



Information
Technology Plan for
Harmony Hill School

2011 - 2013

William S. Bunch
8/24/10

Harmony Hill School, Inc.

63 Harmony Hill Road
Chepachet, RI 02815

Janice DeFrances, Ed.D.
Chief Executive Officer

William S. Bunch, Ph.D.
Director of Information Technology

CONTENTS

SCHOOL DESCRIPTION	4
INFORMATION TECHNOLOGY VISION STATEMENT	5
CURRICULUM	5
TEACHER/STAFF TRAINING	5
HARDWARE/SOFTWARE.....	5
SUPPORT	5
EXECUTIVE SUMMARY	6
INTRODUCTION	6
HARMONY HILL SCHOOL IS TODAY	9
SERVERS	9
TEACHER / STAFF TRAINING	9
GOALS AND OBJECTIVES FOR FISCAL YEAR 2011	10
PROJECTED SCHEDULE FOR IMPLEMENTATIONS.....	10
3-YEAR GOALS FOR HARMONY HILL SCHOOL (GENERAL)	12
STAFF DEVELOPMENT.....	12
SUPPORT	12
5-YEAR GOALS FOR HARMONY HILL SCHOOL (SPECIFIC)	13
OUTCOMES	14
STUDENT OUTCOMES.....	14
STAFF OUTCOMES	14
TRAINING LEVEL DESCRIPTION	15
TECHNOLOGY LEVEL DESCRIPTION	16
APPTITUDE LEVELS	16

SCHOOL CONTACT INFORMATION

School Name	Harmony Hill School, Inc
School Address	63 Harmony Hill Road Chepachet, RI 02814
School Phone	(401) 949-0690
School FAX	(401) 949-4412
School E-Mail	wbunch@hhs.org

KEY PERSONNEL

CEO	Janice DeFrances
COO	Eric James
CFO	Marian Barrette
Director of Education	Cynthia McDermott
Director of Psychotherapy and Case Management	Michael C. Klein
Director of Information Technology	William S. Bunch

SCHOOL DESCRIPTION

Harmony Hill School is located in Chepachet, Rhode Island, a borough of Glocester. The school population is approximately 50 resident students and 25 Day Students. The school provides a very special environment where seriously troubled youth are offered the opportunity to become productive individuals. These youth may display serious behavior disorders, have special problems or have experienced school failures due to extreme learning disabilities. Many have suffered from abuse and neglect. Their problems have progressed to the extent that treatment within the local education system or community based mental health programs is no longer sufficient.

The Harmony Hill School builds upon each child's strengths to help prepare him to return to the community with a positive and productive attitude. Our team of therapists, teachers, and residential and day staff work together and with other involved individuals and agencies to address the specific needs and highly specialized serves required by each youth and his family. This results in a "whole child" approach to treatment. Every aspect of each boy's life is considered when his goals are set, giving him the best opportunity for success.

Harmony Hill School is presently at level:

TECHNOLOGY LEVEL – III
TRAINING LEVEL – IV

INFORMATION TECHNOLOGY VISION STATEMENT

In keeping with the goals and objectives of the school's mission statement, the MIS department is committed to meet the technological needs of all students entering Harmony Hill School. Through the Individual Education Plans (IEP) and 504 plans, the Harmony Hill School is committed to graduating students who are proficient and comfortable in using educational technology, and possess the skills needed to succeed in an increasingly complex information society. To accomplish this vision, several items need to be addressed:

CURRICULUM

- Develop and implement a comprehensive computer curriculum scope and sequence from grades K-12
- Provide opportunities to unrestricted students an awareness of the variety of computer applications available, and develop skills for use in dealing with the information age.
- Use word processing, databases, and spreadsheets as learning tools across multiple content areas
- Use individual software applications to address specific subject areas (i.e. CD's for Science, History, English, etc.)
- Use of video-conferencing for enhanced learning

TEACHER/STAFF TRAINING

- Provide on-going staff development and training in educational computer use.

HARDWARE/SOFTWARE

- Determine needs and procedures to purchase appropriate hardware including network installation.
- Determine needs and procedures to purchase appropriate software and related materials.
- Develop and implement methods for housing, organizing, protecting, and replacing software and related materials.

SUPPORT

- Establish and develop roles of each curriculum for purposes of integration, teaching, coordination, and maintenance of technology.

EXECUTIVE SUMMARY

Harmony Hill School Technology Plan agrees with the following statements regarding the role of technology for education and the requirements for school facilities as stated by the Rhode Island Department of Education.

INTRODUCTION

Recognizing that technology has changed the way our society works, plays and learns, the Harmony Hill School has identified and constructed a vision for technology. In order for student to be able to utilize interactive technologies to problem-solve, create, communicate, and collaborate in meaningful contexts.

Literacy in our information and technology rich society requires that individuals not only be able to read and write, but also to employ effectively and efficiently information and technology for learning, research, problem solving, transition to work, and communications. Students must learn to use a computer as a tool to access new information.

Telecommunications can bring distant information resources, courses, programs and professional development to schools and make connections among schools, libraries, homes, and businesses. These linkages with other sources of information – domestic and foreign, private or public – are beneficial to learners and educators.

Equitable access to information and technology by teachers and students is a key factor in improving the quality of education in our State, promoting economic growth, and developing an enlightened citizenry for the twenty-first century.

Recently published reports by the United States Department of Education have stated that technology is the student's key to achieving world class standards in the learning environment. To achieve this goal, equal access to technology and information for our students and teachers is imperative. Our students must not be denied the opportunity to take advantage of the electronic networking opportunities available for on-line services, national and global learning; multimedia use and applications and inter-school collaboration.

This is the third Technology Plan for the Harmony Hill School. It sets forth aggressive yet reasonable guidelines for the integration of technology into the core competencies of the school from Admission to Discharge.

We believe in the development of lifelong learning skills and process skills such as: flexibility, adaptability, critical thinking, problem-solving, and collaboration which is essential to be successful in our program and in our rapidly changing information age.

Lifelong learners are:

1. Responsible for their own learning
2. Skilled in assessing and processing information
3. Confident in using technological tools
4. Ethical in the use of information and information technology
5. Able to solve complex problems alone or collaboratively
6. Capable of being creative and innovative
7. Able to communicate locally, nationally and globally

In order to create and develop an environment through which our students can become lifelong learners and thrive in today's technological world, Harmony Hill School has produced this plan.

This plan is a "living document" and is therefore presented in electronic form for easy additions, deletions, or modifications. This Plan can also be found on the School's website, <https://www.harmonyhillschool.org>. It is a guide which not only provides the planning and infrastructure for its own execution, but which also provides the means for continuous evaluation of progress toward the stated goals. Throughout the implementation of this technology plan, we will use a process of continuous "pre-assessment" and "post-assessment" to maintain our direction as well as marking off our milestones as they are reached.

Our vision is to use appropriate classroom technology to create a collaborative, hands-on, curriculum and environment. To this end, we will attempt to describe the desired curriculum applications and required technology platform for each of the curriculum areas.

As one reads the plan, one should note the following priorities:

1. Learning and improved social behavior are the ultimate objectives. Use technology to enhance both the desire for students to learn, and their ability to discover new information through the proper integration of technology into the curriculum.
2. Teachers must be ready to continually learn new information. The teacher training process must be continuous and on-going.
3. Technology must be used in the day to day operations of the school to provide increased efficiency in all aspects.

HARMONY HILL SCHOOL IS TODAY

There have been significant changes in the level of technological development at Harmony Hill School over the past few years. Today, all of the administration has computers and a state-of-the-art LAN. All classrooms have at least one PC with a Pentium dual-core processor. The School also has nine laptop computers that can be allocated to students for their work. The School had installed wireless access points to help facilitate connections to the School network, as well as, the Internet. There is a video-conferencing unit that utilizes an upgraded RINET connection for students and staff to access new learning activities.

SERVERS

Four new servers were added over the past year for the purpose of upgrading the email system (Microsoft Exchange 2008); adding a Domain Controller; a RADIUS security server; and DHCP server. These complement the existing file server, SQL server, storage server, and backup Domain Controller.

TEACHER / STAFF TRAINING

At this time it is estimated that most of our teaching staff do possess the basic computer skills. Currently there is one Technology Teacher and one Technology Coordinator / MIS Director to handle all the requests that the staff present. Continued training and planning is needed to meet our goals. In 2010, a set of training programs offered by Microsoft for their products were made available to all staff. The staff is able to take these courses at their convenience via the Internet at any location where they have access (home, work, etc.).

GOALS AND OBJECTIVES FOR FISCAL YEAR 2011

Harmony Hill School's educational and technological goals are targeted to advance student learning and academic achievement in order to prepare students for the world of work. These goals promote skill, knowledge and performance. These goals are aimed at improving the effectiveness of classroom and school management in order to improve the school structure and learning environment.

In order to obtain this overall goal, with assistance of a technology rich curriculum, there must be certain benchmarks established to maintain the target as well as the direction. These benchmarks also help to measure against the timetable to monitor the Harmony Hill School's progress.

Harmony Hill School will seek to install additional wireless access points, install SharePoint server, convert "copper" lines to the telephone switch to a T1, replace aging network switches, and install a more effective firewall.

PROJECTED SCHEDULE FOR IMPLEMENTATIONS

Firewall Installation	September 2010
Video Conferencing and Training	September 2010
Roll Out of New PCs with Windows 7 And Office 2010	September/October 2010
Purchase of Network Attached Storage	October 2010
SharePoint Server 2010 Installation	October 2010
SQL Server 2008 Installation	October 2010
Conversion to T1 for Telephone	November 2010
Installation of Additional Wireless Access Points	December 2010/January 2011
Installation of Email Archiver	January/February 2011
Installation of Generator for Second Computer Rack	2011

SharePoint Applications Implemented
Installation of New Switches

November 2010 through 2011
Late 2011

3-YEAR GOALS FOR HARMONY HILL SCHOOL (GENERAL)

INSTRUCTIONAL AND LEARNING TOOLS

- Provide students with the best available technology to fully utilize the power of the information age.
- Keep technology adequately available for the use of the students and staff.
- Teach technology as a tool to help students learn, not just as a subject to learn.
- Provide students with appropriately selected software.
- Prepare students to leave Harmony Hill School with a greater understanding of Technology.
- Establish accountability for the successful integration of technology into the curriculum with everyone from the student to the Director of Education.

STAFF DEVELOPMENT

- Provide ongoing education for staff on how to use and integrate technology as an effective tool.
- Provide staff with “hands-on” practice time for what they learn in their lab sessions.
- Relate staff development to their immediate job responsibilities.
- Include all staff in the school in technology education.
- Help staff overcome any resistance to the use of technology.
- Provide staff with ability to perform document processing applications such as publishing, forms management and data base to promote record keeping and information sharing.

SUPPORT

- Provide support for hardware, software and personnel so that technology may be integrated effectively into teaching, learning, and management tasks.
- Maintain all documentation following installations in one area.
- Provide adequate curriculum and integration support on an ongoing basis.
- Include therapists, and youth care staff in training an access to technology.

5-YEAR GOALS FOR HARMONY HILL SCHOOL (SPECIFIC)

- Upgrade and place computers in all dorm and school classrooms with Windows 7 Enterprise Edition 64-bit and Office 2010.
- Add additional network drops as needed in classrooms.
- Expand the wireless network by adding additional access points.
- Complete a software and hardware audit of whole campus to account for all assets of the MIS department
- 40 Hours per year of teacher training on computer instruction
- Complete computerization of all tasks (i.e. grades and treatment information)
- Establishment of on-campus intranet for notices and calendars, etc. by use of SharePoint.
- School Web page on the Internet
- Internet availability for all staff (Therapists, Teachers, Youth Care)
- Remain current through publications, workshops and seminars
- Conversion of Finance application software (MIP) to SQL 2008, 64-bit.
- At least one teacher workstation per classroom
- Install a dedicated generator for equipment in the data center (servers, switches, etc.)
- Replace 8 year old network switches in 7 IDF's.
- Install new firewall to replace 8 year old system.
- Implement email archiving.
- Convert "copper" to telephone switch to T1 to enable DIDs and additional telephone capacity.

OUTCOMES

A full integration of technology into all aspects of education holds far reaching potential for students and staff. In general, Harmony Hill School feels the benefits are as follows:

1. Increased effectiveness
2. Better budget / dollar costs
3. Improved access to and distribution of information
4. Improved student performance

STUDENT OUTCOMES

- Improved student achievement
- Improved motivation of the student
- Promote computer literacy
- Prepare students for the future and turn them into lifelong learners
- Provide new experiences both locally and globally
- Help develop problem solving skills, critical thinking, and decision making
- Foster creativity
- Eliminate redundancy
- Provide immediate feedback for students, teachers, and parents
- Provide more active roles for students in the learning process

STAFF OUTCOMES

The use of technology in the teaching and learning environment will enable teachers to:

- Assist teachers through efficient lesson preparation, revision, presentation, and evaluation
- Provide challenging learning opportunities to all students at all levels
- Increase motivation for teachers themselves
- Access and use instructional networks and cooperate on interdisciplinary learning units
- Improve access to student information, i.e. grades, attendance, schedules
- Keep more efficient records

TRAINING LEVEL DESCRIPTION

Level I:

Teachers – No Training
Students K-4 – No Training
Students 5-8 – No Training
Students 9-12 – No Training

Level II:

Teachers – Average Training
Students K-4 – No Training
Students 5-8 – No Training
Students 9-12 – No Training

Level III:

Teachers – Advanced Training
Students K-4 – No Training
Students 5-8 – No Training
Students 9-12 – Average Training

Level IV:

Teachers – Advanced Training
Students K-4 – Average Training
Students 5-8 – Average Training
Students 9-12 – Average Training

Level V:

Teachers – Advanced Training
Students K-4 – Advanced Training
Students 5-8 – Advanced Training
Students 9-12 – Advanced Training

TECHNOLOGY LEVEL DESCRIPTION

Level I:

Minimal

Level II:

Average

Level III:

Advanced

Level IV:

Expert

APPTITUDE LEVELS

The teachers at the School are at least at an intermediate level with computer expertise with the majority being advanced.

Harmony Hill School staff is also at an intermediate level for those that rely on computer usage for their jobs. All staff members do, however, use email and the Internet.

The Administration varies from intermediate skills to advanced skills with those having the most need for computer usage in the advanced class.