

Technology Three Year Plan
(List the years covered by the plan)

Name of Your School

Approved by school Board on:

(Put your date of approval here)

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A Sample School Technology Survey

Part 1—Executive Summary

School Mission

Insert your School Description

Sample:

(Our mission is to provide an excellent educational experience in a caring environment that empowers and inspires each student to succeed academically, socially, spiritually, and emotionally in an evolving global society. Our educational technology mission statement aligns with NAD department of Education’s Mission.

The use of computers has become ubiquitous in our society. Facility with technology in general and computer technology in particular has become an essential prerequisite to career and professional success.)

Technology Philosophy:

Insert your Introduction

Sample:

(Technology is a tool for improving teaching and learning, supporting the curricular goals of the school. Curriculum should drive our use of technology. Technology is neither an end in itself nor an add-on. It is an integral part of our school improvement plan. Technology can extend learning resources beyond the walls of the classroom through enhancing communication, collaboration and community. The integration of technology in the curriculum will assist to serve the diverse learning styles of our students. Learning technologies will be widely and equitably used in every school building in Elwood to support the teaching and learning process. All students will learn to skillfully use technology as an effective tool in problem solving, critical thinking, communication, and productivity so they can become contributing members of our global society. All students should have equal access to the information tools that will enable them to become self-directed, self-motivated life-long learners.)

Educational Technology Committee:

- , Director of Curriculum
- , Principal
- , Business Manager /Treasure
- , Parent
- , Parent
- , Student
- , Teacher
- , Teacher
- Technician, Information Systems

Part 2—Current Technology Inventory

A. School Technology Survey

List results from Appendix A.

B. Technology Inventory

i. Technology Equipment and Networking Capacity

The school maintains over ?? networked computers for nearly a ??? to one student to computer ratio. List all technical resources
..... The school is currently piloting a number of hardware devices including wireless laptop carts for the classroom.

ii. Software Used for Curricular Support and Filtering

To support the school's curriculum, the school installs on each system Microsoft Office, Internet Explorer (or better yet Fire Fox), and Email, as well as other programs such as Adobe Acrobat and multimedia plug-ins such as Shockwave. In addition to these desktop essentials, teachers may request that subject specific software be loaded onto their workstations and the machines used by their classes.

The long-term plan includes a projection for future Operating System upgrades.

Internet filtering is performed by ?????????? in accordance with the guidelines of the NAD Policy.

iii. Technology Maintenance Policy and Plans

- The school's technology is maintained by a whom and is their regularly scheduled maintenance scheduled to prolong the life of the technology

iv. Telecommunication Services

What types of telecommunications are in the school?

v. Technical Support

What type of technical support is available to the school

vi. Facilities Infrastructure

Describe your network system briefly

C. Plan for Replacing Obsolete Computers

Part 3—Three Year Goals and Objectives

Describe the specific goals and objectives for using technology to improve student academic achievement aligned with NAD/State Curriculum Standards.

Specific Goals and Objectives:

Goal #1—Identify and implement technologies that facilitate learning in the classroom

Objectives:

1. The school will provide relevant and current information as to the newest technologies and the implementation of those technologies in schools.
2. The school will support the implementation of new technologies with professional development.
3. Departmental technology committees will pilot the use of technologies in their specific classrooms.

Goal #2—Document the relationship between technology and learning

Objectives:

1. Departmental technology committees will collect data regarding the improvement of student learning from the use of technology.
2. Teachers will be supported in the creation of assessments that identify the success of technology use.
3. The Technology Committee will create assessment benchmarks and rubrics for the use of technology.

Goal #3—Integrate technology instruction across disciplines and align curricular technology goals to the Curriculum Standards.

Objectives:

1. The school will assess the current alignment of Curriculum Standards to teaching across disciplines.
2. Departmental technology committees will plan for the integration of discipline specific technology standards.
3. The school will provide teachers with models of integration of relevant technologies that align with the Curriculum Standards.

Goal #4—Create and implement professional development activities that support the overall and department-specific goals for technology integration.

Objectives:

1. The school will focus coursework on supporting departmental-specific technologies.
2. The school will provide all staff with access to technologies relevant to their coursework.
3. The school will pursue partnerships to support the growth of staff members in the use and instruction of technology.

Goal #5—Create and implement an ongoing evaluation process the use of technology.**Objectives:**

1. The school Technology Committee will assist in the creation of a school-wide assessment of technology integration.
2. Departmental technology committees will create a regular assessment cycle for their specific disciplines.
3. The evaluation process for the second and third years of this plan will help the writing of the 2010-2013 technology plan.

Implementation Plan**Year 1—: Aligning Technology Use with Curricular Goals**

Year one of the three year plan will involve assessment of the current use of technology. The work will be driven by three questions: How can we use technology to achieve our curricular goals? What technology needs to be in place to fulfill that vision? What training will teachers require to implement that vision? Activities will include:

- Formation of departmental technology committees
- Inventory of current uses of technology in the classroom and research into potential models and emerging technologies
- Assessment of level of expertise among staff

Timeline:

- September – October—
- October – December—Classroom inventory; staff technology assessment;
- January – March —
- April – June —

Year 2—: Implementation

Year 2 will involve continued revision of the curriculum, and an implementation plan for the third year. Activities will include:

- Planning and execution of professional development

Timeline:

- September – December 2005—
- April – June 2006—
- May – June 2006—

Year 3—: Measurement and Adjustment

The third year of the plan will focus on long term integration and professional development, implementation of the model, and development of systematic assessment for the school. Activities will include:

- Implementation of model throughout the year
- Long term budgeting
- Long range professional development plan
- Development and use of systematic assessment procedure

Timeline:

- Ongoing – New technologies integrated in classrooms
- October – February—Professional development needs and training plans; preparation for Next three year technology plan
- January – June—Assessment and review procedure.

Part 4—Three Year Implementation Strategies/ Activity Tables

Describe the implementation strategies and activities that relate to the school's goals and objectives. Include strategies and activities that address the following:

- how all students will acquire information technology literacy skills
- promote parental involvement, increase communication with parents
- describe how parents will be informed of the technology being applied in their child's education so that the parents are able to reinforce at home the instruction their child receives at school

Goal #1—Identify and implement technologies that facilitate learning in the classroom

- 1.1 Update, monitor and evaluate school technology plan.
- 1.2 Update, monitor, evaluate departmental technology plans and align with school plan.
- 1.3 Include involvement of all interested and relevant groups in the visioning and planning process.
- 1.4 Create and develop classroom technologies Weblog to highlight best practices and offer online training on the technologies used for all interested audiences..
- 1.5 Review annually the school's technology plan to ensure that it is consistent with the school's vision, and technology needs.
- 1.6 Create avenues to communicate integration of classroom technologies to parents and community members and provide support for the use of those technologies in the home.

Goal #2—Show the relationship between technology and learning.

- 2.1 Assist in the creation of evaluation tools including pre and post tests, reflective narratives, rubrics, etc.
- 2.2 Assist in the development of project-based and performance assessments.
- 2.3

Goal #3—Integrate technology instruction across disciplines and align curricular technology goals to the Core Content Curriculum Standards.

- 3.1 Assist in the development of co-departmental projects that include the use of technology.
- 3.2 Develop support for the implementation of Webquests and similar activities.
- 3.3. Develop an ongoing plan for communicating best practices for technology integration

Goal #4—Create and implement professional development activities that support the overall and department-specific goals for technology integration.

- 4.1 Create and develop an online resource for teachers and classroom technology.
- 4.2.

Goal #5—Create and implement an ongoing evaluation process the use of technology.

- 5.1 The Technology Committee will assist in the planning, development and implementation of a continuous school-wide assessment of technology integration.

Part 5—Funding Plan

Expect the figures to change based on the schools curricular recommendations.

EXPENSE	YEAR 1	YEAR 2	YEAR 3
General Supply	\$	\$	\$
Maintenance Contracts	\$	\$	\$
Equipment Repair & Maintenance	\$	\$	\$
Contracted Services	\$	\$	\$
Staff Professional Development	\$	\$	\$
Supplies and Forms	\$	\$	\$
Internet Access	\$	\$	\$
Part-Time Employees	\$	\$	\$
Phone System	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$

The following sources of funding will be used for the above expenses:

Part 6 – Professional Development

Access to Educational Technology

Currently, every teacher, staff member and administrator has access to networked, Internet-connected computers and other technologies within their workplaces.

As with most schools, one definite barrier is the limited number of professional days for staff training.

(The school name) has consistently offered up to date training opportunities in the hardware and software packages being used at the school. Over the past two years, the following technology-related courses have been offered:

- A mathematical tour with Geometer's Sketchpad
- Creating a website
- Easy internet publishing with Weblogs
- Gradequick 11.0 intermediate
- Intermediate Photoshop or GIMP
- Intro to flash
- Introduction to access
- Introduction to excel
- Introduction to image creation and editing
- Introduction to word
- Lesson improvement through hands-on technology
- Mail merge and databases
- PowerPoint for use in the classroom
- Teaching on the web
- Ti-83 calculator workshop
- Tips, tricks and troubleshooting using excel
- Tips, tricks and troubleshooting using PowerPoint
- Tips, tricks and troubleshooting using word
- Using video in the classroom
- Video basics
- Weblogs in the classroom

Staff development initiatives for include:

- expansion of quick training session as requested by staff
- discipline specific training opportunities

Part 7 – Evaluation Plan

The evaluation of the ??? technology plan will be ongoing at many levels. Overall review of the plan will be carried out by the school Technology Committee which will meet on a bimonthly basis to review and support the efforts of the school. The committee will set benchmarks and implementation of the school goals as well as assist in the creation of pre and post assessments for teachers and students.

In addition, teachers will continue to be surveyed about the effectiveness of professional development opportunities as well as be asked to reflect on classroom practice involving technology.

It is our goal to revisit this technology plan on an annual basis. Incorporated in each annual review will be the reflections and recommendations of the administrative team, supervisors and the school Technology Committee. We plan to write the preliminary draft of the ????? technology plan in ????? to allow a year's worth of review and input from our various constituencies.

Appendix A— School Technology Survey

School Survey

1. SCHOOL PROFILE

Person completing the survey _____

Title _____

Number of instructional classrooms (including the library) in your school (do not include your school's gymnasium) _____

2. TECHNOLOGY PLAN

- a. Does your school have a site plan that includes technology planning (this could be a separate plan or it could be a school improvement plan that addresses using technology to improve teaching, learning, and overall school management)?

Yes No

If posted on the Web, enter the URL of your school's technology plan:

3. EQUIPMENT

- a. How many computers (including all desktops, laptops, tablets, thin clients) for instructional use (including computers used by teachers for instruction) are being used at your school site? _____

- b. Of the computers in question 3.a., how many are laptop computers? _____

- c. When responding to the following items, the age of a computer's central processing unit (CPU) is the primary factor that determines a computer's age. Generally, any documentation that would show the purchase date of a computer or the CPU upgrade could be a reasonable way to determine the age of the computer's CPU.

Of the computers in question 3.a. that are not thin client devices, how many are:

Less than one year old _____

Between one year old and less than two years old _____

Between two years old and less than three years old _____

Between three years old and less than four years old _____

More than four years old _____

If you have a system that uses thin client devices, how many:

Thin client devices are multimedia capable (e.g., Internet, sound, etc.) _____

Thin client devices are not multimedia capable _____

d. Where are the computers reported in question 3.a. located?

<u>Location location</u>	<u>Number of computers at that location</u>
Classrooms	_____
Computer labs	_____
Library	_____
Laptops on carts	_____
Other (please specify) _____	_____

e. How many computers do you expect to acquire this fiscal year from all sources?

f. How many computers reported in question 3.a. do you expect to retire this fiscal year? _____

g. How many student response classroom systems are used by students as part of the teaching/learning process? _____

h. Does your school allow/support videoconferencing with entities outside your school?

Yes No

If so, how many of the following categories of videoconferencing systems are at this site?

Room-based Systems (including mobile units) _____

Desktop Systems _____

i. Does your school have sufficient electrical capacity to achieve a 4:1 student-to-computer ratio?

Yes No

4. CONNECTIVITY

a. Have you collected data on the number of classrooms at this site that have insufficient electrical capacity to support the educational technology needs?

Yes No

If yes, please provide the number of classrooms at this site with insufficient electrical capacity to support the education technology needs _____

b. How many computers at this site are connected to the Internet via a broadband (non dial-up) connection? _____

c. Does this school provide wireless Internet access onsite? Yes No

d. If yes to question 4.c., please respond to the following:

i. Does this school provide wireless access for administrators? Yes No

- ii. Does this school provide wireless access for teachers? Yes No
- iii. Does this school provide wireless access for students? Yes No

5. TECHNICAL SUPPORT

- a. When hardware breaks or technical support is needed at your site, how long does it usually take to fix the problem?
 - Two hours or less
 - More than two hours, but by the end of the day
 - Within two to five work days
 - More than a week but less than a month
 - A month or more
- b. How many hours per week do students or other non-school staff spend providing technical support to your school? Note that student positions may be paid or volunteer.

<i>Type of Technical Support</i>	Hours per Week
Contracted vendor services	
School Services	
Students	
County Office of Education services	
Others, including volunteers	

- c. Is there a student technology support class or program (such as: Student Computer Help Desk, or a Mouse Squad) at your school? Yes No
- d. If yes to question 5.c., how many students are involved? _____

6. CURRICULUM SUPPORT

- a. When teachers need help with integrating technology into the curriculum (such as understanding how to use Web resources in a unit on Egyptian history), how long does it take to get this support?
 - Two hours or less
 - More than two hours, but by the end of the day

- Within two to five work days
- More than a week, but less than a month
- A month or more
- No support is available

7. PROFESSIONAL DEVELOPMENT

Need for professional development and assistance to plan and use technology:

Considering the overall needs in the school check (√) the level of assistance needed for each of the four topics from “none” to “high”.

a. Areas of possible assistance needed	Assistance needed?		
	None	Moderate	High
1. Select, access, and use technology to expand student learning opportunities, skills, and knowledge			
2. Plan, implement, and use hardware to make use of the Internet for instructional purposes			
3. Use technology-based applications to access and analyze student assessment to guide instructional plans and decisions			
4. Identify and apply for state, federal, and/or private funding related to the access and/or use of technology			

8. TECHNOLOGY USE

- a. What percent of administrators at this school site have an e-mail account? _____
- b. What percent of teachers at this school site have an e-mail account? _____
- c. Do you permit students to access e-mail (including web-based e-mail) at this school site? Yes No
- d. If you answered Yes to question 8.c., what percent of students at this school site have a school-provided e-mail account? _____

e. Please respond to the following descriptions of **teachers'** use of technology:

Teachers' use technology to:	None of the teachers at the site access and use the technology tools or processes this way	More than zero but less than 25% of the teachers at the site access and use the technology tools or processes this way	25% to less than 50% of the teachers at the site access and use the technology tools or processes this way	50% to less than 75% of the teachers at the site access and use the technology tools or processes this way	75% to 100% of the teachers at the site access and use the technology tools or processes this way
Word-process	1	2	3	4	5
Access content-specific software or Web-based resources	1	2	3	4	5
Create reports or projects	1	2	3	4	5
Provide demonstrations or simulations	1	2	3	4	5
Correspond with experts, authors, students from other schools, and others, via e-mail and/or Internet	1	2	3	4	5
Solve problems and/or analyze data	1	2	3	4	5
Videoconference	1	2	3	4	5
Webcast					
Research using Internet or CD-ROMs	1	2	3	4	5
Provide online professional development	1	2	3	4	5
Provide streaming video	1	2	3	4	5
Conduct virtual field trips	1	2	3	4	5
Use online student assessment tools	1	2	3	4	5
Present materials electronically	1	2	3	4	5

f. Please respond to the following descriptions of **students'** use of technology:

Students' use technology to:	None of the students at the site use technology this way	More than zero but less than 25% of the students at the site use technology this way	25% to less than 50% of the students at the site use technology this way	50% to less than 75% of the students at the site use technology this way	75% to 100% of the students at the site use technology this way
Word-process	1	2	3	4	5
Access content-specific software or Web-based resources	1	2	3	4	5
Research using the Internet or CD-ROMs	1	2	3	4	5
Create reports or projects	1	2	3	4	5
Access demonstrations or simulations	1	2	3	4	5
Correspond with experts, authors, students from other schools, and others, via e-mail and/or Internet	1	2	3	4	5
Solve problems and/or analyze data	1	2	3	4	5
Present materials electronically	1	2	3	4	5