

**Washington Elementary School District**  
**Strategic Action Plan**  
**2015–2018**  
**Technology Plan**  
*Updated July 2015*

**Vision:** The Washington Elementary School District is committed to achieving excellence for every child, every day, every opportunity.

**Mission:** The mission of the Washington Elementary School District is student achievement, preparing all students to become responsible, successful contributors to our diverse society.

**Values That Are Relevant to This Plan:**

- We value open and honest communication.
- We value the health, safety and welfare of our students, parents, community and staff.
- We value parents as children’s first and best teachers.
- We value providing equal educational opportunities for all students to achieve physically, intellectually, emotionally and socially.
- We value teaching and learning that integrate academics, fine arts, health, physical fitness and extracurricular activities in a technologically-enriched environment.
- We value teachers who teach by example, principals who lead by example and support staff who serve by example.
- We value dedicated educators who mentor others to develop successful professional learning communities.
- We value professional development that directly impacts student achievement.
- We value schools that are student-friendly, parent-friendly and community-friendly.
- We value building relationships between each school and the community it serves.
- We value the commitment and contributions of all members of our diverse school community – students, parents, community and staff.
- We value our community, which entrusts us to responsibly manage the fiscal resources of the District.

**Washington Elementary School District Strategic Action Plan 2015–2018  
Technology Plan**

<b>Outcome</b>	<b>Strategy/Activity</b>	<b>Party(ies) Responsible</b>	<b>Accountability Measures</b>	<b>Timeline (start/end date)</b>
<b>1.0 Arizona Department of Education (ADE) Accountability</b>				
1.1 WESD meets technology standards for administering state-mandated assessments.	<ul style="list-style-type: none"> <li>• Provide requested technology and staffing data to ADE upon notification of state mandated testing.</li> <li>• Participate in training and information gathering about state-mandated testing.</li> </ul>	<ul style="list-style-type: none"> <li>• Management Information Systems (MIS) Department Staff</li> <li>• Academic Services Department Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Successful planning and implementation of state-mandated testing</li> <li>• Successful participation in state-mandated testing</li> </ul>	July 2015–June 2017
<b>2.0 Community/Parent Access</b>				
2.1 WESD provides appropriate, secure online parent access to student data.	<ul style="list-style-type: none"> <li>• Implement additional features of the parent portal.</li> <li>• Continue to bring the parent portal online at remaining schools to allow access to appropriate student information.</li> </ul>	<ul style="list-style-type: none"> <li>• Director of MIS</li> <li>• Academic Services Department Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Parent portal online and operational in all schools</li> </ul>	July 2015–December 2015
2.2 WESD has developed an online application to facilitate the use of District facilities by businesses and the community.	<ul style="list-style-type: none"> <li>• Develop and implement an online application to enable the scheduling, invoicing, tracking of documentation and rental of WESD facilities by businesses and the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Director of MIS</li> <li>• MIS Department Staff</li> <li>• Enrichment/Facility Use Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Facility use application online and operational</li> </ul>	July 2015–June 2017
<b>3.0 Infrastructure/Hardware/Software</b>				
3.1 WESD provides students with e-mail access.	<ul style="list-style-type: none"> <li>• Develop a plan to provide student e-mail access via Microsoft Office 365/Google Apps.</li> <li>• Select a pilot school at which to implement the Microsoft Office 365/Google Apps e-mail system.</li> <li>• Evaluate the success of the pilot school implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• MIS Department Staff</li> <li>• Academic Services Department Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Student e-mail accounts being used in Microsoft Office 365/Google Apps</li> <li>• Pilot school up and running, and providing feedback</li> </ul>	July 2016–June 2017
3.2 WESD has implemented teacher resource sharing through Microsoft Office 365.	<ul style="list-style-type: none"> <li>• Develop a plan to implement teacher resource sharing via Microsoft Office 365.</li> <li>• Select a pilot school at which to implement the Microsoft Office 365 teacher resource sharing system.</li> </ul>	<ul style="list-style-type: none"> <li>• MIS Department Staff</li> <li>• Academic Services Department Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers posting and retrieving resources from Microsoft Office 365/Google Apps</li> <li>• Pilot school up and running, and providing feedback</li> </ul>	July 2016–June 2018

**Washington Elementary School District Strategic Action Plan 2015–2018  
Technology Plan**

		<ul style="list-style-type: none"> <li>Evaluate the success of the pilot school implementation.</li> </ul>			
3.3	WESD has installed and configured Synergy's grade books District-wide.	<ul style="list-style-type: none"> <li>Configure, train and put into production Synergy's grade books throughout the District at all grade levels.</li> </ul>	<ul style="list-style-type: none"> <li>MIS Department Staff</li> <li>Academic Services Department Staff</li> </ul>	<ul style="list-style-type: none"> <li>Synergy's grade books in use District-wide at all grade levels</li> </ul>	July 2015–June 2016
3.4	WESD has developed an online PAR (Personnel Action Request) application.	<ul style="list-style-type: none"> <li>Develop and implement an online application to duplicate the current paper PAR (Personnel Action Request) form.</li> </ul>	<ul style="list-style-type: none"> <li>Director of MIS</li> <li>MIS Department Staff</li> <li>Human Resources Department Staff</li> </ul>	<ul style="list-style-type: none"> <li>PAR application online and in use</li> </ul>	July 2015–June 2016
3.5	WESD has installed and configured wireless access points in 16 WESD schools and applied for E-rate funding to help pay for wireless connectivity in the remaining 16 schools.	<ul style="list-style-type: none"> <li>Work with the District vendor to install and configure all hardware at 16 schools to enable wireless connectivity.</li> </ul>	<ul style="list-style-type: none"> <li>Director of MIS</li> <li>MIS Department Staff</li> <li>School Staff</li> </ul>	<ul style="list-style-type: none"> <li>Wireless fully functional in 16 WESD schools.</li> </ul>	July 2015–June 2016
		<ul style="list-style-type: none"> <li>Apply for E-rate funding with the Universal Service Administrative Company (USAC).</li> </ul>	<ul style="list-style-type: none"> <li>Director of MIS</li> <li>MIS Department Staff</li> </ul>	<ul style="list-style-type: none"> <li>WESD awarded funding for 16 wireless project in funding year 2016-17</li> </ul>	
3.6	WESD has migrated all e-mail to Microsoft Office 365.	<ul style="list-style-type: none"> <li>Migrate all District e-mail accounts to Microsoft Office 365-hosted servers.</li> </ul>	<ul style="list-style-type: none"> <li>MIS Department Staff</li> <li>WESD Staff</li> </ul>	<ul style="list-style-type: none"> <li>All WESD e-mail accounts migrated</li> </ul>	July 2015–June 2016
3.7	WESD has investigated and implemented additional Microsoft Office 365 offerings to help improve District communication.	<ul style="list-style-type: none"> <li>Work with administration to research and implement any Microsoft Office 365 features that will help WESD better communicate with staff, students, parents and community members.</li> </ul>	<ul style="list-style-type: none"> <li>MIS Department Staff</li> </ul>	<ul style="list-style-type: none"> <li>Additional Microsoft Office 365 features implemented</li> </ul>	July 2015–June 2018
3.8	WESD has implemented shared calendars.	<ul style="list-style-type: none"> <li>Work with schools and departments to implement shared calendars.</li> </ul>	<ul style="list-style-type: none"> <li>MIS Department Staff</li> <li>WESD Staff</li> </ul>	<ul style="list-style-type: none"> <li>Calendars operational for all schools and departments</li> </ul>	July 2015–June 2017
3.9	WESD has completed implementation of SchoolMessenger mass notification system.	<ul style="list-style-type: none"> <li>Work with administration and schools to implement additional features of SchoolMessenger, which will include texting capabilities.</li> </ul>	<ul style="list-style-type: none"> <li>MIS Department Staff</li> <li>WESD Administration and School Office Staff</li> </ul>	<ul style="list-style-type: none"> <li>SchoolMessenger fully implemented</li> </ul>	July 2015–June 2016

**Washington Elementary School District Strategic Action Plan 2015–2018  
Technology Plan**

<b>4.0 Student Use</b>					
4.1	WESD maintains current Student Acceptable Use policies.	<ul style="list-style-type: none"> <li>Review the current acceptable use policy, and revise it, if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>WESD Legal Counsel</li> <li>Assistant Superintendent for Academic Services</li> <li>Director of MIS</li> </ul>	<ul style="list-style-type: none"> <li>New revisions to acceptable use policies</li> <li>New changes approved by Governing Board</li> </ul>	July 2015–June 2016
<b>5.0 Staff Use</b>					
5.1	WESD maintains current technology policies and regulations.	<ul style="list-style-type: none"> <li>Review or create policies and/or regulations, if necessary. They may include, but will not be limited to, the following:                             <ul style="list-style-type: none"> <li>Acceptable Use (EIS)</li> <li>Confidentiality</li> <li>Internet Safety</li> <li>Printing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>WESD Legal Counsel</li> <li>Director of MIS</li> </ul>	<ul style="list-style-type: none"> <li>New changes approved by Governing Board</li> </ul>	July 2015–June 2016

**Fiscal Resources:**

- M&O Funds
- Capital Funds
- Soft Capital Funds
- E-rate Funds

**Acknowledgement of Accomplishment (Celebrations):**

- Recognition at Governing Board meetings
- Stakeholder meetings
- E-rate funding and acceptance annually

**Accomplishments to Date:**

- Upgraded WAN links
- Installed fax server
- Identified need for future capital override
- Integrated Synergy with the technology currently used by the Transportation Department
- Piloted Synergy parent portal at select schools in preparation for District-wide implementation
- Posted WESD's new technology plan on ALEAT (Arizona Local Education Agency Tracker)
- Received notification of ADE's acceptance of WESD's new technology plan
- Implemented and received notification of ADE's acceptance of WESD's Student-Teacher-Course Connection Program
- Implemented Google Apps for teacher Web sites
- Updated District Web site

## Washington Elementary School District Strategic Action Plan 2015–2018 Technology Plan

- Upgraded RAM and hard drives, and installed Windows 7 and Office 2013 on 3,800 computers District-wide
- Doubled bandwidth to all sites and the Internet, as well as installed new network core infrastructure to reduce annual operating expenses
- Successfully implemented Student-Teacher-Course Connection
- Replaced intercoms at five schools
- Enabled mobile application support for the parent portal
- Evaluated the GoToMeeting pilot and expanded its use in WESD
- Upgraded remaining eligible computers to Windows 7 and Office 2013
- Piloted Android and Apple tablets in two science classrooms at Mountain Sky
- Investigated options regarding cloud-based storage for employees
- Upgraded and relocated the SubFinder system to an Internet-hosted application

### **Future Outcomes:**

- Implement the Synergy parent portal at additional schools throughout the District.
- Develop and implement the Nutrition Services Department's online menu and cafeteria television display.
- Develop and implement an online application to enable the scheduling, invoicing, tracking of documentation and rental of WESD facilities by businesses and the community.
- Develop a plan to provide student e-mail access via Microsoft Office 365/Google Apps.
- Configure, train and put into production Synergy's grade books throughout the District at all grade levels.
- Develop and implement an online application to duplicate the current paper PAR (Personnel Action Request) form.
- Work with the District vendor to install and configure all hardware at 16 schools to enable wireless connectivity.
- Migrate all District e-mail accounts to Microsoft Office 365-hosted servers.
- Work with administration to research and implement any Microsoft Office 365 features that will help WESD communicate better with staff, students, parents and community members.
- Work with schools and departments to implement shared calendars.
- Work with administration and schools to implement additional features of School Messenger, including texting capabilities.