disc players	--	1	--	1	0	see*
Other: (e.g., video editing systems)	--	--	--	--	--	see*
LCD panels/computer projection devices	1	2	--	3	3	5000.00
Library automation systems	1			1	1	3000.00

APPENDIX C:
TECHNOLOGY INVENTORY

Software and Communication Package

Netware
Laser discs
Productivity
Authoring
Satellite packages
CD-ROMS
Upgrades

Telephone System and Modem Pool

1 Inter-Tel IMX 2460 System
1 60 Button Console Set - Receptionist
6 12 Button Display Sets - Administration
40 12 Button Sets - Classroom
47 Station Faceplates
46 Data port modules
Modem Pool

Video All Call

1 set Network Interface Equipment
1 Panasonic Camcorder with Battery
1 Shure Microphone Mixer
1 Electro-Voice Microphone
1 ESCO Microphone Cable
1 Luxor Production Cart
I ESCO 8' Video Patch Cable

Voice Mail - Voice messaging system added to the telephone system giving each system user a voice mailbox with send and receive capability and the community access to message only mailboxes for homework assignments, school news, etc. This would include :

1 Microlog CallStar Voice Processing System

A teacher may use a video tape of an off-air recording provided:

1. It is used only once as an individual teacher for relevant classroom activities and once for necessary reinforcement during the first 10 consecutive school days after recording.

2. After the first 10 consecutive school days, recording is used only for teacher evaluation purposes.

3. The teacher does not make multiple copies of the recording.

4. Copyright notice on the program is included.

5. Recording is erased after 45 days.

A teacher may bring to school a program taped at home as long as all of the institutional off-air taping guidelines are followed.

A teacher **MAY NOT:**

1. Use copyrighted tapes for entertainment, filler, or any purpose other than a face-to-face teaching experience without prior permission from the copyright owner.

2. Have off-air recordings made in anticipation of their requests, use them after the 10-day use period, or retain the recording longer than 45 days.

3. Retain programs taped at home for classroom use and use them again at a later date since the guidelines for education now apply.

Penalties for violating the software law include liability for damages suffered by the copyright owner or statutory damages of up to $100,000 for <u>each</u> work copied. In addition, if done "willfully and for purpose of commercial advantage or private financial gain" criminal penalties can include fines up to $250,000 and 5 years imprisonment.

APPENDIX E:
GLOSSARY OF TERMS

11. Load a single program into a computer which can be accessed by several different terminals or into several computers for simultaneous use.

12. Make multiple copies of a copyrighted program, even for use within a school district.

13. Make replacement copies from an archival or back-up copy.

14. Make copies of copyrighted programs to be sold, leased, loaned, transmitted, or even given away to other users.

15. Make any use of the printed copyrighted software documentation that is not allowed of the copyrighted program.

VIDEO TAPES

A teacher may use a commercially prepared, copyrighted video tape in the classroom provided:

1. The performance must be made by instructors (including guest lectures) or by students.

2. The performance is in connection with face-to-face teaching activities.

3. The entire audience is in the same room or same general area.

4. The teaching activities are conducted by a non-profit educational institution.

5. The performance takes place in a classroom or similar place devoted to instruction, such as a school library, gym, auditorium or workshop.

6. The video tape is lawfully made; the person responsible had no reason to believe that the video tape was unlawfully made.

7. An educational institution or individual may purchase or rent a video cassette with the "home use only" warning label and use it in the classroom for instructional purposes. This is based upon the Section 110 exemption in the law which permits the public performance of copyrighted material for the purpose of face-to-face instruction.

3. **Cumulative Effect**
   a. The copying is only for one course.
   b. There are no more than 9 instances of multiple copying per course during one class term.
   c. Not more than one short poem, article, story, essay, or two excerpts copied from the same author nor more than three from the same collective work or periodical volume during the class term.

4. **Copyright printed**
   Each copy must contain a notice of copyright.

Multiple copies of software can be made if:

1. The copyright owner has given express permission for the teacher to make one per student in their class.

2. A site license has been purchased by the school district.

YOU MAY NOT:

1. Copy to make anthologies or compilations, or to replace or substitute for them.

2. Copy from works intended to be consumable (workbooks, exercises, standardized test booklets, and answer sheets).

3. Copy to substitute for purchase or replacement of books, periodicals, music, recordings, or worn-out ditto masters.

4. Copy the same item from term to term without securing permission each time.

5. Make copies of music (or lyrics) for performance of any kind in the classroom or outside of it, with this emergency exception: make an emergency replacement copy for an imminent musical performance.

6. Copy protected materials without inclusion of a notice of copyright.

7. Charge students more than the actual cost of the authorized copies.

8. Copy material for which another teacher had obtained permission.

9. Make or use illegal copies of copyrighted programs on school equipment.

10. Boot one copyrighted program into several computers without the appropriate license or permission.

Information and Guidelines for Copyright Compliance

Copyright protection lasts for the life of the author plus fifty years. Under the law, persons must assume that any work created after 1978 is copyrighted and, therefore, permission to copy should be requested.

Copyright protection DOES NOT extend to any idea, procedure, process, system, or discovery. Facts cannot be copyrighted. Factual information is in the public domain so an author can use facts, whether correct or incorrect, that are published in a copyrighted article without asking permission.

Guidelines

PRINTED MATERIAL AND SOFTWARE

Single Copies

1. Teachers may make a single copy or transparency of a chapter of a book; an article from a periodical or newspaper; a short story, essay, or poem; a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper to teach a class.

2. Teachers may make a single copy of a copyrighted software program for an archival or back-up copy.

3. Teachers may make a copy when allowed by a license agreement (eg., MECC).

Multiple Copies

Multiple copies (one copy per pupil in a course) of printed material can be made if it meets ALL FOUR criteria below:

1. **Brevity**
   a. A complete poem printed on no more than two pages or an excerpt from a longer poem not to exceed 250 words copied in either case.

   b. A complete article, story, or essay of less than 2,500 words or an excerpt from prose less than 1,000 words or 10% or the work, whichever is less, but in either event a minimum of 500 words to be copied.

   c. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.

2. **Spontaneity**
   Copying is done by the teacher when there is not a reasonable length of time to request and receive permission to copy.

Glossary

Bulletin Board System	A personal computer-based telecommunication system that takes calls from other computers and provides messaging services, file transfers, etc.
CD-ROM	CD-ROM stands for Compact Disk- Read Only Memory. Digital data is imprinted into the disk surface and can then be read by special optical scanning devices. These disks can store millions of pieces of information. One side of one CD can store an entire set of encyclopedias including audio and video segments which support the text.
Distance Learning	Providing educational programs from one site to another using transmission devices such as modems, phone lines, and satellites. Signals may carry data, voice, image, motion, or a combination of these.
Electronic Mail (E-Mail)	The electronic transmission of letters, documents, messages, and memos from one computer to another over a network.
Laser/Videodiscs	These discs can store sound, text, and graphics. These are good for simulations. Laserdiscs have better picture and sound quality than videotapes and are more durable.
Telecommunications	The sending of information in the form of words, sounds, or images over long distances using telephone lines, radio signals, or satellite transmissions.

Equipment Inventory Please list the number of units of technology equipment (by location) in your corporation's schools and administrative buildings. A snapshot of where you are now.	Labs Media center	Classroom Student-Take-home	Cent. Office Bld. Admin.	Total units or systems	Est. # of total units purchased before 1992	Projected hardware needs - Estimate in dollars (5 years)
Multi-media distribution systems *				0	0	259,000.00
Modems	1	0	0	1	1	1,500.00
Telephone lines for instructional use	0	0		0	0	22,000.00
Steerable multipurpose satellite dishes				1	0	0
Fixed satellite dishes				0	0	6000.00

SOFTWARE

List the primary kinds of software applications for instructional/academic purposes.
(e.g., word processing, CAD/CAM, drawing)

word processing, spreadsheets, database, desktop publishing, remediation, test preparation, career planning, CAD, and laboratory exercises.

Projected needs for next five years; estimate dollar amounts.

Software:
'94-95 25,000 '95-96 10,000 '96-97 10,0000 '97-98 10,000 '98-9910,000

Maintenance:
'94-95 5,000 '95-96 5,000 '96-97 5,000 '97-98 5,000 '98-99 5,000

Training:
'94-95 0,000 '95-96 3,000 '96-97 3,000 '97-98 3,000 '98-99 3,000