

ARTICLE XVI. TECHNOLOGY

Technology Vision

Minneapolis Public Schools leverages technology to advance a dynamic, student centered, learning environment that maximizes student potential, empowers teachers, embraces parents, engages community, and promotes global citizenship.

The District must strive for digital equity. All of our students must be prepared to live, work, and thrive in this next century. Our implementation plan must include greater understanding on the part of our teachers and administrators that a technology enhanced school environment is not a choice, but a necessity.

Technologies must be available to make learning exciting and interesting, to enhance interaction between students and others and tie learning to the community outside the school walls. Greater access and skills with information technologies will allow students greater opportunities to prepare for **future** all career paths in the future.

Staff training and education are critical to the overall successful implementation of technology that promotes creativity, collaboration and problem solving.

Primary objectives to achieve this vision and its goals will include:

a. All professional staff will have email, telephones with outside lines, voicemail, and Internet access.

b. All professional staff will be expected to use these technologies for job related communication.

c. All staff will work toward full implementation of the technology standards and assess themselves against technology standards checklists such as those found at **using the International Society for Technology in Education (ISTE) Standards for Educators for guidance.**

http://its.mpls.k12.mn.us/Tech_Standards_for_Teachers.html

d. Teachers, in collaboration with library media specialists, will facilitate students' work toward acquiring ISTE and American Association of School Librarians (AASL) Student (technology) Standards.

d. e. On-line Quality professional development opportunities are to acquire ISTE Standards for Educators will be available for staff in trainings that will be an online platform(s) as well as face-to-face. -seven-days-a-week, twenty-four-hours-a-day, to improve skills for technology use, such as as Atomic Learning <http://www.atomiclearning.com/> A seven-days-a-week, -twenty-four hours-a-day online opportunities will be agreed upon by MFT and MPS by December 1, 2018. In-person professional development will also be provided to staff.

e. **f. Teachers will understand and follow Minneapolis Public Schools Internet Policy Guidelines. in all uses of technology.**

<http://its.mpls.k12.mn.us/sites/3ab69bed7343f74692780cb786c05ea9cf88/uploads/6415c.htm>

f. g. Qualified technical support for all technology will be available by staffing sites at a level sufficient to resolve daily issues. Such staff will be supplied with a Walkie Talkie and charger or cellular phone and charger, to be carried at all times during their duty day,s the number to which all staff will have access for issues that immediately and directly affect student learning.

Technology issues that have an immediate and direct affect on student learning (e.g. projector bulbs, a/v cords, dvd players, etc.) will be addressed at the time the problem is reported to the IT staff. E-tickets will be submitted after the fact in order to facilitate appropriate reporting for the IT staff. E-tickets will be submitted for all other technology issues and will be addressed within 24 hours of submission; if the issue requires ordering of physical resources, the teacher will be informed of the status of the request within 24 hours and will be updated daily.

~~g.~~ **h.** District technology curriculum, whenever possible, should be available in digital format and online.

~~H.~~ **i.** Implementation of ~~The 2008-2011~~ **District** Master Technology Plan will be continuously assessed and evaluated to ensure efficiency, effectiveness, and overall success as it impacts teaching and learning.

~~i.~~ **j.** There will be equitable access to **current** digital **resources (software, database, applications, etc.)** technology such as digital cameras, camcorders, DVD players, CD and DVD burners, laser printers **and other current technology (hardware, devices, printers, etc.) to meet the needs of twenty-first century students and staff** across the district.

Subd. 1. Teacher Telephones: In order to increase communication among teachers, students, parents and the community, the District will provide telephones and voicemail for every teacher's use. All new construction and newly remodeled sites will be wired at the time of construction and/or remodeling to facilitate the installation of telephones in every classroom and office for external communication. Existing sites will be ~~on-line~~ **online** with individual telephones and voicemail to maximize professional responsibility, safety, communication, privacy, and accessibility. The District will provide training for effective use of the system, and teachers will use the system for maximum effectiveness. Where individual classrooms and office telephones are not available, a telephone (dedicated line) shall be maintained in each school building on the basis of need for the use of teachers and in **private** locations convenient to teachers. Teachers shall reimburse the school for chargeable personal calls. **The District will provide staff with a minimum of three (3) approved electronic communications apps (e-mail, Remind, Edmodo, Schoology, etc.) allowing direct communication between teachers and students and students' families to be used upon the individual teacher's request.**

Subd. 2. Cellular/Digital Phones:

- a. At each site, there will be cellular/digital phones available to staff for school business on a temporary basis when needed for field trips, home visits, student transportation, health emergencies, or other activities requiring communication away from the school approved by a site administrator or designee. Reimbursement to the District for any personal calls by the teacher will be made according to existing guidelines. The District will inform the teachers of special arrangements for personal cellular telephone purchase and service contracts available, which may be of interest to the teacher at no cost to the District.
- b. **The District will provide Teachers/RSPs whose work requires home visits (including, but not limited to Early Intervention, Early Childhood Special Education, Early Childhood Family Education, OTs/PTs, Licensed School Nurses, Speech-Language Clinicians, Psychologists, School Social Workers, other related services providers, DPFs) a network and wifi-capable device that supports an internet connected laptop to be used at a home, site, or**

vehicle. This device shall have internet, email, texting, and other functional capabilities for efficient practices, due process requirements, and safety. If a network and wifi-capable device that supports an internet connected laptop is not provided, staff will be reimbursed for 50% of internet and telephone charges when using their personal devices for home, site, and vehicle.

Subd. 3. Pagers: Pagers are a link for professional staff with responsibilities that take them off school sites. Pagers are available for school business only at educational rates funded by school sites.

Subd. 4. Internet Access: All teachers/classrooms will have Internet access and wireless within each building. The district network will be continuously updated to provide sufficient bandwidth for staff and student instructional use of the Internet. Teachers will use electronic data entry and retrieval with such District functions as transfer and reassignment interview requests and summer school applications. The District e-mail system may be used for Union activities other than election campaigns **for union officers and executive board positions** in accordance with District policy, procedures, and requirements.

Applications that collect and store teachers' personal information (e.g. ESS, eCompass, and AESOP, etc.) will be secured with a unique password separate from the MPS applications that are used by and with students, parents, and student teachers (e.g. Google Suite, Outlook, Discovery, etc.).

Student teachers will be given access with their own unique user IDs and passwords to applications used by teachers to conduct daily lessons, i.e. google suite. Student teachers will have access to these applications on the day they begin collaborating with the cooperating teacher ending on the day they complete their student teaching placement with the teacher.

Subd. 5. Integrated Technology:

The District is committed to meeting the following goals:

- Continually reexamine the Discovery system **or other Learning Management System(s) (to include scheduling and grading functions)** with input from users to improve effectiveness.
- Providing access to working technology at all sites ~~and for all students and staff.~~ **that will meet the teaching and learning needs of students and staff.**

Subd. 6. Computer/Laptop Availability:

Every teacher will have a classroom/office, networked/Internet accessible, fully functional computer or laptop for the purpose of supporting the teaching and learning process, processing paperwork, accessing district information, policies and data, and communicating via email. Staff will have a laptop if a desktop computer is not feasible. Teachers/RSPs will not be responsible to pay for accidental damage, loss, or theft of a District laptop, IPAD, iPad, Tablet, or other district-owned electronic device. Teachers will exercise care with District equipment. Teachers will be provided written guidelines for appropriate care and use of District equipment at the time it is checked out. If funds become available for an additional computer, it is recommended that teachers be given a choice of a laptop or desktop computer. ~~Some~~ **Reliable, working printers and copy machines, along with paper, toner, staples, etc., sufficient to serve the school staff will** need to be available in convenient, secured locations, accessible only to staff, at each school site so teachers can print confidential information.

Subd. 7. Disposal of Confidential Documents: Resources will be available to all teachers to appropriately and securely dispose of papers containing confidential information.

Subd. 8. Technology Professional Development for Teachers: the District will provide both online and on-site face-to-face differentiated training to teachers for effective technology integration to support curriculum and instruction. Sites will use technology self-assessment to prioritize technical skills needed. Sites will use the Lead & Transform Diagnostic Data tool from ISTE to evaluate the site's progress toward technology integration. The Site ILT members will use the ISTE Lead & Transform Diagnostic Data tool twice per year with staff, at the start of the first and third quarters. Media Specialists will be paid at the Leadership Rate for two (2) hours to prepare, evaluate staff, and review results. ISTE results will be shared with the ILT site team and the Technology Joint Labor Management Committee. The District and Sites will use the Lead & Transform Diagnostic Data from ISTE to guide development of professional learning for teachers.—Sites and teachers are encouraged to take advantage of Pro-Pay Skill Sets, on-site face-to-face and online professional development of exemplary best practices.

Subd. 9. Technology and Paperwork Reduction for Special Education Teachers/Providers and Related Services Personnel: All special education teachers and related services personnel shall will have the tools and training to do their jobs. Any technology initiatives shall will include input by Special Education Teachers/providers with the objective of providing individually-assigned computers with quick access to internet (including but not limited to web-based due process forms and training), on- and off-site access to student information, up-to-date software, and access to confidential secure printers, accessible only to staff. Teachers in less than full-time special education assignments may need to share equipment with another teacher. In addition, District programs and grants shall include a special education technology support component. The Special Education Labor-Management Committee shall be updated at least annually by the IT Director in order to monitor implementation. Differentiated training based on due process compliance performance data and the ability of school teams and/or individuals to fulfill due process requirements shall be developed and provided by the District. Existing forms shall be configured electronically with internally available data embedded in order to reduce manual typing or hand entries on forms (e.g., transportation forms, summer school forms, etc.).

Subd. 10. Off Site Access: ~~For staff who already have their own personal internet access, the~~ ~~The~~ District will provide ~~portal~~ access so that they staff can access District websites and applications ~~from~~ off-site.

Subd. 11. ~~Labor/Management~~ Teacher Representation on the District Technology Advisory Committee (DTAC): The District Technology Advisory Committee will serve as the steering committee ~~for~~ to identifying, and discussing and develop a plan of action to meet district technology needs, projects, standards, staff development, and progress. This committee will consist of a representative group the majority of which are teachers. There will be two co-chairs of the committee, one appointed by the district and one representative appointed by MFT. Teacher members on the committee will be appointed by the MFT ~~in collaboration with Information Technology Services and meet quarterly.~~

The District Technology Advisory Committee will guide the implementation of the ~~2008-2011~~ The District Master Technology Plan and serve to meet the 21st Century learning needs of teachers and students and teachers. Throughout the year, the committee will collaborate with curriculum specialists, and ~~technology integration specialists~~ MFT members to develop best practices around technology 21st Standards integration in the classroom and make recommendations to The District Master Technology Plan. The committee will help determine the skill sets/competencies needed by teachers in the District in order to function competently by using current International Society for Technology in Education (ISTE) Educator Standards in the effective use of technology for teaching, learning and communicating.

The District Technology Advisory Committee (DTAC), curriculum specialists, and technology integration specialists will use data from **the Lead & Transform Diagnostic Data from ISTE to guide the progress toward technology integration. The committee will use this information to guide the development of The District Master Technology Plan.** The school site technology plans in their planning and advisory practices. The School Site Technology Plans are to be filed by each site annually through the District's electronic filing process on the Intranet under the Department of Information and Technology Services

Each month, the committee will forward the DTAC Committee minutes, recommendations, and actions directly to the Superintendent, CIO, CEO, CAO, and MFT for review and needed action.

Subd. 12. Standards of 21st Century Learning Technology Use:

- a) The District, through the District Technology Advisory Committee, will establish standardized systems and technologies for use by sites and staff. **The District and staff will be expected to know, understand, and use these systems and technologies (hardware and software).**
- b) ~~District and MFT Members~~ Staff will be trained to ~~expected to know, understand, and use~~ these systems and technologies for communication purposes and to advance student and staff learning.
- c) **The District and sites are is responsible for the to provide infrastructure, to maintain, and update these systems and technologies. that support student and teacher standards. This infrastructure will be confluent to maximize compatibility, ease of use, and efficiency for parents, students, teachers, and staff.** At the site level, strategies should be in place to involve teachers in planning and decision-making about technology. This can be done by a site technology committee or some other shared-decision making body at the site.
- d) ~~Technology Implementation Standards will be followed throughout the initiation, implementation, and institutionalization of technology in the District and sites.~~ **Initiation, implementation, and institutionalization of technology in the District and sites will be guided by ISTE Standards for Educators, ISTE Student Standards, and AASL Student Standards.**

Subd. 13. Digital Learning Curriculum: Instructional Leadership Teams ILTs will continue to use digital learning curriculum and be supported by the District through staff development and access options.

Subd. 14. Technology Joint Labor Management Committee: ~~Convene a new inter-departmental Labor Management Committee by June 1, 2016 that will consist of three (3) appointees each to Information Technology, Teaching & Learning, and Library Media Specialists staff to review and proactively resolve technology and library media issues as they arise.~~ **The Technology Joint Labor Management Committee is an inter-departmental committee that consists of three (3) staff members each from Information Technology, Teaching & Learning, and Library Media Specialists staff. The committee meets monthly to review and proactively resolve technology and library media issues as they arise for staff and sites.**

The **Technology Joint Labor Management Committee** would also look into **is charged with reviewing IT staffing levels and caseloads, eticket data, and ISTE Lead & Transform Diagnostic Data.** **Each month, the committee will forward the Technology Joint Labor Management Committee minutes, recommendations, and actions directly to the Superintendent, CIO, CEO, CAO, and MFT for review and**

needed action ~~make and report recommendations to the District.~~ The District will appoint three (3) representatives each from Information Technology staff, and Teaching and Learning staff, and MFT will appoint up to three (3) representatives from Library Media Specialist staff.