Standard 6—Technology

Standard: Plans, implements, and evaluates the effective integration of current technologies and electronic tools in teaching, management, research, and communication.

Contents

Indicator 6A: Plans, implements, and evaluates the effective integration of current technologies and tools in teaching, management, research, and communication ................................................................. 3
  Learning About the School’s Existing Technology ................................................................. 4
  Implementing Effective and Integrated Technology .............................................................. 7
  Evaluating the Effectiveness and Integration of the Technology ........................................... 8
Indicator 6B: Models the use of technology for personal and professional productivity ............... 10
  Modeling Effective Uses of Technology ................................................................................ 11
Indicator 6C: Understands and applies system, state, and federal policies governing technology use in schools ..... 12
  Abiding by Policies, Code, & Laws Related to Technology Use ............................................ 13
Learning About Special Programs .......................................................................................... 14
  Career Technical Education and Technology ....................................................................... 15
  Learning and research activities for understanding...Career Technical Education & Technology ........ 16
Additional Aids For the New Principal ................................................................................ 17
Discussion Points on...The 21st Century Classroom .......................................................... 18
Discussion Points on...The ACCESS Policy Manual .......................................................... 19
Additional Tools and Resources .............................................................................................. 20
Glossary of Acronyms ............................................................................................................ 21
Indicator 6A

Plans, implements, and evaluates the effective integration of current technologies and tools in teaching, management, research, and communication
### Learning About the School’s Existing Technology

<table>
<thead>
<tr>
<th>Observe...</th>
<th>Participate...</th>
<th>Lead...</th>
<th>Tools and Resources</th>
</tr>
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<tbody>
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<td>...via walkthroughs the availability of technology in the building and how and to what extent it is currently used (e.g., school website, Internet, distance learning, email, Interactive Whiteboards, computers—in classrooms and labs, teaching/learning and management technologies). Discuss with teachers adept at using technology how it can be used to increase student achievement.</td>
<td>...in discussions with your mentor about the results of the walkthroughs. Develop a checklist that identifies areas in need of improvement as revealed through the observation activity.</td>
<td>...a technology committee meeting to discuss how technology can be used to: a) improve management for faculty and staff; b) improve instruction, c) actively engage students in learning; and d) prepare students for work and college. Discuss ways to engage all teachers in using digital tools to improve teaching and learning.</td>
<td>AETC, Alabama Educational Technology Conference. This conference will provide over 200 concurrent sessions, hands-on technology resources, and exhibits about new technology for administrators and teachers. Exhibits will include the largest technology vendor show held in Alabama. See state of the art hardware, software, and uses of technology. Attendee will have the opportunity to preview the latest and greatest educational technology. General information will be uploaded to the site in March. Registration c/o McRae and Company, Inc., P.O. Box 12189, Tallahassee, FL 32317 or 850-906-0077. Participants in this conference can choose beginner to advanced level courses. Workshop descriptions and registration are available at <a href="http://ti.alsde.edu/aetc">http://ti.alsde.edu/aetc</a>.</td>
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<td>...teacher leaders proficient in the use of technology. Discuss with your mentor ways the teacher leaders can be organized to support and promote the use of technology schoolwide.</td>
<td>...in the hands-on use of each type of technology available in the building. Begin to think about your own technology professional learning needs and ways you can model the use of technology as a school leader.</td>
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<td>...(read) and analyze the impact of your school’s Technology Plan from the previous three years.</td>
<td>...in informal discussions with those faculty, staff, and parents who use the various forms of technology. Identify their training needs. Discuss professional learning options with your mentor.</td>
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<td>...a technology planning meeting.</td>
<td>...in conferences, webinars, and other professional development activities that prepare you to become and support others to become technology leaders in your school.</td>
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<td>...(read) online and hardcopy literature and research on promising educational uses of technology.</td>
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**ANPM Learning Activities Guide**

**Standard 6—Technology**

**Page 4**
<table>
<thead>
<tr>
<th>Observe...</th>
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<th>Lead...</th>
<th>Tools and Resources</th>
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<td>...the video, “Leadership for the 21st Century.”</td>
<td>...in visits to a model 21st century school or classroom.</td>
<td>...planning meetings with the technology committee and teacher leaders in technology to:</td>
<td>Leadership for the 21st Century. To view this brief video, go to <a href="http://alex.state.al.us/staticfiles/teacherzone/podcast/KenKay1.wmv">http://alex.state.al.us/staticfiles/teacherzone/podcast/KenKay1.wmv</a>.</td>
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<tr>
<td>...(identify) individuals in the district who are technology proficient and who can provide models of the 21st Century Classroom. Identify these with your mentor.</td>
<td>...in conferences that focus on 21st Century technologies, such as the Alabama Educational Technology Conference.</td>
<td>o Discuss the information you have gathered (e.g., your hands-on experiences, your site visits, conferences and trainings, district level plans, input from faculty, staff, parents, data).</td>
<td>Technology in Alabama Schools Report. This IMPACT technology report provides a set of goals, objectives, progress indicators, measures, and a target timeline for integrating technology across the curriculum. To download the report, go to <a href="http://ti.alsde.edu/documents/TechnologyinAlabamaSchools.pdf">http://ti.alsde.edu/documents/TechnologyinAlabamaSchools.pdf</a>.</td>
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<tr>
<td>...(review) data related to faculty and staff professional development needs regarding technology.</td>
<td>...in discussions with your mentor, district level technology coordinators, and Technology Initiatives staff (see Alabama Education Directory) about ways you can include 21st Century Classroom strategies into your Technology Plan.</td>
<td>o Discuss how to plan for 21st Century Classrooms, including the professional development that would be required for learning how to effectively use 21st Century tools.</td>
<td>District &amp; School Technology Plan. Can be accessed through your District Technology Coordinator.</td>
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<td>...your school and district’s IMPACT data. Ask your District Technology Coordinator to provide you with this information.</td>
<td>...in meetings with district level technology coordinators to determine district plans for technology. Discuss your school’s state of available technology with them and how their plans may impact your school.</td>
<td>o Define/redefine desired operational and learning outcomes of technology in your school and identify criteria for effectiveness and integration.</td>
<td>Speak Up Survey. A free technology survey tool provided in October and November of each year. Check with your District Technology Coordinator or go to <a href="http://www.netdayspeakup.org">http://www.netdayspeakup.org</a>.</td>
</tr>
<tr>
<td>...(read) the Alabama Technology Report and discuss with your mentor the status of technology use in your school as compared with the state.</td>
<td>...in discussions with your District Technology Coordinator regarding technology data specific to your school and district. (e.g., Use SpeakUp Data for schools that participated in this online survey). Use this information to project future needs and assist with long-range planning.</td>
<td>o Revise the school’s Technology Plan utilizing all gathered input. The plan should support a broad range of educational opportunities and resources, provide high-quality research-based professional development and support, and align with the Alabama Courses of Study and the National Standards across all subject areas (May also include planning for school website development and procurement of an automated notification system, if they do not currently exist).</td>
<td>Additional Tools and Resources on page 20. Lists more helpful resources for these activities, including the Speak-Up Survey and Data, ALSDE resources, and the Alabama Education Directory.</td>
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### Tools and Resources

- Technology resource teacher assigned to your school or district. Can provide additional support to find out if items are donated by business partners will those donated items be allowed onto the existing school/district network.
### Implementing Effective and Integrated Technology

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<th>Participate...</th>
<th>Lead...</th>
<th>Tools and Resources</th>
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| ...(review) various resources on ALEX such as:  
  o Lesson plans  
  o Courses of Study  
  o Web Links  
  o Podcast Treasury  
  o Topics of interest  
  o Professional learning opportunities | ...in ALEX state and/or national listservs.  
  ...in discussions with your mentor regarding the *ACCESS Policy Manual*.  
  ...in district and/or state technology professional development (e.g. Technology in Motion, technology forums, webcasts, Illuminate sessions, and webinars). | ...by sharing information about ALEX resources (e.g., personnel conferences, staff meetings, podcasts, etc.) with teachers in your school to illustrate ideas to improve student engagement in learning and student achievement.  
  ...the implementation of the Technology Plan (including development of a school website, and professional development for the use of 21st Century tools and strategies).  
  ...the establishment of a virtual learning community for your faculty using a learning management system or similar software.  
  ...(regularly) professional development activities that focus on effective integration of technology in teaching | ALEX. Contains over 61,000 resources linked to the Alabama Courses of Study, high quality Alabama Teacher-created lesson plans, interactive games and activities, podcasts, state and/or national listservs, and other instructional resources. Also offers training for 21st century skills, including using the Internet, interactive whiteboards, podcasting, Google tools, video communications, etc. Explore the site at [http://alex.state.al.us](http://alex.state.al.us). For professional learning opportunities on ALEX/Thinkfinity, you can also contact 334-242-9594.  
  
  *ACCESS policy manual for participating schools, school systems, administrators, and staff*. This downloadable document provides information about the policies and procedures that govern the ACCESS program. ([http://accessdl.state.al.us/participatingschoolspolicies.pdf](http://accessdl.state.al.us/participatingschoolspolicies.pdf)).  
  
  *Discussion Points on...The ACCESS Policy Manual on page 19.* Contains talking points for a discussion between high school principals and mentors regarding the ACCESS Policy Manual. |
| ...(review) the *ACCESS Policy Manual for Participating Schools, School Systems, Administrators, and Staff.* | | |  
| ... (review) various websites to use in teaching and communicating:  
  o Wiki sites (district, school, state, national)  
  o Educational websites  
  o PD 360 Online Professional Development | | |  

*ANPM Learning Activities Guide  
Standard 6—Technology  
Page 7*
Evaluating the Effectiveness and Integration of the Technology

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<th>Observe...</th>
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<td>...the effective implementation of the revised school Technology Plan through focused walkthroughs and by reviewing school records. (Create a checklist of “look fors” using the Technology Plan).</td>
<td>...in focused discussions (with various stakeholder groups) about the Technology Plan and progress made towards the full implantation of the plan. Gather status reports on defined outcomes and share with stakeholders.</td>
<td>...by providing professional development that models the use of technology and engages teachers in practical applications.</td>
<td>STI-PD. Provides current listings of available professional development opportunities. For more information, go to <a href="https://pdweb.alsde.edu/pdweb/">https://pdweb.alsde.edu/pdweb/</a>.</td>
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<tr>
<td>...through focused technology walkthroughs to identify user competency, equitable use, availability, effective integration into teaching and learning, effects on learning, and areas of growth.</td>
<td>...in debriefings with your faculty and staff, clarify user competency, integration into teaching and learning, effects on learning and areas of growth.</td>
<td>...by monitoring and supporting the appropriate use of technology to enhance instruction (e.g. project-based learning activities, writing instruction, tutorials, research, reporting, creating products, communicating, organizing information, and problem solving).</td>
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<td>...in discussions with your mentor and appropriate staff about additional training needs that will support faculty and staff learning and the effective use of technology school-wide.</td>
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<td>School technology coordinators / teachers, or district technology staff. Can provide job-embedded training for faculty and staff during planning periods, faculty meetings, or other designated meeting times.</td>
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<td>Observe...</td>
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| ...the existing professional development offerings related to technology for faculty, staff, and parents. For example, review the professional development offerings for educators available through in-service activities, professional organizations, podcasts, Elluminate, etc. | ...in select Career Technical Educational or other professional development events related to technology. For example, participate in professional development activities offered electronically that impact the quality of instruction and student achievement. | ...the improved implementation of professional development related to technology for faculty, staff, and parents. | Alabama Department of Education, Technology Initiatives. Offers Elluminate sessions monthly that feature key technology issues. To view previous sessions, go to [http://ti.alsde.edu](http://ti.alsde.edu), then click on the Elluminate Library link, or contact your District Technology Coordinator and request a listing of offerings.  
ALEX. Offers training for 21st century skills, including using the internet, interactive whiteboards, podcasting, Google tools, video communications, etc. Explore the site at [http://alex.state.al.us](http://alex.state.al.us) or contact 334-242-9594. |
Indicator 6B

Models the use of technology for personal and professional productivity
## Modeling Effective Uses of Technology

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| ...your mentor or colleague who uses technology effectively (e.g. communicates with stakeholders to including text communication, and video communications [podcasting, and live video through Skype, web cams, and other distance communications] and complete administrative tasks). | ...in professional development offerings related to technology, including:  
- Programs for implementing 21st century strategies.  
- An eLearning online course for administrators.  
- Technology training to increase your own competency as needed (e.g. PowerPoint, LCD, document camera, Interactive Whiteboard, and Video Communications). | ...meetings and professional development events (for parents and faculty/staff) using presentation and instructional technologies, such as: PowerPoint, LCD, document camera, Smartboard, and web cam. | eLearning for Educators Alabama. Provides online courses for educators on effective practices and strategies that lead to improved student achievement. Explore the course listings and other information at [http://elearning.alsde.edu](http://elearning.alsde.edu). |
| ...in meetings that utilize technology. To save time, try video conferencing using inexpensive tools such Skype, or Google voice and video chat. | ...by integrating available technology tools into daily work such as:  
- STI to check grades, create calendars, and access other data;  
- STI-PD to manage professional development activities;  
- Email;  
- E-copies rather than paper;  
- Text messaging to staff and faculty;  
- Data warehouse to access information;  
- Learning management system or similar software communicate and share resources with your mentor and other mentees. | ...by modeling the use of technology for personal and professional productivity, including to support the analysis and use of student assessment data. | School technology coordinator or district technology office. Speak to the STI or STI-PD manager, who should be able to assist you with information and training. |
| | | | About Skype and Google, Chat Face to Face with Friends. Skype and Google voice and video chat are inexpensive communications solutions. They both allow the user to have a conversation with someone or chat face-to-face over video. For more information, go to [http://about.skype.com/](http://about.skype.com/) or [http://www.google.com/chat/video](http://www.google.com/chat/video). |
| | | | District Technology Coordinator. Check with your District Technology Coordinator to ensure tools such as Skype or Google voice and video chat, or other free tools, are accessible on your school/district network. |
Indicator 6C

Understands and applies system, state, and federal policies governing technology use in schools
### Abiding by Policies, Code, & Laws Related to Technology Use

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<td>...(read) district, state policies and laws governing technology and its safe and ethical use.</td>
<td>...by collaboratively reviewing policies for safe, legal, and ethical use of digital information and technology with your mentor and technology committee.</td>
<td>...information sessions with various groups (e.g. faculty, staff, students, and parents) to inform them about policies and laws governing the safe, legal, ethical use of technology.</td>
<td>District Technology Coordinator. Check with your District Technology Coordinator to retrieve: a) a copy of your local policies regarding Technology Use, and b) your most recent District and School Technology Plan.</td>
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<td>...teacher/student interaction relative to the use of technology and information sharing.</td>
<td>...in planning a process/meetings that will inform faculty, staff, students, and parents about policies and laws.</td>
<td>...faculty and staff in researching developing trends and technologies that positively impact student learning.</td>
<td>ALEX. Contains the latest Technology Course of Study. A PowerPoint presentation guiding implementation is located at <a href="http://alex.state.al.us">http://alex.state.al.us</a>. Click on Professional Learning, Professional Development, then Technology Education Course of Study Resources.</td>
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<td>...in planning information sessions with your technology committee that will inform faculty, staff, students, and parents about policies and laws governing the use of technology.</td>
<td>...faculty, staff, parents, students, and community members to identify and solve problems related to technology use in schools.</td>
<td>Internet Free Expression Alliance. This website provides a downloadable version of the <em>Children's Internet Protection Act</em> (Pub. L 106-554). This document describes the regulations and guidelines that govern children’s safe use of the Internet. (<a href="http://ifea.net/cipa.html">http://ifea.net/cipa.html</a>).</td>
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<td>...with other School Leaders to ensure your school is practicing Internet Safety</td>
<td>...the &quot;technology charge&quot; in your district by convening trainings at your school, presented by your leading teachers in safe technology use.</td>
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Learning About Special Programs
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<td>...area career technical programs that are available to students (e.g. area technology colleges and universities).</td>
<td>...in discussions with stakeholders about potential technology skills needs in the workforce.</td>
<td>...your own research of career technical education to gain an understanding of its technology integration.</td>
<td>Learning and research activities for understanding...Career Technical Education &amp; Technology on page 16. Lists some learning and research activities to help you better understand how technology is integrated into the career technical education program and its instruction.</td>
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<td>...in professional development activities (face-to-face, or online) that impact the quality of Career Technical Education instruction or student achievement.</td>
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**Learning and research activities for understanding...Career Technical Education & Technology**

**Directions:** The following lists some learning and research activities to help you better understand how technology is integrated into the Career Technical Education program and its instruction.

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<td>Professional development opportunities for Career Technical Education</td>
<td>o  Participate in professional development activities opportunities face-to-face and/or electronically that impact the quality of Career Technical Education instruction and student achievement.</td>
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<td>teachers available through in-service activities, professional</td>
<td>o  Discuss the technology integration with your mentor.</td>
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<td>organizations, podcasts, Elluminate, etc.</td>
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Additional Aids for the New Principal

Additional Aids
For the New Principal
**Discussion Points on...The 21st Century Classroom**

**Directions:** Discuss with your mentor ways you can include 21st Century Classroom strategies into your Technology Plan. Include the following as talking points.

**Regarding the 21st Century Classroom, discuss with your mentor and Technology Initiatives Regional Specialist:**

(Alabama Department of Education Directory, Technology Initiatives)

- The 21st century classroom technologies and ways each can be used to enhance teaching/learning.
- How to create a technology-rich environment that engages students, increases interactivity, and provides differentiated instruction.
- Engagement strategies used in 21st Century activities and how to evaluate them.
- Your data on faculty and staff needs and its implications for the Technology Plan.
- A comparison of your IMPACT data with district and state data, and its implications for the Technology Plan.
- How excitement for teaching and learning in a 21st Century Classroom can transform the teaching/learning experience.
Discussion Points on...The ACCESS Policy Manual

Directions: Discuss with your mentor the following topics after reviewing the ACCESS Policy Manual.

Regarding the ACCESS Policy Manual, discuss with your mentor:

- How the ACCESS Distance Learning program can be beneficial to your students and your school.
- The role of the high school principal in placing students in ACCESS courses.
- The responsibilities a principal assumes as an administrator of a school with students participating in ACCESS.
Additional Tools and Resources

**Indicator 6A: Plans, implements, and evaluates the effective integration of current technologies and tools in teaching, management, research, and communication**

**Learning About the School’s Existing Technology**

Project Tomorrow: Speak-Up Survey and Data. Through the annual online survey faculty, staff, students, and parents share their views on important K-12 education topics. All participating schools and districts receive free online access to their local data with national benchmarks. To access survey results, go to [http://www.tomorrow.org/speakup/speakup_reports.html](http://www.tomorrow.org/speakup/speakup_reports.html) and click on the link with the latest National Findings.


ALSDE CTE Section. Can help with identifying successful career tech programs at comprehensive high schools and career tech centers. Contact: 334-242-9115.

*Alabama education directory.* Provides contact information for all ALSDE staff. To access the directory, go to [http://www.alsde.edu/general/SDE_Directory.pdf](http://www.alsde.edu/general/SDE_Directory.pdf).
Glossary of Acronyms

- ACCESS – Alabama Connecting Classrooms Educators and Students Statewide
- AETC - Alabama Educational Technology Conference
- ALEX – Alabama Learning Exchange
- ALSDE – Alabama State Department of Education
- IMPACT – Indicators for Measuring Progress in Advancing Classroom Technology
- LCD – Liquid Crystal Display
- STI PD – Software Technology Incorporated-Professional Development