

## **Suggestions for Integrating Technology throughout Harper's Curriculum**

**November 24, 2006**

- All lesson plans should be submitted as a CPS Email attachment.
- Web site announcements through Principal's blog.
- All in-services should have a technology component included. For example, when SpecialEd. in-services teachers on accommodations, assistive technologies should be included. Or when Reading Literacy is the topic, Information Literacy should be included, as well.
- Weekly Interdisciplinary Meetings should include a technology component to include the Tech Coordinator in the planning and/or facilitating in the project development.
- Once a month, the Department Chair meeting should meet in the Computer Lab 220 to provide a venue for Harper's Instructional Technologist to introduce an application, feature of an application, or web site that should be shared with others in the respective department to be used to assist teachers in the integration of technology.
- Teachers should be paid a stipend for Friday after school workshops in web page development with the proviso that each teacher must create and use the web site for his or her students. The Tech Coordinator should be paid regular salary for the training session, which will be 90 minutes every Friday. Workshops will be two 90 minute training sessions running on consecutive Fridays each month.
- The Administration should invest in an online site for having teachers locate their calendars, assignments and lessons, and grades, which would be accessible to students and parents. One possible site is Edline - <http://www.edline.com/index.html>
- The Weekly Cardinal should be a web based weekly newsletter, which would provide more space for information and save on printer ink and paper. Additionally, changes and additions could be made regularly.
- Every administrator should be working toward compliance with the National Technological Standards for Administrators (see attachment). Educational research reveals that technology integration is driven by the school's administration, their understanding, support, encouragement, and vision for the school.