DOWNEY ADULT SCHOOL

Technology Plan

2026 - 2030

Downey Unified SCHOOL DISTRICT

Downey Adult School
www.das.edu | **562-940-6200**

Technology Plan 2026 - 2030

Vision Statement

Downey Adult School's (DAS) vision is to provide our students with the technical knowledge and skills necessary to participate effectively as citizens, workers, consumers, parents and family members. Technology will continue to be used to improve the educational process by enhancing the delivery of instruction, improving the assessment of student learning, and increasing access to educational resources. Technology will be implemented into every applicable program to meet our vision.

Over View

DAS is located in Downey, California, and services the community of Downey as well as some of the neighboring cities including Bellflower, Compton, Cerritos, South Gate, Bell Gardens, and Norwalk. DAS offers classes from state funded categorical programs with the largest program being Career Technical Education. DAS serves a diverse population of students with annual enrollment just under 1,700.

DAS continues to grow the area of career technical education. The CTE programs have expanded to 12, with new programs being researched for implementation, including welding to start in 2027. Realizing that computers and other technologies can prove beneficial in many programs, DAS has developed a vision that will guide its planning, purchasing, and use of technologies for the next **three** years. Stakeholders representing staff and district office discuss the use of technology at DAS. Many ideas are contributed by DAS stakeholders with specific goals and objectives outlined later in this Technology Plan.

DAS's most important stakeholder on its campus is the student population it serves. Technology can and should be used as a tool to help each student reach the specific goal he or she has set for him or herself. To facilitate the education process by which students will reach their goals, communication must flow quickly and easily between not only students and teachers, but all those involved in the educational process at DAS. Students must have access to current information such as classes being offered, instructor contact information, job market studies, course outlines, registration dates and process, etc. To improve access to the Internet on campus, DAS increased access locations on campus. DAS has computers available to students outside of the class instructional time giving students access to the Wi-Fi accessibility. The DAS web site will continue to make available pertinent information stakeholders would need.

All stakeholders have the responsibility for selecting appropriate software and hardware that will be used in instruction. The search for and final purchase of software and hardware will be based foremost on its ability to deliver or enhance the most current curriculum. Curriculum-driven decision making must be in place to make effective technology purchases.

DAS realizes that the schoolwide implantation of technology is everyone's responsibility and will continue to offer computer classes and survey students to see how they can be tailored to meet their needs. DAS will continue including basic computer instruction through its ESL classes to reach our non-English speaking population.

DAS will develop a training program that is tailored to the needs of instructors and a program tailored to the needs of administrators and support staff. The program must offer needed training on a regular basis throughout the year. There are computers in all classrooms for teacher use and computer labs with internet access for teacher and student use.

Sometimes the needs of the teachers cannot be met by the training available at DAS, so teachers are able to go outside for specialized training. DAS budgets a certain amount of funds for staff development and training programs. These funds can be used to attend technology conferences, hire outside trainers, or purchase training materials. This includes OTAN webinars, LACOE training and DUSD trainings as well.

Providing enough computers and appropriate Internet access to meet all student and staff needs at DAS is a priority. With a wireless network in place, students can use their personal laptops to connect to our network, and access resources in class or out in the quad. DAS also created a student study hall where student can access Wi-Fi.

DAS understands that technology requires proper maintenance. DAS currently employs a computer technician to service our computers and software.

Currently, DAS uses Core Campus Student Information System for attendance and student management. DAS uses the *TOPs* information program for reporting progress of students' language and reading levels. DAS will continue using data in its decision-making process.

NEED	GOAL	OBJECTIVES
STAFF DEVELOPMENT		
1. Entire staff must know how to use email, shared calendar, and other functions of Outlook.	Teach use of Outlook Teach use of Outlook Web Access	Continue to train new employees on main functions of Outlook in employee orientations.
2. Staff must know how to manage their files.	Teach staff how to manage files on their computer and on the network.	Schedule training sessions for teachers during department meetings. Training will be conducted by the on-site technology person.
3. Instructional staff must know how to use presentation software.	Teach staff how to create PowerPoint/Google Slides presentations, Smart boards, document cameras, and other instructional equipment.	Schedule training sessions for teachers during department meetings. Training will be conducted by the on-site technology person.
4. Staff needs to know how to integrate appropriate technology into their curriculum.	Teach staff how to find and choose appropriate technology and how to integrate it effectively.	Schedule training sessions for teachers during department meetings. Training will be conducted by the on-site technology person.
5. Staff should know how to use open-source software and collaboration programs and applications.	To make the staff aware of online software that is available and the varied uses such as Microsoft 365, One Drive, Teams, Google, Core Campus and open-source ware.	Schedule training sessions for teachers during department meetings. Training will be conducted by the on-site technology person.
7. Faculty is encouraged to develop online courses to meet student needs and career demands	To train the faculty and encourage online learning.	Schedule training session for teachers and allow release time for technology training.
MATERIALS AND SOFTWARE		

1. Departments shall review and purchase software specific to their needs.	Departments using computers will purchase and use software appropriate to their subject.	Departments will follow guidelines for purchasing appropriate software.

Technical Support

Downey Adult School (DAS) has several types of technologies on its campus; computers, file servers, digital cameras, digital video camera, projectors, scanners, televisions, Fax machines, networked copy machines, smart boards, document cameras, emergency surveillance and notification system, and a classroom clicker system. The school also uses a variety of software programs including Core Campus, TOPSpro, Microsoft Exchange Server, and Microsoft Office.

DAS has been able to meet its technical support demands by implementing various strategies:

TECHNOLOGY SUPPORT STRATEGY	FUNDING SOURCE
On-site computer technician	Site Funds
Access to the districts' IT department support	District Funds
Service contracts with copy machine vendors	Site Funds
Invest in computer technical support software	Site Funds
Identify current resources available to support equipment	No Costs

Staff Training

DAS will continue to provide technology training opportunities to its staff. Training in basic productivity software will be provided during staff and department meetings. All staff is encouraged to attend these meetings to further develop their skills. DAS shares instructions to access the DUSD applications and toolbox.

DAS is also fortunate to have access to Downey Unified School District's (DUSD) technology training resources. DUSD provides teacher specific training for district teachers at no cost to the school. With the help of the district technology mentors, DAS teachers will receive training in incorporating technology into instruction.

DAS encourages teachers to attend one conference related to their field of instruction. Teachers are encouraged to attend conferences that incorporate technology into instruction and are supported with site funds.

Data

Data security is guided by the district IT Department. The privacy, safety, and security of data is of utmost importance to DAS. With the district's support, DAS ensures that data is secure by adopting and implementing the following methods: backing up data on a regular basis via reliable hardware and software, running anti-virus software, keeping operating systems up to date with all updates, maintaining a protected Wi-Fi, system of passwords so that access to data is restricted, allowing only authorized staff into network rooms, and using data encryption techniques to code data.

Equipment Replacement

DAS has in place an equipment replacement schedule as follows:

EQUIPMENT TO REPLACE	REPLACEMENT CYCLE	FUNDING SOURCE
Lab computers	As needed	Site Funds
Office Computers	Every four years	Site Funds
Computer Servers	Every five years	Site Funds
Individual teacher computers	*As needed	Site Funds
Audio/Video equipment	*As needed	Site Funds/Grants

*Equipment is replaced when it can no longer support new or updated software that is being used or it can no longer perform the functions that it is meant to perform. Outdated and/or non-working equipment is transferred to the district office to be disposed of according to district policy.

For this Technology Plan to be effective, it must be monitored and evaluated for effectiveness. The evaluation process must include the technology committee that developed the plan and the administrators who can support and facilitate its implementation.

Program Self Evaluation Process

Action	Timeline	Person Responsible
Quarterly review meetings during implementation process to review goals and objectives	Quarterly in August, November, February, May	Technology Chair
Evaluation of technology use by students and staff	Survey conducted in June of each year	Department Chairs
Incorporate visual observation of use of technology into teacher evaluation process.	Annual teacher reviews	Administrative Staff
An outside audit will be conducted by the district technology mentors.	Yearly, in July	District Technology Mentors
Annual Update to Plan	Yearly, in August	Technology Chair

Technical Infrastructure Procedures

DAS Technical Resources

All students and staff who access DAS technical resources must comply with Downey Unified School District's Acceptable Use Agreement of Electronic Resources policy. User accounts are required for all staff and student workstations.

District IT Department

The following services will be provided to staff and students by the District IT Department:

- Management and maintenance of DAS technology infrastructure
- System use and reliability
- Electronic accounts, privacy, safety, and system security
- Change in permissions requested by principal/designee
- Management and maintenance of digital storage devices and records
- Repair and maintenance of computer and media equipment
- Creation and security of user network and email accounts
- Electronic security of technology resources
- Approval of all technical resources
- Technical support to staff and students

Account Management:

- District responsible for creating account and email for new employees
- District responsible for disabling account and email upon employee termination
- District responsible for creating student network and email accounts based on student number
- District responsible for disabling student network and email accounts for inactive students

Support Services:

- DUSD IT Department is responsible for the support and maintenance of all technical resources at DAS- (computers, VOIP telephones, network system, and security)
- Support is available to all staff from 8:00 am to 4:30 pm Monday through Friday (except when District is closed)
- Staff may contact District IT Department by email or phone (contact directory provided to all staff)
- Support for student stations on campus are reported to DAS teacher who then contacts assistant principal/designee to process repair order

IT System Maintenance:

District IT Department monitors network 24 hours per day, 7 days per week

- Notifications are sent for planned network maintenance which occur after normal business hours
- In the event of emergency system downtime, the District IT Department will notify the school by email or phone listing affected services
- Email notification sent when system restored
- The Core Campus Student Information System is a web-based system with secure login procedure
- The Core Campus system is maintained, and data is backed up according to the backup policy and procedure of the contracted use agreement

IT System Reliability

- DUSD IT Department is responsible for protecting and preserving electronic resources and student records
- District IT Department maintains a secured and temperature-controlled environment with fire protection and backup power
- District assigned keys are required for access to data rooms. During non-business hours, an access code is required to enter the building
- File servers operate with redundancy with emergency back-up power
- IT Department monitors security advisories from our vendors and apply security patches as soon as they are feasible
- District IT Department is responsible for the maintenance of network antivirus, antispyware, firewall, and intrusion prevention programs

IT Security

Employee Access to Student Records

- Upon employee being hired, DAS notifies the IT Department to create network accounts and configure security and access to approved electronic systems
- Authorization levels are established by the principal and are implemented by the IT Department
- Remote access outside DAS and DUSD is allowed only through a Virtual Private Network (VPN). Remote users are virtually logged onto the DUSD network as if physically on campus
- Upon changes in staff assignments, permissions are modified
- Employee access records are preserved for security purposes

Financial Responsibility

- Technical resources are purchased through DAS funds with permission from the IT Department and follow District purchasing policies and procedures

Disaster Recovery

- In the event of a disaster, the IT Department is responsible to assess damage and restore and recover systems and data

Privacy, Safety, and Data Security

- The District IT Department takes every reasonable effort to ensure the privacy, safety, and security of all stored data in Downey Unified School District
- The IT Department is aware that as technology evolves and changes, there is always the possibility of security breaches that can compromise systems to expose data. The District IT Department takes these potential breaches seriously and works diligently to address new threats as they arise

Acceptable Use Agreement of Electronic Resources

This document sets forth the rights and responsibilities for all users of the Downey Unified School District's electronic resources, pursuant to Board Policy and Administrative Regulation 3136.2, Student Use of Technology. Prior to using the District network or any District electronic resources, students will participate in an orientation of the proper use of the network and electronic resources.

Educational Purpose

The District Internet system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, continuing education, professional or career development and high-quality, educationally enriching research.

The District Internet system has not been established as a public access service or a public forum. The District has the right to place restrictions on the material you access or post through the system. Pursuant to the Children's Internet Protection Act, the District has taken reasonable precautions to restrict access to harmful matter and materials that do not support approved educational objectives by installing a technology protection measure to protect against access to inappropriate material. You are also expected to follow the rules set forth in this policy, the student disciplinary policy and regulations, and federal, state and local laws in your use of the District Internet system.

Access to Materials

While electronic information resources offer tremendous opportunities of educational value, they may also present opportunities for illegal and unethical use. The following represent some of the uses that are prohibited by the District.

Inappropriate Use

- Using the network in violation of federal, state and local laws
- Using the network for commercial advertising
- Using copyrighted materials in reports without permission
- Using the network to lobby for votes
- Using the network to access and or distribute a file that contains pornographic and/or illegal material
- Using the network to send/request material that is inflammatory
- Using the network to threaten, harass or post false or defamatory information about a person or organization
- Using the network to send/request material that is racist
- Creating and/or intentionally placing a computer virus on the network
- Using or copying commercial software in violation of its end user license
- Using the network to send/request materials that are inconsistent with the school's code of conduct
- Using the network to send/request materials that are sexist and/or contain obscenities
- Using the network to send/request student data for inappropriate use
- Using the network to provide addresses or other personal information that others may use inappropriately
- Using the network to make purchases or conduct other personal business during school hours
- Using the network to access, violence, nudity, sex, death, bodily functions, material designated as "for adults only" and material that promotes or advocates illegal activities
- Connecting or installing unauthorized equipment and/or devices to the network such as access points, routers, gateways, and non-District computers and peripherals
- Using any hardware or software that interferes with the District network
- Unauthorized access to the District network or student information system (i.e., Web Tools, online grade book)
- Using another user's login/password for any reason.
- Disrupting the District network or any other computer system or destroying data by spreading computer viruses or by any other means

The inappropriate use of electronic information resources can be a violation of local, state and federal laws and may be subject to prosecution. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the District network. If inappropriate information is mistakenly accessed, it is the responsibility of the user to immediately report this to the appropriate teacher, administrator or to the District technology department.

Plagiarism and Copyright Information

Works found on the Internet shall not be plagiarized. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own. The rights of copyright owners will be respected in the use of materials found on, disseminated through, or posted to the Internet or District network. Copyright infringement occurs when work that is protected by a copyright is inappropriately reproduced.

Copyright law can be very confusing. Students should direct questions on this subject to their teacher(s).

Acceptable Use Agreement Revised: 6/2004

System Security

Security of the network infrastructure and computer systems is a high priority. If a user feels he/she can identify a security problem on the network, a teacher or administrator should be notified immediately. District staff should notify the Technology Department regarding any security issues. The problem should not be demonstrated to others.

Privacy and Safe Network Use

There should be no expectation of privacy. All network use, including but not limited to email, data transfers, browsing and storage of electronic data on any District machine is subject to monitoring by the District.

For your personal safety and the safety of others:

- Do not reveal your personal information, or any other private or personal information about others under any circumstances.
- Electronic data marked "Confidential" shall not be forwarded or shared without permission of the original sender or owner of the document.
- Students will promptly disclose to their teacher or other school staff member any message they receive that is inappropriate or makes them feel uncomfortable. Such messages shall not be deleted until instructed to do so by a staff member.

Vandalism

Vandalism includes but is not limited to any malicious attempt to harm or destroy hardware and/or data of the District or another user, the Internet, or other networks that are connected to the Internet. This includes the willful creation/distribution of computer

viruses, willful destruction of data and access of network infrastructure and equipment. Vandalism may result in the cancellation of privileges, disciplinary action and/or referral to the appropriate local, state and/or federal authorities. Individuals found to be responsible for acts of vandalism may be held financially liable for all costs related to repair and/or replacement of damaged equipment or services.

Penalties

The use of the Downey Unified School District electronic information services is a privilege and inappropriate use will result in the loss of that privilege. Any user who is found to be in violation of these rules may be subject to some or all of following consequences:

- Parental notification
- Suspension and/or termination of computer use privileges
- Suspension and/or expulsion from school
- Referral to law enforcement authorities for criminal prosecution
- Other legal action, including action to recover damages and penalties
- Termination of employment

Limited Liability

While the District will make every attempt to provide uninterrupted service, the District will not guarantee that the functions or services provided through the District Internet service will be without error. The District will not be responsible for any damage suffered, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Parents can be held financially responsible for any harm that may result from a student's intentional misuse of the system. Students may only use the system if they and their parent/guardian have signed the District Acceptable Use Agreement for Electronic Resources. Use of this network implies understanding and agreement with all statements, standards and rules.

DOWNEY UNIFIED SCHOOL DISTRICT
Internet/Electronic Resources Student/Parent
ACCEPTABLE USE AGREEMENT

School: _____

STUDENT:

I have read the Downey Unified School District's Acceptable Use Agreement. I understand that any violation of the regulations or policies in the Acceptable Use Agreement is unethical and may constitute a criminal offense. If I violate any of the conditions in this agreement, my access privileges may be revoked and school disciplinary action and/or legal action may be invoked. (Reference: Board Policy and Administrative Regulations 3136.2)

STUDENT NAME: *(Please Print)*

_____ _____
Last Name First Name

STUDENT SIGNATURE: _____ _____
Date

PARENT/GUARDIAN:

As the parent/guardian of this student, I have read the Downey Unified School District's Acceptable Use Agreement. I understand that access to the District's network is solely for educational purposes. The district discourages students from accessing noneducational and objectionable material; however, I recognize that it is impossible for the District to restrict access to all controversial materials. I will not hold the District or its employees responsible for materials acquired on the network. I hereby give permission for my child to access the Internet pursuant to the District's Acceptable Use Agreement and regulations. I understand that if my child fails to abide by District rules, s/he may be subject to disciplinary action, revocation of the user privileges and legal action, as appropriate. (Reference: Board Policy and Administrative Regulations 3136.2)

PARENT NAME: *(Please Print)*

_____ _____
Last Name First Name

PARENT SIGNATURE: _____ _____
Date

Acceptable Use Agreement Revised: 6/2004

Annual Review – Confirmation

An annual review of Downey Adult School's Technology Plan 2023-2026 will be conducted by the school's administration, faculty, and staff during the Annual Staff Meeting generally held every October.

Meeting	Date	Administrator's Initials Confirming Plan Review
DAS Staff	October 2026	
DAS Staff	October 2027	
DAS Staff	October 2028	
DAS Staff	October 2029	
DAS Staff	October 2030	