

# Educational & Administrative Technology Services

## Three year Plan 2002-2005

Goal	Commitment	Time line	Measurement Tools
<b>EATS Department</b>			
Promote effective use of Technology to support district goals	Submit articles to be published in the district bulletin Highlight district best practices in the use of technology Present technology issues to the principals at a general meetings Assess the degree of ICT curriculum integration and implementation	Bulletin deadlines 2002-2003 2002-2003 2002-2003	Task accomplished Examples will be published on the website Presentations made Report of integration tabled
Promote the use of the LAN and WAN	Increased curricular use of the internet	Ongoing	Increased internet traffic
Promote the use of the web	Increase the department's focus toward web based opportunities Support training and conferences that increase department knowledge in web functionality Develop one email	Ongoing Ongoing	Increased use of the web Increased use of the web
<b>Educational Infrastructure</b>			
Move the district's business functions to a terminal environment, eliminating the need for 84 remote site servers.	Deploy citrix terminal service to each desktop computer operating in the district admin network.	Nov. 2002 - Mar. 2002	Are the school servers being reporsed and elliminated from the district admin network.
	Leverage the division network infrastructure to deliver a more manageable, flexible and stable business and instructional systems.	On going	Survey schools on the value of content being made available as a result of the divisions infrastructure

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	Using the divisions infrastructure to enhance service levels	On going	Monitoring response times to helpdesk support calls
	Develop the technical skills within the department so that we can maintain and develop quality systems that enhance and support the divisions goals	On going	Monitor development of staff and their associated credentials
Begin the process of migrating the entire Division to Office XP running on Windows XP.	Establish and communicate to schools the minimum standards required to migrate to Office XP.	Nov. 1, 2001	Are schools aware of the upcoming changes and the impact it will have on them
	Deploy upgrade to all sites that already meet the minimum requirements, beginning with CEC and the Servers	Mar. 20, 2002 - Sept. 30, 2002	Have the Business Servers been converted and how many schools have been converted
	Begin to deploy upgrade to all remaining sites	Nov. 1, 2002 - Mar. 30, 2003	Has the entire upgrade been completed
Develop a single email environment for all division staff using exchange 2000 server and migrate all existing users to this single integrated environment.	Communicate to schools the rationale for the changes to the email environment, and keep them informed throughout the migration process.	Mar. 2002 - Sept. 2002	Are schools aware of the changes to the email system and anyof the timelines that may impact them.
		Sept. 2002	Hae we sucessful moved every user onto a single intergrated email system.
	Continue to provide leadership in the effective use of technology to support the teaching and learning environments of our students and teachers	On going	Survey schools to see if we are providing leadership to the teacher and learning environments
<b>Administrative Data</b>			
Develop a strategy for capturing and	To provide a set of applications meeting	Ongoing	Accurate data available to users on a

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integrating all required data within the District.	industry data compatibility standards to improve the functionality of all Administrative support data. To develop CentreView as the web enabled point of entry for accessing all District data.	Ongoing	timely basis.  Department Satisfaction Survey
Develop a suite of web enabled and standard reports, to provide internal and external users with administrative tracking and strategic decision making tools.	To complete the development/reengineering of reporting for all applications (e.g. Elementary, Junior High and High School Report Cards, Honours, Special Coding, Financial Tracking and Planning, Transportation Management ParentView and TeacherView etc.).	2002 - 2003	Reporting completed and accepted by users.
Plan, staff and support an effective Call Centre to log, track and resolve both technical and application problems encountered by ECS users	To provide day-to-day application support to the HEAT Call Tracking system.	Ongoing	Application available on a daily basis. Calls are being resolved within established parameters
	Using the Windows and Office XP applications as a base, pilot and make recommendations on the use of HEAT in tracking application calls.	Mar 2002 – Dec 2002	Pilot completed and recommendation in place.
	Evaluate and make recommendations on the use of HEAT's Knowledge Tree module that builds and maintains a database of logged and resolved problems.	December 2002	Evaluation complete and recommendation in place as to the modules use.
<b>Curricular Integration</b>			
Facilitate the effective use of technology in the classroom to enhance learning and to meet ICT outcomes	Assist schools with technology planning for ICT implementation using STARS	Ongoing	Satisfaction Survey
	Work with district staff and students to plan and model technology integration	Ongoing	Satisfaction Survey
Develop and implement a training program	On going Inservicing	2002-2004	Satisfaction Survey

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for web based Report Card Program and new email program for ECS staff Support the District CTS and ICT Curricula	Develop a greater understanding of the CTS curriculum Work with New School Administrators to develop the CTS programs. Expand working with schools to promote technology integration	On Going 2002-2004 On Going	Self assessment Successful program implementation Satisfaction Survey
<b>Technology Enhancement</b>			
Develop and implement a computer training curriculum for support staff and Administrators for District approved software	Put in place policies and procedures for secretaries and administrators  Ongoing inservicing for all levels of expertise	Initiated for fall of 2001	Increased effectiveness and accuracy of student records  Satisfaction Survey
Electronic Student Record Information accessible from the classroom	Ongoing inservicing for teachers, secretaries, and administration	2002-2005	Increased teacher use Attendance taken in the classroom
Research and propose procedure for Implementation of Office 2000 XP	Ongoing inservicing On-going inservicing  Schools take attendance using Classxp where possible	Initiated fall 2002 June 2002 2002-2003	Administrator monitoring for on-line Satisfaction survey Accurate grade reporting Increased Teacher use 20 of schools using Classxp
Web based Integrate Pro – pilot	Pilot Integrate Pro as a web based application Implementation of web based Integrate Pro for all sites	2002-2003 2002-2005	Pilot completed Accurate grade reporting in a web environment
All Junior and Senior High schools using Integrate Pro in a network environment	On going inservicing	2002-2005	Increased teacher use Accurate grade reporting