

Technology Procedures

Information Technology (I.T.) is charged with supporting district owned computer hardware, software and peripherals in ways that meet districts strategic priorities. Saginaw Public School District (SPSD) is a highly interconnected instructional entity, and is dependent upon secure and reliable technology to meet these priorities. I.T. is responsible for maintaining the district network, servers, workstations, and peripherals, maintaining quality at reasonable costs. These practices establish standards, guidelines, and procedures for the purchase of these technologies in ways that support excellent stewardship of district resources.

In a proactive effort to be wise stewards of district resources, I.T. purchases technologies that are sustainable, compatible with existing systems, and can be efficiently supported. As a result, I.T. has negotiated numerous purchasing agreements with hardware, software, network, and telecommunication vendors, service agencies, and others. In order to take advantage of these contracts and ensure that technology purchases meet district standards, I.T. must be involved in all information technology related purchases in order to provide:

1. compatibility with SPSD network environment;
2. compliance with SPSD' security policy;
3. suitability based on needs assessment;
4. licensing compliance for software purchase;
5. hardware and software that can be efficiently supported;
6. availability of sufficient SPSD resources (including staffing, initial and recurring costs);

PURCHASE OF STANDARD TECHNOLOGY

Standardization allows the district to efficiently select and manage technology, obtain better technology pricing, reduce maintenance costs and increase access to training and assistance. These standards are reevaluated periodically based on common needs, vendor offerings, cost, reliability, supportability, quality, sustainability, compliance with recycling policies and timeliness of vendor response. Staff requiring a computer will be supplied a standard-issue device suitable to perform their assignments.

PURCHASE OF NON-STANDARD TECHNOLOGY

Purchase of non-standard technology components should be minimal, and justified through extenuating circumstances. A legitimate "business purpose" must be established before any non-standard technology purchases are made. This includes technology purchased through grants and other non-district funds. The district will not reimburse or support the purchase of any technology related item, unless that purchase was made through and/or with the knowledge and approval of Purchasing.

In certain cases, when services are being considered for purchase, or new systems are being considered for in-house development, the Technology Committee, must review and approve vendor selections, consultant engagements, implementation plans, training support and contract language.

HARDWARE

All hardware purchases must follow the purchasing procedures and must be approved by I.T. prior to purchasing. Purchasing of equipment that has not been approved by I.T. will result in the equipment not being supported by I.T.

SOFTWARE

All software purchases must follow the purchasing procedures and must be approved by I.T. prior to purchase. Software that has not been pre-approved by the I.T will not be supported or installed by I.T. No software is to be installed without prior approval from I.T.

NEW SOFTWARE/HARDWARE REQUESTS

All schools, area offices and District departments are asked to adhere to the software approval practices outlined below. The purpose of this practice is to ensure that schools and departments acquire software (whether by purchase, grant, or donation) that is compatible with District technology. Software purchased without this approval will not be installed or supported by I.T. Please complete the Software/Website/Equipment Adoption Form located in the Microsoft Word templates folder.

The Technology Committee will look at the software from a technical standpoint to determine if our workstations, desktop and laptop computers, meet the vendor's recommended operating system and hardware requirements or see if the hardware will work in the districts infrastructure.

The Committee will also determine:

- a. if the site's or department's server is capable of running the application.
- b. if the network infrastructure is capable of supporting the application.
- c. if the software will function as promised.
- d. if similar software is already used in the district.

Other appropriate department(s) may also be asked to provide input in this process.

Technology Purchasing Procedures

There is a District list of approved technology items for purchase. The **IT Catalog** can be found on the District website at <http://www.spsd.net/staff/index.htm>. It is titled "Technology Catalog" and can be found on the upper right side of the page under "**Resources.**"

The technology catalog is updated frequently so be sure to check it each time you need to order something.

If the item you wish to purchase is not in the catalog, please contact Terry Zdrojkowski with a rationale. This will be reviewed by the technology committee, and if it is approved, it will be added to the catalog.

PURCHASING

All technology purchases must be made with a purchase order. Check requests for technology will not be accepted, and you should never use a petty cash check for technology items. Once the requisition is entered into the system, it will be reviewed by both the technology committee and the expenditure review committee. Once the requisition is approved, a copy will be faxed or emailed to the vendor and a copy will be emailed to the requestor.

HARDWARE

Enter a requisition into Skyward with all of the item specifications. Be sure to also include the following in the body of the Requisition after you have entered all items:

- School Name/ Room#/ Name
- Any of the following that may apply, if coming from a funding source other than general fund: Title I, Title IIA, Title IID, SIG etc.
- Saginaw Public Schools Contact: Terry Zdrojkowski, 989-399-6554
- SPSD WO# (if applicable)

SOFTWARE

If you have a specific software title that is required for a class and/or has been approved for purchase, enter the Requisition and be sure to include this in the body after all items have been entered:

- Vendor Contact and FAX number
- School Name/ Room #/ Name
- Any of the following that may apply: Title I, Title IID, SIG
- Saginaw Public Schools Contact: Terry Zdrojkowski, 989-399-6554

Email a copy of the order form with a list of all of the computer serial numbers that you want the software installed on along with the approved PO# to tzdrojkowski@spsd.net.

SHIPPING

For all hardware purchases ship to:

Saginaw School Service Center 1
Attn: Terry Zdrojkowski

Note: For any of the REMC items (www.rembid.org) in the IT Catalog, please verify any shipping costs with the vendor. In some cases there will be a shipping fee if the minimum order requirement is not met.

For all software purchases ship to: **Saginaw Board of Education**
Attn: Terry Zdrojkowski

Technology Integration

1. What is Technology Integration?

Technology integration is the use of technology by students and teachers to enhance teaching and learning and to support existing curricular goals and objectives.

Learning objectives come first, the technology is there as a support.

Regular classroom teachers should use different technologies to support the learning of all students within and across curriculum areas. We are always careful to remember that technology is not a cure-all, and sometimes the best teaching tool is not a technology tool.

Technology benefits skilled teachers and engaged students but does not by itself create either. As with any teaching tool, technology must be understood within the broad context of curriculum and pedagogy.

Stages of Technology Integration

Stage	Example of What Teachers Do
Entry	Learn the basics of using the new technology.
Adoption	Use new technology to support traditional instruction.
Adaptation	Integrate new technology into traditional classroom practice. Here they often focus on increased student productivity and engagement by using word processors, spreadsheets, and graphics tools.
Appropriation	Focus on cooperative, project-based, and interdisciplinary work—incorporating the technology as needed and as one of many tools.
Invention	Discover new uses for technology tools (for example, developing spreadsheet macros for teaching algebra or designing projects that combine multiple technologies).

As teachers integrate technology into teaching and learning, shifts occur in classrooms. In essence, traditional teacher-focused instruction changes to student oriented knowledge construction,

Is technology beneficial to the learning objectives?

Technology for technology's sake is not a wise strategy in the classroom. Educators need to make sure that the technology matches and enhances learning objectives. Technology can motivate students and provide a fresh and different perspective to different learning styles.

	Traditional Instruction	Extended (Knowledge Construction)
Activity	Teacher-centered and didactic	Learner-centered and interactive
Teacher role	Fact teller and expert	Collaborator and sometimes learner
Student role	Listener and learner	Collaborator and sometimes expert
Learning Emphasis	Facts and replication	Relationships and inquiry
Concept of knowledge	Accumulation	Transformation
Demonstration of success	Quantity	Quality
Assessment	Norm-referenced and multiple guess	Criterion-referenced and performance portfolios
Technology use	Seat work	Communication, collaboration, information access, and expression

Tutorial Uses of Technology

Tutorial technologies are those that support the transmission of information from source to student. The technology itself might be a software application that presents questions, allows time for answer, and offers corrections or rewards for the right or wrong response. Often, tutorial technologies present their lessons accompanied by a variety of multimedia. Tutorial technologies are useful for the development and reinforcement of basic skills.

Examples •

- Drill and practice games such as the MathBlaster series, AR and other web based resources
- Integrated Learning Systems (in their most common use, one student per computer Read 180, Plato PLE)
- Computer-based training and testing (AIMS WEB, STAR)

Application Uses of Technology

Application technologies include such tools as word processors, spreadsheet programs, databases, and other data collection/manipulation/analysis programs. The application use of technology is an interim, or process, step towards achieving an instructional goal.

Examples

- Integrated packages Microsoft Office and their word processors
- Excel and other spreadsheet programs
- TimeLiner (as an information organization and presentation tool)
- PowerPoint, Prezi and other multimedia packages
- Multimedia encyclopedias such as Microsoft Encarta and Grolier's
- World Wide Web and student research

Exploratory Uses of Technology

Exploratory technology combines some content with a particular delivery strategy to encourage students to explore a subject and construct their own knowledge. The majority of exploratory technology applications are open-ended and can produce a variety of narrative outcomes. The primary goal when using an exploratory technology is not to get the right answer but rather to use the technology to engage with a subject and derive meaning from that engagement.

Exploratory technologies are often used to facilitate student cooperation, critical thinking, and group problem-solving.

Examples

- Simulations such as SimCity and Sim Earth
- Life and physical science simulations
- Simulated journeys
- Role-playing, group problem solving packages
- Multimedia encyclopedias, such as Encarta and Grolier's
- World Wide Web searching and student research

Communication Uses of Technology

Communications technology describes those uses of telecommunications that support teaching and learning. Communications technology can be used in any of the three modes/categories discussed above (tutorial, application, and exploratory). Often, communications technology is used in an exploratory mode to facilitate student collaboration and research across great distance.

Examples

- E-mail (student-to-student, student-to-professional, etc.)
- Collaborative, online projects, Prezi
- Teleconferencing (Polycom)
- World Wide Web searching and student research • Student publishing on the World Wide Web