



## Annual Operating Plan Technology – 2018-19

We will provide secure and reliable learning environments that will allow students and staff to use technology in an effective and seamless manner.

**Goal:** Increase staff knowledge of the technology available for teaching, learning and workplace applications.  
**Goal:** Provide an up-to-date technology infrastructure that meets the needs of classrooms, administration and departments

**Focus on leveraging technology tools and resources to promote learning and communication.**

(Responsibility: Superintendent of Education (D. Abbey), Manager of IT, Educational Technology Team)

<b>Strategies</b> (What will we do?)	Engage IBM to conduct a similar review of the Grand Erie District School Board’s Education Technology strategy as was conducted in 2009-10
<b>Evidence of Progress</b> (How well did we do it?)	<ul style="list-style-type: none"> <li>• Education Technology Review (Fall 2018)               <ul style="list-style-type: none"> <li>○ Review of 2010 report’s recommendations</li> <li>○ Assess existing education technology usage and infrastructure, and evaluate its contribution to achieving the educational priorities of the district.</li> <li>○ Create an educational technology plan for the Board that will ensure technology is embedded and embraced by teachers, and is an integral part of the teaching and learning of the Board’s key achievement priorities.</li> </ul> </li> <li>• Approval of a 5 year plan by Trustees (April 2019)</li> </ul>
<b>Status</b> (Is anyone better off? How do we know?)	<ul style="list-style-type: none"> <li>• Initial Data collection completed December 2018 (Survey of teachers, School Visits, Meeting with Program, IT and Ed Tech Staff</li> <li>• Initial analysis conducted with preliminary results shared with Core Group and Senior admin (January 2019)</li> <li>• Core Group is scheduled to meet in early February to work with IBM to develop future direction (February 2019)</li> <li>• Meetings with IBM staff completed (Early March 2019)</li> <li>• Report to Board (April 8, 2019)</li> <li>• Budget plan (May 2019)</li> <li>• Strategic Plan (Fall 2019)</li> </ul> <p><b>90% Complete</b></p>

**Goal:** Optimize our data systems to ensure that information is accurate, reliable, and easily accessible.

**Focus on developing a plan for secure communication and learning environments for parents and students.**

(Responsibility: Superintendent of Education (D. Abbey), Information Technology Services Management Team)

<b>Strategies</b> (What will we do?)	Development Parent and Student Portal Plan.
<b>Evidence of Progress</b> (How well did we do it?)	<ul style="list-style-type: none"> <li>• IT department configure landing page for Parent Access (Sept 2018)</li> <li>• Develop secure method of password access for parents. (Sept 2018)</li> <li>• Pilot the PowerSchool/Brightspace hybrid model at Elementary and Secondary school (Spring 2019)</li> <li>• Teachers in Pilot trained on Brightspace and PowerTeacher Pro by Ed Tech staff and Digital lead learners. (October 2018)</li> <li>• Create resources on best practices using the Parent Communication Portal. (Spring 2019)</li> <li>• Full Implementation at all schools of PowerSchool Parent Portal, Brightspace Portal based on Teacher adoption. (Fall 2019)</li> </ul>
<b>Status</b> (Is anyone better off? How do we know?)	<ul style="list-style-type: none"> <li>• PowerSchool and Brightspace environments developed (December 2018)</li> <li>• Parent enrolment procedure created (December 2018)</li> <li>• Initial Pilot schools and teachers have been introduced to VLE</li> <li>• Pilot schools – Boston Public, St George German, Woodman Cainsville, &amp; WDHS; Adding additional educators on request (Spring 2019)</li> <li>• Rolling out information to Pilot School with report cards or through teacher letters sent to parents to enrol. (January 2019)</li> <li>• Development of Teacher Training Modules in Brightspace Completed (February 2019)</li> <li>• Modifications to Parent, Teacher and school instructions (March 2019)</li> <li>• Roll out to Parents Fall 2019 on schedule for PowerSchool Parent Portal, Brightspace based on Teacher usage and adoption.</li> </ul> <p><b>Technical is 100% Complete</b> Training and Implementation 50% (a big piece of this was the iPad Portfolio training for JKSK)</p>

**Goal:** Optimize our data systems to ensure that information is accurate, reliable, and easily accessible.

**Focus on PowerSchool environment and process for online survey and parent registration to Kindergarten.**

(Responsibility: Superintendent of Education (D. Abbey), Information Technology Services Management Team)

<p><b>Strategies</b> (What will we do?)</p>	<p>Implement an Online Early Years registration process.</p>
<p><b>Evidence of Progress</b> (How well did we do it?)</p>	<ul style="list-style-type: none"> <li>• Use EYE@K funding elementary program and IT work together to set up Registration environment in PowerSchool</li> <li>• Develop process for secure and accurate input of information into PowerSchool.</li> <li>• Parent survey implemented in alignment with Ministry directions for Early years.</li> <li>• Process communicated to clerical by late November 2018</li> <li>• IT supports in place for parents and staff.</li> <li>• Parents registrations completed December through January 2019.</li> </ul>
<p><b>Status</b> (Is anyone better off? How do we know?)</p>	<ul style="list-style-type: none"> <li>• PowerSchool and Web Development team completed alignment of GEDSB registration requirements with the collection tool. (Fall 2018)</li> <li>• Incorporated the survey tool (December 2018)</li> <li>• Initial training of clerical started; working on face to face and video training materials. (January 2019)</li> <li>• Principals updated on registration details at director meeting (January 2019)</li> <li>• Online registration goes live; Link made available to parents (January 18 2019)</li> <li>• Training videos and support documentation completed and shared with Clerical (February 2019)</li> <li>• Clerical digitally transferring Online Registrations into PowerSchool and following up with Parents (April 2019)</li> </ul> <p><b>100% Complete</b></p>

**Goal:** Increase staff knowledge of the technology available for teaching, learning and workplace applications

**Focus on staff knowledge of Privacy Information Management as it pertains to software applications used by staff and students**

(Responsibility: Superintendent of Education (D. Abbey), Education Technology Staff

<b>Strategies</b> (What will we do?)	Creation of process and resources to enhance student privacy when teaching staff select digital resources.
<b>Evidence of Progress</b> (How well did we do it?)	<ul style="list-style-type: none"> <li>• Standards created for use of software application, communication with parents</li> <li>• Knowledge building and improved understanding by staff of importance of protecting personal information with respect to digital resources.</li> <li>• Develop an evaluation tool for staff to determine proper technology.</li> <li>• Develop a standard parent communication letter to make transparent to parents the technology practices in the classroom that may impact privacy. May be alignment her with Digital Citizenship documents and resources.</li> </ul>
<b>Status</b> (Is anyone better off? How do we know?)	<ul style="list-style-type: none"> <li>• Identified a resource/tool created by Durham Catholic board we can use? (October 2018)</li> <li>• Software assessment tool posted on the Privacy &amp; Information Technology subdomain on the Education Technology section of the board website. (January 2019)</li> <li>• IT developed standards for software installation which will limit ability of teachers installing non-supported board software on student devices and in labs. (March 2019)</li> <li>• Communicated the IT developed standard to Unions (March 2019) and Administrators (April 2019)</li> <li>• IT Standard to piloted with North Ward and PJCVS (Spring 2019)</li> <li>• IT Software System Standard rollout; software evaluation tool will accompany communication of IT Software System standard. (Fall 2019)</li> <li>• PIM video highlighting privacy shared at staff meetings (Fall 2019)</li> </ul> <p><b>90% Complete</b></p>