About Sacramento Country Day School

Sacramento Country Day School (SCDS) was founded as an independent, non-sectarian, coeducational, college-preparatory day school by Dr. Baxter Geeting and Mr. Herbert Matthews in 1964. Housed initially in a trailer, within three years the school purchased an 11.3 acre site near the American River in Sacramento, and a high school division was added in 1970. The campus location is now surrounded by a pleasant residential neighborhood.

The school's student population, as of printing, includes 225 in the Lower School (Pre-Kindergarten through 5th grade), 115 in the Middle School (6th – 8th grade), and 135 in the High School, for a total of 475 students. These numbers represent an increase over the 11% loss in enrollment due to the current national and local economic situation before the writing of the school's last Technology Plan in 2010.

In the spring of 2005 the school completed Phase I of the Latham Campus redevelopment with campus-wide improvements to its infrastructure and utilities and construction of the first new permanent structure in 20 years.

In the summer of 2008, the school continued redevelopment of the Latham Campus with the reconstruction of the Lower School. A new two-story building now houses Kindergarten through 5th grades, a new lower school library and provides new, improved space for the pre-kindergarten and art and world language classes.

For over twenty years, the school attempted to acquire additional land for an High School expansion. In 2002 the school received a gift of 80 acres of undeveloped land eighteen miles east of the school’s current campus. However, this location proved too expensive for the school. Summer 2009 brought with it a new dawn on the Dual Campus Vision. The Newton Booth School, built in the early 1900’s as an elementary school, was abandoned to become office space for two businesses. The campus became vacant and provided the school with a new option. A campaign was started to fund the reconstruction of the interior of the building as well as provide a financial cushion. The school was not able to fully fund the project and it was discontinued.

In 2012, a committee representing all constituencies evaluated the school's progress and created a new Strategic Plan. The Plan outlines five years of the educational program, faculty, administration, and staff, campus development, finance, community, marketing, and diversity, from 2012-2017. Within this document a few technology improvements are mentioned; the implementation steps have been added to this plan.

Students at Sacramento Country Day School are chosen for their enthusiasm for learning and personal qualities, which include being responsible members of the community. As the only non-religious, private, independent Pre-K –12 school in the rapidly growing Sacramento region, SCDS has thrived by offering an enriched educational program in a nurturing, respectful, and caring community of adults and children.

SCDS Mission of Excellence

Sacramento Country Day School provides a challenging, comprehensive, college-preparatory education to students from a variety of backgrounds who demonstrate strong academic potential and good character. Within a community that affirms positive relationships and respect for others, the school nurtures in its students the qualities of self-confidence, creativity, integrity, and responsibility.
Campus Profile & Equipment

<table>
<thead>
<tr>
<th>Address</th>
<th>2636 Latham Drive, Sacramento Country Day School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>916.481.8811</td>
</tr>
<tr>
<td>School Domains</td>
<td>saccds.org, saccds.com, saccds.net</td>
</tr>
<tr>
<td>Student Domain</td>
<td>scdsstudent.org</td>
</tr>
<tr>
<td>Total Student Enrollment</td>
<td>475</td>
</tr>
<tr>
<td>Students to Computers Ratio</td>
<td>1.5 to 1 (Dedicated Student Use)</td>
</tr>
<tr>
<td>Internet Connection</td>
<td>Fiber ISP based wired network - 50Mbps Down / 10Mbps Up</td>
</tr>
<tr>
<td></td>
<td>Cable ISP based wireless network - 50Mbps Down / 10Mbps Up</td>
</tr>
<tr>
<td>Percentage of Connected Classrooms</td>
<td>100% or 53 classrooms with Internet Connection</td>
</tr>
<tr>
<td>Total Faculty</td>
<td>72; 35 with advanced degrees</td>
</tr>
<tr>
<td>Student to Teacher Ratio</td>
<td>9 to 1</td>
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</table>

Technology Overview

<table>
<thead>
<tr>
<th>Workstations</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Devices</td>
<td></td>
</tr>
<tr>
<td>Macintosh</td>
<td>107</td>
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<tr>
<td>Windows</td>
<td>61</td>
</tr>
<tr>
<td>iOS</td>
<td>159</td>
</tr>
<tr>
<td>Faculty/Staff Devices</td>
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</tr>
<tr>
<td>Macintosh</td>
<td>40</td>
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<tr>
<td>Windows</td>
<td>43</td>
</tr>
<tr>
<td>iOS</td>
<td>39</td>
</tr>
</tbody>
</table>

| Other Equipment       |     |
| Servers               | 7   |
| Printers              | 52  |
| Multimedia Projectors / TV | All Classrooms |
| Switches              | 27  |
| Managed Switches      | 11  |

Current as of 2/14/13

*All PC workstations/laptops at least Pentium 4 with 1GB of RAM and 80GB hard drives and Windows XP Professional. All Macintosh workstations/laptops at least Intel Core2Duo with 1GB of RAM and 120GB hard drives and Mac OS X 10.5.8. All school devices are Internet connected.
Current State and Recent Implementations

Over the past three years the technology component of Sacramento Country Day School has evolved using suggestions put in place by the Technology Department, outside recommendations, and the previous Technology Plan. The school has also moved in the direction of providing a 1:1 solution for many of our students; being implemented in respect to developmental appropriateness. Our use of computer labs, both classroom and mobile, has changed along with many other computing aspects of life. Computer clusters will still be available, providing more powerful systems for more intensive classes, i.e. Journalism, Electronic Music, and Digital Photo.

Below are additional changes that have occurred:

Lower School

- Lower School Technology Instructor also performs light Tech Support tasks.
- Lower School technology classes have Two (2) iPad carts in the academic classrooms.
  - Each iPad cart has 22 devices, preloaded with Apps specific to academic curriculum.
  - Every Lower School teacher is supplied with an iPad.

Middle School

- Every Middle School student has been supplied with an iPad.
  - All iPads are managed by three, grade-specific sync stations.
  - Apps are chosen for each grade level
- Middle School classes include collaboration-based online forums and sites (provided by Google).
- Middle School students and Faculty are provided with school-supplied scdsstudent.org email accounts.
- Every Middle School teacher is supplied with an iPad.
- Middle/High School Library workstations have been replaced with ChromeBooks.
- Online foreign language testing has started.

High School

- All High School faculty supplied with 13” Apple MacBook Pro laptops.
- High School has started it’s 1:1 program; Freshmen and Sophomores supplied with 11” MacBook Air.
  - Devices are preloaded with Microsoft Office Suite, Apple iWork, Adobe Creative Suite, Vernier science applications, Geogebra, and anti-virus.
- High School classes include collaboration-based online forums and sites (provided by Google).
- High School students and faculty are provided with school-supplied scdsstudent.org email accounts.
- Computer competency classes have been replaced with in-class computer instruction.
- Middle/High School Library workstations have been replaced with ChromeBooks.
- Online foreign language testing has started.

All School

- Wireless connectivity has been extended to cover entire campus.
- Many classrooms have been upgraded with AppleTV for wireless presenting.
- Increased network backbone speed to 1 Gbps
- Library catalog database upgraded to Follett Destiny
Vision

Technology Mission Statement

SCDS recognizes that technology is a tremendous asset as an effective teaching and communication tool. SCDS believes that in order to be successful in the future, students need an understanding of technology, key technological skills, and the access to proper equipment. SCDS is dedicated to providing its faculty and staff with the resources and training to educate its students to achieve scholastic prominence. SCDS is committed to fostering an environment for its students, faculty, and staff that promotes the growth of technological knowledge and skills.

SCDS will continuously work toward providing convenient access to the latest useful technological devices. As technology evolves rapidly this vision will continue to evolve and stay current with the educational, curricular, and professional needs of our students, faculty and staff respectively.

Vision Statement

Sacramento Country Day School’s vision of technology is to foster an educational environment that promotes the mission of the school, the increased use of technology, and the skills and knowledge to use technology wisely and educationally. The school is committed to bringing the benefits of information technology to all aspects of the school community and recognizes that technology is an effective teaching tool when used and implemented within the curriculum and through communication with the community. The Sacramento Country Day School Technology Department and Committee are committed to researching and assisting in the planning of implementation steps to support the school’s educational and administrative goals and further guide the school forward.

We believe that administrators, teachers, staff, and students should become proficient in the use of technology to further the mission of Sacramento Country Day School. We believe technology will assist us in creating a dynamic learning environment – one that links Sacramento Country Day School, our families, the community, and the world. It is within this environment that life-long learning becomes the model for success.

We recognize that the world of the 21st century requires vision, investigation, reflection, and collaboration. The use of evolving technologies will empower our students to approach new challenges and will provide the critical processing skills and confidence necessary to be successful problem solvers. Our mission is for all members of our school’s community to become self-directed, continuous learners and responsible citizens prepared to meet the increasing challenges of a global technological society.
As part of the Vision of the Technology Department and, in extension the Mission of the school:

**Students at Sacramento Country Day School will:**

- Develop ethical values with regard to computer technology use.
- Advance toward independence in their ability to use technology for research, critical thinking, writing, problem solving, and presentation of information at appropriate grade levels.
- Utilize technology in all of the academic disciplines.
- Increase computer and information literacy skills through instruction and projects in the computer lab, in the libraries, and in the classroom.
- Gain a wide variety of experience with technology with options such as: news and literary publications, yearbook, video and audio production, multimedia presentation, programming, photography, and web design.
- Have access to computer work areas and devices for use throughout the day.
- Utilize the Internet safely and respectfully for research and communication with the school and with other students.
- Build positive online presence and leave behind a constructive digital footprint.
- Become model digital citizens.

**Administration, Faculty, and Staff at Sacramento Country Day School will:**

- Use technology for efficient, effective classroom, office, and school management.
- Increase the integration of technology into the curriculum to enhance what they already teach.
- Increase their proficiency with technology and have the opportunity to develop, maintain, and broaden skills in the effective application of educational technology through ongoing training.
- Provide an efficient and enriched technological environment.
- Be stewards into the digital world for the student body.

**Sacramento Country Day School will:**

- Provide a communications infrastructure, both wired and wireless, for use by students, faculty, staff, and parents to support school activities.
- Provide Internet access to all students and employees, either by access to workstations for individual work, workstations in a lab setting, or through the provision of individual wireless devices.
- Provide students, administration, faculty, and staff with access to an extensive software library that will be upgraded regularly.
- Make filtered and protected online resources available for use by students, faculty, and staff to extend contacts and provide information access worldwide.
- Try to ensure that all students have access to a computer at home, which is critical to each student’s ability to complete assignments with a maximum of efficiency and flexibility.
- Facilitate and promote dialogue about technology among students, faculty, staff, and parents.
- Maintain ongoing training and training resources for faculty and staff.
Vision of Curriculum Integration

This plan takes the position that technology is a tool that can be applied broadly across the curriculum. Therefore, our goal is not to teach technology solely for its own sake, but as a tool where teachers use technology as a part of the overall educational experience.

The school’s technology and information literacies program is primarily library and classroom project-based integration that can extend beyond the boundaries of the campus using Web 2.0 technologies.

Integrated into the school’s computer education component, all students use Macintosh, Windows-based, and tablet systems in order to teach differences in computing and to foster fundamental technology use rather than memorized clicking.

While the future of technology can be roughly predicted, it cannot be fully known. Advancements in device interaction and social networking use have greatly changed in just the past few years and were unheard of the time the last Technology Plan was written. When our current Kindergartners have reached college, what we know now to be tried and true will be antiquated and outdated to them. We cannot allow basic computer usage to be at the forefront of our teaching; rather, the idea of technology as a set of tools and knowing what tool to use and when, needs to be a life skill embodied in all of our graduates.

Vision for Equipment and Services Upgrades

Hardware:
Taking advantage of new technologies requires up-to-date and functional equipment. In consideration of the cost of new equipment, SCDS has in place the following recommendations in regards to replacement:

- Servers will be replaced every 5-6 years.
- Faculty/Staff/Administrations workstations and laptops will be replaced when needed or through request process.
- Student machines will be replaced every 3-4 years.
- Printers will be replaced when needed.

In addition to major computer purchases, money is budgeted to replace and refresh other classroom technology equipment. Maintenance of all equipment can be discussed on a “need” basis for each department and with change of employees.

Pricing for equipment is based on lowest cost for the need in every situation; we attempt to keep the price per workstation/laptop below $1000.00.
Software:

SCDS provides every laptop and workstation with word-processing, spreadsheet, interactive presentation, student information database, email, Internet browsing and virus protection software. In addition to standard software packages, specific software to each user (i.e. InDesign, Photoshop, Dreamweaver, etc) are provided as needed.

The school now maintains a site-license of the Microsoft Office suite with software assurance and the Adobe Creative Suite.

In all cases of software, the purchasing agreement is decided on the best possible price for the licensing model needed. The Technology Department regularly purchases new software with new hardware to keep update costs to a minimum and to keep the technology current.

Network:

Given the critical role that the Internet plays in the SCDS mission and goals, connectivity issues between on-site equipment and the rest of the world are very important. In additions to the network hardware to allow users to connect with each other and the outside world, SCDS has in place equipment to guard users and equipment from the hazards of cyberspace.

This equipment is updated and refreshed as needed in order to continue to provide a stable, safe, and fast communication gateway for SCDS students, faculty, staff, and administration.

Service, Support, and Professional Development:

The faculty and staff are committed to mastering the technology at Sacramento Country Day School, thus training and continuous support are extremely important. Purchasing new technologies without providing appropriate support is frustrating and inefficient. Therefore, the Technology Department proposes the establishment and coordination of the following training and support efforts to ensure a solid technological foundation at the school:

Faculty and teacher assistants will be trained in the following areas as needed:

- Use of computer workstations in the classroom.
- Class management techniques including: report cards, scheduling, developing lesson plans, creating forms, advanced word processing, spreadsheets, databases, and newsletters.
- Use of multimedia including video, sound, digital camera, and PowerPoint (or equivalent).
- Enhancing instructional techniques through the use of computers by faculty.
- Use of Internet, Intranet, and email to enrich classroom instruction and resources available to improve curriculum and student learning.
- Creating and using a website for displaying classroom projects and for communication between the classroom and the students’ homes.
Administration and Staff members will be trained in the following areas, as needed:

- Efficient use of office computer workstations
- School management programs including: accounting, scheduling, development, creating forms, advanced word processing, spreadsheets, databases, and newsletters.

Classes will be offered as designated and needed. These classes may be modified for beginning, intermediate, and advanced participants and may be one-on-one. Considerations that have been put in place are:

- Assessment of an individual’s technical background and skill development as well as aptitude.
- Flexible training times.
- Incentives for program completion.
- Alternatives to classroom-setting courses, such as Lynda.com online resources.

In addition to these training opportunities, additional funds and assistance will be available for professional development and more specific training.
Goals

One of the school’s largest goals in recent years was started in Fall 2010 when SCDS piloted a one-year program of one iPad per student in sixth grade. The program proved successful and was extended to the rest of the Middle School the following year.

The 2012-2013 school year was the first year of our High School 1:1 program, starting with Freshman and Sophomore year. The goal of the High School program is to include all four grades and provide a 1:1 experience for all grades.

Summer of 2012, Sacramento Country Day School, along with its Board of Trustees, adopted a new Strategic Plan covering the years 2012-2017. While technology was not singled out in the plan several areas included improvements to the curriculum in regards to technology. The Strategic plan includes the following implementation steps:

- Enhance curricular offerings in computer science and technology, and seek ways to provide relevant internships with local colleges and businesses in the fields of science and technology.
- Integrate information and scientific technologies that enrich classroom activities while emphasizing safe, ethical use of those essential learning tools.
- Provide faculty and students with technology appropriate to their instructional and education needs.
- Provide additional mentoring or faculty to strengthen their teaching and to help them incorporate the use of technology into their curriculum.
- Increase the school’s online presence, including social media networks.
- Adequately fund and support the acquisition of technology.

Additional goals the Technology Department will address:

- Review storage area network solutions to manage the growing demand for faster, more reliable, and remote network storage.
- Review campus email, calendaring, and collaboration solution for simpler, cheaper, and faster access.
- Review “Cloud” options for self hosted applications.
- Research alternative Student Information System solution for integration to current databases.
- Review online backup/storage solutions.
- Provide additional technology staff to properly attain goals.
- Enhance funding of technology to fully support goals.
Evaluation

Sacramento Country Day School will evaluate periodically the implementation of this Plan to ensure the goals are being met, especially in the following areas:

- Consideration of new and emerging technologies, both in software and hardware.
- Relevant and effective curriculum connections.
- Frequency of use by staff and students.
- Skill levels of staff and students.
- Infrastructure implementation.

This Technology Plan will be subjected to annual review. The students, faculty, staff, administration, and Technology Committee have the right to question the status of the school's Technology Mission and Vision.

SCDS will strive to continue to offer adequate hardware, software, and network infrastructure to be able to support the Mission and Vision.