ABC Adult School
Technology Plan

VISION STATEMENT

ABC Adult School envisions a future where every student and educator is empowered through reliable, accessible, and innovative technology that supports academic achievement, career readiness, and lifelong learning.

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 is equipped with 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. This system is updated regularly by the technology team to ensure accountability, loss prevention, and 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 2026, 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 2025
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 g 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 2025
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. ADA-compliant devices and instructional tools are available in classrooms. Teachers provide alternative formats and accommodations in Canvas or through Google Workspace for Education to meet the needs of students. Digital literacy support is embedded into ESL and HSD programs.

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

TECHNICAL SUPPORT AND MAINTENANCE

Support is provided by a full-time Network Analyst II and two Technology Assistants. Hardware issues, software support, and classroom device troubleshooting are managed on-site, with escalations sent to the ABCUSD district IT team for further assistance. Service contracts are in place for copiers, smart displays, and printers. Requests are logged and prioritized 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. Digital tools are used 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. Sensitive student and staff

information is stored in the Student Information System and is only visible 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 are required to 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, the sharing of credentials, the installation of unapproved software, and the use of district systems for personal gain, political activity, or any form of harassment or inappropriate content.

Each staff member is required to sign the AUP as a condition of employment. The signed forms are kept on file with the District Human Resources Department. 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 device issued, asset tracking information, and outlines user responsibilities while the equipment is in their possession.

The form is submitted digitally via Cognito Forms and is reviewed and archived by the site's technology team. 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/abcadultschool/_2526yrabcadultschoolstaffcomputerequipmen tloanform

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 the use of 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

Data from the school's IT ticketing system is reviewed monthly to identify trends, such as recurring equipment issues or training gaps, and is used to inform adjustments to support strategies and purchasing decisions.

Key changes and project updates are communicated 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 fulfills the requirements of COE Standard 6C, addressing technical infrastructure adequacy, data security, accessibility, system reliability, annual evaluation, and stakeholder access to institutional technology services.