



ABC Adult School

Technology Plan

MISSION STATEMENT:

The Mission of ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals.

VISION STATEMENT:

Students will develop confidence and self-reliance as they aspire to reach their full potential in life-long learning. We will cultivate our students' desire for learning, and encourage them to try new and exciting challenges by giving them a solid foundation to build on.

OVERVIEW

With campuses in Cerritos and Artesia, ABC Adult School serves a diverse adult population, including English language learners, career changers, and community members seeking personal growth and development. Many students balance jobs and families, making access to reliable technology a cornerstone of their success.

ABC Adult School provides educational programs in Career Technical Education (CTE), English as a Second Language (ESL), High School Diploma and Equivalency (HSD/HSE), and community enrichment. Our instructional technology strategy is anchored in the following priorities:

- Improving classroom instruction through modern tools such as interactive smart displays and student devices, such as computer labs, iPads, and laptops
- Enhancing student and staff access to digital resources such as Canvas, Google Workspace, and career-focused platforms
- Strengthening data privacy and infrastructure in partnership with the district's IT department
- Supporting ongoing professional development to ensure effective integration of technology

TECHNOLOGY INVENTORY SUMMARY

ABC Adult School maintains over 300 student-use computers across labs and classrooms. Every classroom has a teacher workstation, an internet-connected large-screen monitor, and a document camera. Wireless access is available throughout both campuses. Select classrooms include additional devices for student access or program-specific needs, such as laptops, iPads, and Chromebooks, to support specific learning needs. All high-value equipment, including teacher laptops, AV systems, and classroom computers, is inventoried and tracked on-site using an in-house Microsoft Access database. The technology team updates this system regularly to ensure accountability, prevent loss, and maintain audit readiness.

TECHNOLOGY NEEDS, GOALS, AND OBJECTIVES

Need	Goal	Objectives
Staff need ongoing training, digital tools, and systems	Provide staff with the training support necessary to utilize instructional technology in the classroom confidently.	By Spring 2027, 100% of instructors will demonstrate competency in managing a C course, using Google Drive collaboratively, and recording asynchronous video lessons
Student devices are aging and slow in some labs	Maintain a high standard for student device performance	Upgrade 30% of student lab computers annually to meet software and instructional needs
Some classrooms have outdated or inconsistent AV equipment	Improve teaching and presentation capabilities	Replace outdated audio-visual equipment in all classrooms by the end of 2026
The network sometimes experiences a weak signal in remote classrooms	Ensure reliable wireless connectivity throughout both campuses	Upgrade wireless infrastructure and secure guest networks by Spring 2027
New staff are unfamiliar with internal tech systems	Provide structured onboard and support	Deliver onboarding tech training to all new hires within their first month, including access to tutorials and the system walkthroughs
Core networking equipment and virtual machines are due for refresh	Modernize network infrastructure to support growing instructional demand	Replace core switches and upgrade wireless access points across both campuses by Summer 2027
Switches in the networking room are due for a refresh	Upgrading Cisco switches to support network growth	Upgrade planned in conjunction with broader infrastructure modernization

DIGITAL EQUITY AND ACCESSIBILITY

ABC Adult School is committed to removing barriers to learning by ensuring equitable access to technology. Classrooms have ADA-compliant devices and instructional tools. Teachers provide alternative formats and accommodations in Canvas or through Google Workspace for Education to meet students' needs. Digital literacy support is embedded into ESL and HSD programs.

Classrooms are equipped with multiple TV displays to improve visibility, and teachers have microphones to ensure they are heard. Students with specific accessibility needs are encouraged to inform their teacher. If an accommodation requires technical support, the teacher will submit a ticket through the IT system.

TECHNICAL SUPPORT AND MAINTENANCE

A full-time Network Analyst II and two Technology Assistants provide support. The team manages hardware issues, software support, and classroom device troubleshooting on-site, escalating issues to the ABCUSD district IT team for further assistance. Service contracts cover copiers, smart displays, and printers. The team logs and prioritizes requests based on impact.

All staff technical issues are submitted and tracked through a daily IT ticketing system, which helps prioritize requests, identify recurring issues, and ensure timely follow-up. This system also informs future planning and training needs based on trends and frequency of support requests.

INSTRUCTIONAL USE OF TECHNOLOGY

Teachers utilize Google Workspace, Canvas, Zoom, and subject-specific software to support instruction. Teachers use digital tools for student assessments, project submissions, video instruction, and collaborative activities. CTE programs integrate industry-standard software to build workforce readiness.

EQUIPMENT REPLACEMENT PLAN

- Teacher computers: Replaced every 4 years
- Student lab computers: Replaced on a 3–5 year cycle or as needed
- A/V equipment: Replaced when functionality is impaired or compatibility is lost
- Network and server infrastructure: Reviewed and upgraded every 5 years

DATA PRIVACY AND SECURITY

ABC Adult School adheres to district-established data security protocols to safeguard the integrity and privacy of all institutional data. Core systems, such as Google for Education, ASAP, and Canvas, are encrypted, cloud-based platforms that handle data protection and backups through their service providers.

All users access systems through secure login credentials. The Student Information System stores sensitive student and staff information and makes it visible only to staff with the proper access rights. Staff network folders are secured using Active Directory permissions, allowing access based on individual roles.

Student computers are not connected to the school's internal domain to prevent access to network resources. Guest internet traffic is separated on a dedicated virtual LAN with Access Control Lists in place to block unauthorized access to internal systems and information.

EMPLOYEE ACCEPTABLE USE POLICY

All staff at ABC Adult School must follow the ABC Unified School District's Employee Acceptable Use Policy (AUP), which outlines responsible and professional use of district technology, network access, internet services, and email.

This policy prohibits unauthorized access, sharing credentials, installing unapproved software, and using district systems for personal gain, political activity, or any form of harassment or inappropriate content.

Each staff member must sign the AUP as a condition of employment. The District Human Resources Department keeps the signed forms on file. Violations may result in revoked access, disciplinary action, or legal consequences, as outlined in ABCUSD Board Policy 4040.

COMPUTER EQUIPMENT CHECKOUT PROCESS

ABC Adult School staff who are issued laptops, iPads, or other devices for instructional or administrative purposes are required to complete the ABC Adult School Staff Computer Equipment Loan Form. This form records the issued device, asset tracking information, and user responsibilities while the equipment is in their possession.

Submit the form digitally via Cognito Forms; the site's technology team reviews and archives it. This process ensures that all devices are accounted for and used appropriately, and supports loss prevention, inventory tracking, and audit readiness.

Access the form here:

https://www.cognitoforms.com/abcadulthoodschool/_2526yrabcadulthoodschoolstaffcomputerequipmenloanform

STAFF PROFESSIONAL DEVELOPMENT PLAN

Staff training at ABC Adult School is delivered as needed and when new software or hardware is introduced. The technology team provides hands-on support to help staff learn and integrate new tools, with guidance tailored to each department or individual.

During monthly staff meetings, the IT department shares updates on current and upcoming projects, technical changes, and what staff can expect regarding systems, equipment, and services.

Common training areas include using Canvas, navigating Google Workspace tools, operating smart TVs and classroom A/V equipment, and video conferencing through Zoom or Google Meet.

New staff receive a tech orientation that includes account setup, system walkthroughs, login guides, and an overview of acceptable use expectations.

Recent support has included using Smart TVs, screen sharing for instructional purposes, and copying and managing Canvas courses. Future sessions will focus on rolling out Windows 11 operating systems to all classrooms and providing cybersecurity awareness training to all staff.

EVALUATION AND ONGOING ADJUSTMENT

ABC Adult School's Technology Plan is updated and adjusted throughout the year based on staff needs, usage patterns, and system performance.

While there is no formal annual review meeting, the IT department regularly evaluates progress and gathers input from:

- Support Staff Meetings are held quarterly to provide updates and discuss upcoming projects
- Department-level meetings where staff share instructional tech needs and report on challenges
- Daily IT ticketing system, which logs staff-submitted requests, tracks recurring issues, and highlights priority areas
- Informal and formal teacher feedback gathered through direct communication and classroom observation

The team reviews data from the school's IT ticketing system monthly to identify trends, such as recurring equipment issues or training gaps, and uses it to inform adjustments to support strategies and purchasing decisions.

The team communicates key changes and project updates to staff during monthly meetings and department-level check-ins.

TECHNOLOGY PLANNING TEAM

- Nancy Amara – Principal
- Jeff Heilig – Assistant Principal
- John Agagas – Network Analyst II

ACCESS TO THE TECHNOLOGY PLAN

This plan is shared annually with instructional and classified staff during beginning-of-year meetings and is available digitally upon request or on our website under Teacher and Staff Resources.

COE COMPLIANCE STATEMENT

This plan meets the requirements of COE Standard 6C by addressing technical infrastructure adequacy, data security, accessibility, system reliability, annual evaluation, and stakeholder

access to institutional technology services.

ANNUAL REVIEW

The school's administration, instructors, and staff conduct an annual review of this plan.

Meeting	Date	Administrator; Confirming Plan Review
ABCAS Staff Meeting	8/5/2025	<i>JEFF HEILIG</i>
ABCAS Staff Meeting	8/6/2026	<i>JEFF HEILIG</i>