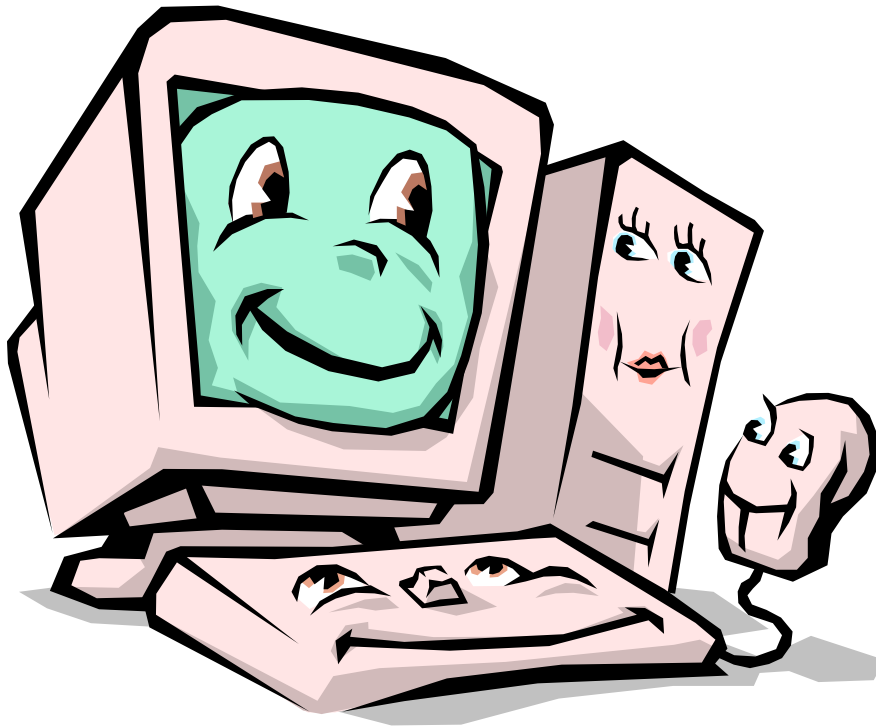


**International School of Dakar
Dakar, Senegal**

THREE-YEAR TECHNOLOGY PLAN



Committee Members:

Chairperson: Jonathan Smith, Teacher
Members: Judi Fenton, Director
Chantal Gesland, Computer Teacher
Abdoulaye Faye, Systems manager
Robert Naidis, Teacher
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February 2005

INTERNATIONAL SCHOOL OF DAKAR

THREE-YEAR TECHNOLOGY PLAN

1. Communication

The International School of Dakar is committed to using technologies to enhance communication between and among students, parents, teachers, support staff and administrators.

Establish Web Development Committee

2004-2005

Create a plan that describes the process and procedures in which Community Outreach, Parent Access and Web-based Instruction expectations can be met proficiently. In addition:

- Evaluate overall effectiveness of web-based communications.
- Prepare and distribute annual surveys to ISD staff and community
- Organize and plan ISD site map
- Organize and structure a web updating process

1.1 Intranet Communication

2004-2005

A decision will be made regarding the best software for emailing within and outside the school – (benefits and disadvantages of our current system).

1.2 Community Outreach

2004-2005

Use the Internet as the primary tool for communication of school information to the ISD community (Anytime – Anywhere)

1.2.1 Library Access from Home

2004-2005

Access to the Library Catalog and subscription databases

1.2.2 Internet Communication

2004-2005

The School Newsletter, Calendar, Board Communications, and all relevant school information for and by students, parents, and ISD staff will be available on the Internet.

1.3 Parent Access

2005-2006

Create a web-based environment that will allow all ISD parents to access their children's curricula, grades, report cards, and school-wide activities.

1.3.1 Classroom Web Sites

2005-2008

Teachers will post descriptive pages about activities in their classes.

- 2005-2006 / 25% of teachers
- 2006-2007 / 50% of teachers
- 2007-2008 / 75% of teachers

1.3.2 All Developed School-Wide Curricula On-Line

2004-2005

- Language Arts
- Modern Languages
- Mathematics

2005-2008

- Follow 5-year Curriculum Review Cycle

1.3.3 School-Wide Programs

2004-2005

Programs include, but are not limited to:

- Optimal Learning Center
 - ESL
 - Resource Center

1.4 Web-based Instruction

1.4.1 Virtual High School (VHS)

VHS is a tool that would allow ISD to bring high-quality, innovative on-line curricula from around the world to the ISD campus.

2006-2007

Explore feasibility of VHS Curriculum at ISD. If feasible, contact AISA, CIS, etc., to see whether we can get a consortium of buyers together to reduce the price.

1.4.2 On-line Intranet and Internet Tutorials

2005-2006

Develop/Find tutorials for common applications used at ISD.

Examples may include, but are not limited to:

- How to access and use ISD Library Catalog and Databases
- Microsoft application tutorials on PowerPoint, Word, Publisher, Excel, etc.
- How to design a web page
- E-mail System

2. Technologies Integration

ISD is committed to fully integrating technologies into all workspaces, classrooms and other instructional spaces.

2.1 Firewall and Security Issues

2005-2006

All ISD computers will have specific security schema and domain validation process installed. Every ISD user account will be linked to a particular profile. Profile identification and control will allow the computer center personnel to place restrictions and privileges to various network resources.

2.1.1 Installation

2005-2006

All PC computers will have consistent security/firewall features installed. License to be purchased.

2.2 Video Projectors

2004-2005

A minimum of two (one existing, plus one new) video projectors will be available for teaching purposes. Spare parts will be stocked.

2006-2007

1 additional video projector purchased.

2.3 Network Access

2005-2006

A new server 200 ≥ GB will be purchased and installed. All students (Grades 2-12) and school personnel will have an individual ISD Domain account password-restricted network storage folder.

2005-2006

A computer will be installed in the teachers' workroom/lounge to facilitate access to the printer located there.

2005-2006

Maximize internet connection speed based upon current infrastructure. Current options:

- Ask Sonatel to increase the speed (presently 1Mb, possible to move to 4Mb). This should be funded through the existing utilities budget.
- Replace router (presently 100Mb) to 1000Mb
 - Dependent upon computers capable of receiving this faster transfer

2.4 Network Printers

High capacity printers will be located in strategic locations to support ISD staff and students.

2004-2005

All Teacher computers networked to Teacher's Room printer.

2006-2007

One printer will be installed in Art room to service Art, Music and French teachers. One additional printer will be installed in Library for teacher use only, increasing security in printing of exam papers and grade reports. Current student printer will remain in library.

2.5 Stabilized Current

2005-2006

A voltage stabilizer will be installed into the system to further protect the technology system and to lengthen the life of the UPS batteries.

2.6 Technology Integration

2004-2007

Teachers will incorporate the five pathways in which an individual can integrate technology into the learning environment

- I. Personal productivity
- II. Presentation of ideas, concepts and materials
- III. Delivery of instruction
- IV. Information gathering
- V. Communication

Technology standards for teachers and staff development program will help foster this process (see 2.8 & 3.1).

2.7 Microsoft School Agreement

2005-2006

Microsoft network and applications license agreement will be established.

2.8 Staff Development

2005-2006

An assessment of Staff needs will be made and a training plan will be created.

2005-2008

Two or more people per year will attend the Office of Overseas Schools JOSTI (Jefferson Overseas Technology Institute) Program, held during the summer in Washington, D.C. – as Professional Development budget allows.

2005-2007

Colleague-led training sessions

2.9 School Computers

2.9.1 Maintain 1:1 teacher computer ratio

2.9.2 Set a target of 5:1 student computer ratio.

2005-2008
Upgrade machines on a four year depreciation schedule.

2007-2008
1 laptop computer will be purchased for teacher check-out.

2.10 Support Staff and Administration

2.10.1 Administration and Other Support Staff

2005-2006
Assess the software needs of the non-teaching staff (guidance, secretaries, administrators, etc.)

2006-2007
Purchase new software for Office Staff, including Office Suite.

3. Technology Expectations for ISD Staff

ISD will define the technology skills and expectations for all staff and will provide the support necessary to meet these expectations.

3.1 Technology Standards for ISD Staff

2005-2006
Surveys will be conducted to determine staff development needs. The ISD Technology Committee will assist individuals in creating a personal professional technology development plan.

2004-2007
Staff development will be in place, reviewed and evaluated on a continuous cycle. Our program will include teachers, administrative staff, business, office personnel, aides, maintenance staff, etc.

4. Enhance Instructional Space and Equipment

ISD is committed to including technology in teaching and learning. Learning environments should allow students and staff access to multiple resources in the classroom, the computer labs and the library media center.

4.1 Survey of Existing Equipment

2004-2005
A survey will be made of classrooms, teachers, and office staff to ascertain:

- What we have
- What has already been depreciated

4.2 Compatibility of All School Systems

2005-2006

A survey will be made to ascertain what software is needed to interface seamlessly between the PCs and the iMacs. It is recommended that all office projects be completed using Microsoft Office software and that older documents be converted to Microsoft Office.

4.3 Computer Upgrades

Computer labs will be available for Elementary/Middle and Middle/High School. An upgrade cycle will be established to ensure currency of hardware and software. Professional technology staff will be available to supervise and maintain the equipment and to assist students and staff.

2005-2006

Replace all machines which are 4 years or older.

2005-2006

Increase size of Middle/High School lab with 5 new computers.

2006-2008

Continue upgrading computers on the 4-year depreciation schedule.

4.4 Multimedia System and Peripherals

High-end multimedia peripherals will be stored in the computer lab. The computer teacher will manage, organize and make available all multimedia components used throughout the school.

2004-2005

- Purchase a lockable storage unit for all computer-related equipment.

Technical support staff will train teachers in using the following equipment.

2004-2005

- Video Projectors

2005-2008

- Digital video camera
- Digital camera
- Color printer

4.5 Flow Room

Creation of a technology flow room will be contingent upon the master building plan. Faculty and staff input on the design of technology in instruction places will be sought.

4.5.1 Create a Middle/High School Computer Lab

2005-2006

Contingent upon Master Building Plan and enrollment numbers
Possible Solutions

- Move ESL to Elementary Building, Create MS/HS Lab in ESL Room
 - Benefits
 - Proximity to Library increases Library usage
 - Disadvantages
 - Access is through the Library

2005-2006

Purchase 5 additional computers for MS/HS Computer Lab

2006-2007

Purchase 15 new PC computers per rotation schedule.

4.6 Library

The ISD library is an essential component in the teaching and learning environment. Information literacy will become an essential competency for all ISD students and staff.

4.6.1 Research and Develop Library Media Center Standards

2005-2006

Information Literacy Standards will be adapted based on information and recommendations as prepared and presented by the American Association of School Librarians (AASL).

4.6.2 On-Line Databases

2004-2008

Access to subscription databases will be provided for use both in school and at home.

4.6.3 Implement Library Media Standards

2006-2008

4.6.4 Determine Technology Needs for New Library

2005-2008

Contingent upon Master Building Plan

5 Instructional Roles

5.1 Create Technology Coordinator Position

2006-2007

A Technology Coordinator will be hired to assist students and teachers with the implementation of technology into their curricula. The role will be to direct, encourage, and assist teachers and teaching teams with the integration of technology into their curricula. Duties will include:

- Direct implementation of technology plan
- Develop PK-12 Integrated Technology Curriculum
- Coordinate technology integration (K-12)
- Teach technology classes
- Oversee In-service for staff

- Provide technical assistance
- Oversee website maintenance
- Oversee firewall and security issues

5.2 Establish School-Wide Technology Team

2004-2008

5.3 Develop Technology Integration Curriculum

2007-2008

Begin integration process and develop a K-12 Technology Integration Curriculum based on thematic units of study. This is contingent upon hiring a Technology Coordinator to oversee the process.

NOTE:

This is an ambitious plan. **The Technology Committee believes it is necessary to create a Technology Coordinator position in order to carry out components of the plan.** The Committee would hope the Director and Board could explore the possibility of a part-time Technology Coordinator position for the 2005-2006 school year.