

## Staff survey for 2004 long range tech planning purposes

Doug Johnson, Mankato (MN) Area Public Schools

*Estimated time to complete: 15-20 minutes*

The purpose of this survey is to help the District Media/Technology Committee determine how effective the district has been in meeting past technology goals and to determine the areas that should be priorities for technology planning and budgeting for the next three years. Results of this survey will be published on the district website.

The goals for the district media and technology department have been broken into 5 basic areas, and the survey reflects those areas.

- 1. Established Infrastructure** The district will have a reliable, adequate, cost-effective, and secure technology infrastructure that supports the learning, teaching, and administrative goals of the district.
- 2. Effective Administration** The district will use technology to improve its administrative effectiveness through efficient business practices, communication, planning and record keeping.
- 3. Extensive Resources** Technology will be used to provide the most current, accurate and extensive information resources possible to all learners in the district and community in a cost effective and reliable manner at maximum convenience to the user.
- 4. Enhanced Teaching** All district teachers will have the technology training, skills and resources needed to assure students will meet local and state learning objectives and have the technological means to assess and record student progress.
- 5. Empowered Learners** All students will demonstrate the mastered use of technology to access, process, organize, communicate and evaluate information in order to answer questions and solve problems.

Specific targets within each of these areas are described below. Please rate each area in terms of both current satisfaction and in terms of its priority for future efforts. Comment blanks have also been created. Please leave any field blank you do not understand or do not feel qualified to comment on.

Thanks,

Doug Johnson  
Director of Media and Technology  
Mankato Area Public Schools

### Basic information:

Location:	Primary job function:	Primary level of instructional responsibility:	Gender:	Age:
School 1	teacher	pre-K	female	21-30
School 2	support staff	elementary school	male	31-40
School 3	administrator	middle school		41-50
School 4		high school		51-60
School 5		district		61+

<b>Established Infrastructure</b>	Current level of satisfaction	Priority to be given in 2004-07 long range plan
	<b>4-High to 1 -Low</b>	<b>4-High to 1 -Low</b>
1. Adequate and reliable Internet access to the district		
2. Adequate and reliable Internet access to all buildings		
3. Adequate and reliable Internet access to all classrooms, media centers and labs		
4. Adequate wireless network access		
5. Written security and disaster recovery plan.		
6. Firewall security for networks		
7. User verification through log-in and activity logging		
8. District-wide virus protection software		
9. District-wide spam (junk e-mail) filtering software		
10. District-wide Internet filtering software		
11. Remote computer desktop monitoring and maintenance		
12. Back up plan for all data		
13. Adequate workstations for staff and student use		
14. Adequate peripheral technologies (printers, scanners, projectors, cameras) for staff and student use		
15. Efficient maintenance, repair and replacement procedures		
16. Adequate and reliable telephone access to all classrooms and offices		
17. Adequate and reliable interactive television access		
18. Written and thorough technology use policies		
19. Adequate technical support for networks, computer equipment and applications		
20. Adequate leadership and management related to technology planning, budgeting, and policy-making		
21. Your comments:		

<b>Effective Administration (administrators and office staff)</b>	Current level of satisfaction	Priority to be given in 2004-07 long range plan
	<b>4-High to 1 -Low</b>	<b>4-High to 1 -Low</b>
22. Student information system that can be accessed by administration that includes attendance, grading, discipline, health, and scheduling modules that shares data efficiently with other systems.		
23. Student information system that can be accessed by teaching staff		
24. Student information system that can be accessed by parents		
25. System that allows data warehousing and data-driven decision-making		
26. Systems specific to the management of finance, transportation, personnel/payroll, lunch programs, special education, building systems, security, etc.		
27. System for curriculum management		
28. Portable communication devices for administrative uses (Cell phones, PDAs, etc.)		
29. On-line (web-based) district information		
30. On-line (web-based) building information		
31. On-line (web-based) department and classroom information		
32. Interactive communications tools for administration (IM, electronic mailing lists, groupware, share calendars and email directories)		
33. Electronic means of communication with school staff by parents, students, and the community		
34. Established technology competencies and training opportunities for school administration and office staff		
35. Adopted policies and written guidelines on Internet use, safety, plagiarism, selection/reconsideration, copyright, etc.		
36. Understanding of policy and ethical practices regarding technology use by administration and office staff		
37. Your comments:		

<b>Extensive Resources</b>	Current level of satisfaction	Priority to be given in 2004-07 long range plan
	<b>4-High to 1 -Low</b>	<b>4-High to 1 -Low</b>
38.Sufficient access to workstations for students to complete assigned work		
39.Access to professional library media specialist with skills in selecting, evaluating and using electronic information sources		
40.Internet access		
41.Access to on-line building library catalog		
42.Access to on-line district union library catalog		
43.Access to on-line catalogs of public, regional and academic libraries		
44.Access to adequate on-line periodical databases		
45.Access to adequate on-line subject-specific databases		
46.Access to adequate on-line reference materials including encyclopedias		
47.Access to adequate digital image, sound and video resources		
48.Access to curriculum and teacher support materials		
49.Access to a wide variety of computerized productivity programs appropriate to student ability level such as AppleWorks, Microsoft Office, HyperStudio, KidPix, Inspiration, graphing programs, and digital editing software		
50.Access to a wide range of educational computer programs including practices, simulations and tutorials to support content area learning objectives		
51.Access to needed content-specific hardware such as scientific measurement devices, calculators, technology education devices.		
52.Access to educational television programming through broadcast and cable		
53.Access to desktop video conferencing stations		
54.Software and programs to publish and share electronically school and teacher produced information		
55.Your comments:		

<b>Enhanced Teaching</b>	Current level of satisfaction	Priority to be given in 2004-07 long range plan
	<b>4-High to 1 -Low</b>	<b>4-High to 1 -Low</b>
56. Basic professional productivity skills for all teaching staff		
57. Basic Internet skills for all teaching staff		
58. Skills related to integrating the use of technology into classroom units		
59. Understanding policy and ethical practices regarding technology use by teaching staff		
60. Understanding and practice in using adaptive devices with special needs children		
61. Assessments to measure status of teaching staff competencies in technology		
62. Formal training opportunities for developing technology skills		
63. Just-in-time training opportunities for developing technology skills		
64. On-going mentoring, trouble-shooting and assistance for staff when developing technology skills		
65. Technology skill evaluation as a part of teacher evaluations		
66. Technology skills assessment as a part of hiring process		
67. Training in electronic gradebook use		
68. Training in curriculum system use		
69. Training in student information system use for grade reporting and attendance		
70. Training in creating on-line information for parents, students and the community		
71. Training in creating distance learning opportunities (web-based and/or interactive television) for teachers		
72. Information about the best practices regarding the use of technology in the classroom		
73. Information about new and emerging technologies and their educational applications		
74. Your comments:		

<b>Empowered Learners.</b>	Current level of satisfaction	Priority to be given in 2004-07 long range plan
	<b>4-High to 1 -Low</b>	<b>4-High to 1 -Low</b>
75. Integrated uses of stand-alone skill practice and simulation software titles to meet curricular goals		
76. Planned use of proven computerized instructional systems (Jostens, CCC, etc.)		
77. Integrated curricular use of subject-specific technologies such as science probes, graphing calculators, accounting software, and CAD programs, etc.		
78. Planned use of adaptive technologies for special needs students		
79. Planned use of reading promotion software (Accelerated Reader)		
80. A written information literacy skills curriculum that includes grade level benchmarks K-12 in research and technology use		
81. Units at each grade level team-taught by classroom teacher and library media specialist tied to the curriculum and information and technology literacy curriculum		
82. Assessment tools for information literacy units		
83. Method of reporting information literacy and technology skill attainment to individual students and parents		
84. Method of aggregating information literacy and technology skill attainment and reporting results to board and community		
85. Plan for continuous assessment and revision of information and technology literacy curriculum		
86. Plan for teaching and assessing safe and ethical technology use by students		
87. Opportunities for students to participate in distance learning opportunities		
88. Opportunities to experiment with new and emerging technologies and alternate uses of technology as learning tools		
89. Your comments:		

Thank you for completing this survey. Results will be made available in January 2004.