

THE ARKANSAS DEPARTMENT OF  
Education 

2009-2012 Technology Guiding Questions  
for Arkansas School Districts  
and Open Enrollment Charter Schools

**DEADLINE:** 2009-2012 Technology plans are due May 2, 2008 in our office by 4:00pm. A technology plan **MUST** be received from every public school district, every open enrollment charter school and every education service cooperative in Arkansas.

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- 1) Please make sure that all pages in the technology plan are numbered, and that you enter the correct page number for each section of the table of contents in its relevant block provided.

## Technology Committee

The Technology Committee should represent all stakeholders. Development of the technology plan and implementation of the plan should enable parents, educators, students and community members to benefit from the investment in technology and all should have representation on the committee.

**Narrative:** A narrative on the technology planning process to include:

1. Planning Process - Description of the process used to develop the district's plan.
2. Planning Process Input - Description of how and from whom input / feedback was sought for the plan.
3. Communication of Plan - How the plan for technology was communicated to teachers, students, parents, and the community, so that a common understanding is reached for how educational technology will be used to improve students' achievement.
4. Plan Maintenance – Tentative plans for technology committee meetings for the next school year to evaluate the success of the plan and to make needed updates.

## Vision and Mission Statements

### Vision Statement

A vision statement expresses thoughts about what the district's future educational environment should look like. It should be written in broad terms and should guide the development of the technology plan.

### Guiding Questions:

1. What roles do we desire and see for the future of technology and education in our institution and community?
2. What will our classrooms of the future look like and include?
3. How will instruction be delivered?
4. How and at what levels will students achieve?
5. How will the community be involved?
6. What do we envision for our learners in the future?

## **Mission Statement**

A mission statement is a brief, general description of the district's plans for promoting the effective use of technology to improve students' performance. The mission statement describes the steps that will need to be taken in order to achieve the district's vision.

## **Current Technology Assessment**

In this section you are to assess your district's current technology status in these categories: curriculum integration, professional development, and equitable use of technology. Use the questions listed beneath each category to guide the assessment. The final section of technology assessment requires a summary of the current technology inventory of the district to be attached to the plan.

### **A. Technology Integration with Curriculum and Instruction**

1. Identify your district's current curriculum strengths and weaknesses and describe the process used to determine these strengths and weaknesses. Briefly describe the district's current procedures for using technology to address any perceived curriculum weaknesses.
2. Briefly describe how the teachers currently integrate technology into the curriculum. Include ways technology is presently used for entire classroom and for small group instruction.
3. Briefly describe how students currently use technology. Include ways students presently use technology for purposes beyond practice of skills.
4. If your district is not currently practicing technology integration, list strategies that are being implemented to promote technology integration into the educational process.
5. Does your school provide students and staff access to courses delivered online or through distance learning technology (such as WebEX, interactive videoconferencing or other digital technologies)? What groups of students and teachers will be served by these programs? Has your district considered access for students with unique needs including students with disabilities?
6. What educational gap, need or problem is being addressed by using online, distance learning or digital educational resources at your district?
7. Are you planning to implement an innovative initiative with a group or groups of students, staff or the public such as a one to one laptop, classroom interactive whiteboard, handheld, distance learning receiver or provider initiative?

8. What impact the state's plans to conduct certain types of tests via computer will have on your technology plan over the next three years?
9. Do you currently use technology to communicate with or involve parents with the education of their children? How do you do this?
10. How do you use technology in the school security system?

## **B. Professional Development**

The technology plan must include strategies for providing ongoing professional development for teachers and administrators in the integration of technology with curriculum and school management; and for public libraries staff in the use of technology for the delivery of public libraries services and access to information.

1. What staff development activities are planned to provide training to teachers, administrators and other staff members in the use of technology for delivery of instruction and/or school district's administrative processes?
2. Has your district adopted technology skills standards at the local level for students, teachers, and administrators? Are these standards developed based on nationally based standards such as International Society for Technology in Education (ISTE), or other models?
3. What training was provided on the standards?
4. How is the staff prepared to incorporate these standards with instructional practices?
5. Do you have information and technology literacy requirements for your teachers and administrative staff?
6. Are the district's staff members sufficiently trained to integrate technology with instruction? How is the staff assessed on the effectiveness of training?
7. Are school administrators sufficiently trained in the use of technology as an administrative tool? How are administrators assessed on their training?
8. What types of professional development delivery formats are used in your district (online, interactive video, videos, face to face-etc.)?
9. Are there particular challenges your school district or school is experiencing in providing sufficient professional development activities to your staff? If so, what are those challenges?
10. Describe the process your district uses for assessing the technology professional development needs of teachers, administrators, and non-certified staff. If your district measures the implementation level of technology in the classroom, include a sample of the tool that is used.

11. Who is in charge of providing students, staff, and administrators with training in cyber ethics, copyright and intellectual property professional development?
12. Briefly describe technology professional development activities that have been offered to the teachers.
13. Describe the method(s) the district uses to determine the effectiveness of the professional development activities.

**C. Equitable use of Technology**

1. Describe the availability of technology to students and staff in the district.
2. Has your district considered access for students with unique needs including students with disabilities using online or distance learning courses?
3. How much time is available for use of technology by students and staff?
4. How are assistive technologies provided and supported?
5. Is the technology staff trained to support assistive and accessible technologies?

**D. Current Technology Inventory and Narrative**

1. Describe how technology is inventoried.
2. Attach an inventory summary of the technology that is found in your district (do not send a print-out of an inventory list of all equipment at each school).

For each school, provide the following information:

- *Number of Internet connected multimedia computers*
- *Number of printers*
- *Number of servers*
- *Number of rooms wired for the Internet*
- *Number of phone instruments*
- *Number of phone lines*
- *Number of fax machines*
- *Satellite systems/equipment*
- *Network systems/equipment*
- *Include equipment used for distance learning*

## **Needs Assessment**

Conducting a needs assessment involves identifying the technology needs of the district and its stakeholders. It is recommended that, for a start, evaluating progress towards needs identified in the previous technology plan should be evaluated. There are many forms of needs assessments, and school districts should choose a method that meets their local needs, be it a survey process involving students and staff or a more formalized process.

### **Guiding Questions:**

1. What type of needs assessment did your district conduct to develop this technology plan?
2. When did you conduct this needs assessment? (provide a date)
3. Who participated in the needs assessment? (provide number of participants who took the assessment and number of participants that returned the assessment)
4. What were some of the critical components of your needs assessment?
5. What were some of the key results of your needs assessment?
6. Insert a sample of assessment at the end of the technology plan.

## **Goals, Objectives and Strategies for Technology**

Establishing goals, objectives, and strategies for technology to improve education should be based on the results of the needs assessment. It is recommended that the realistic goals that reflect expected resource levels and service objectives be established for the next three years. This may include new programs or services to be delivered through technology, improvements in existing programs, and new trends in using technology for delivery of education that are impacting your district.

The Department of Education sees the following topic areas as the core foundation for use of technology in education. Please note that since the previous technology planning cycle ADE has been moving towards online testing for some of its state assessments. (Schools need to be aware of this priority for the state and consider what planning is needed at the local level to fulfill these requirements by accessing these online resources and services. Technology plans should address strategies in these areas. Districts and schools may have additional areas of focus that may be added.

- Technology as a Tool for Parental Involvement and Communication.
- Technology Integration with Curriculum and Instruction.
- Technology for Delivery of School Media Center.

- Technology for School Administrative Support
- Increase/Improve Technology Access for Teachers and Students.
- Technology as a Tool for Delivery of Staff Development.

### **Guiding Questions:**

1. List and describe your specific goals, objectives, and strategies for technology based on the results of your needs assessment.
2. Are you using technology strategies to meet the Arkansas Curriculum Frameworks? What are your basic strategies for doing this?
3. Are you using technology strategies to meet the goals listed in the district's Arkansas Consolidated School Improvement Plan? List the goals being met through technology and describe the strategies for doing this.
4. Has your school adopted technology literacy standards for students? Are these locally designed standards or are they nationally-developed standards such as those produced by the International Society of Technology in Education (ISTE)?
5. Does your district provide students and staff with access to courses delivered on-line or through a distance learning technology such as interactive television? What groups of students or staff are served by these programs?
6. Does your application describe how parents will leverage existing networks and communication systems to facilitate communication with educators regarding student progress, assessment results, and support resources?
7. Does your district provide curricular materials in alternate format, including digital format? What groups of students are provided access to these alternate formats?
8. Have you or are you planning to implement an innovative initiative with a group or groups of students or staff, such as a laptop or handheld initiative? If so, describe the initiative and objectives for implementation.
9. Do your teachers and administrators use tools for data-driven decision making? Which ones?
10. Are you using any computerized or on-line assessments? Which ones?
11. Do you currently use technology to communicate with or involve parents? How is this done?
12. Identify any additional strategies based on local needs that are not addressed in - 10 above.

### **Policies and Procedures**

The Arkansas Department of Education strongly recommends that at a minimum, districts develop technology policies relating to equitable access for students with exceptional needs, data and network security, and Internet safety.

The Children’s Internet Protection Act (CIPA) requires each district to have an Internet Safety Policy that protects minors from pornography or activities that could harm them. CIPA compliance is required for E-Rate, and Title II Part D of No Child Left Behind. Under CIPA, the Internet Safety Policy must also contain a “technology protection measure” that prohibits access to graphic images considered pornography or harmful to minors.

In addressing this criterion, you must make sure to show evidence that the Internet Safety Policy based on CIPA guidelines exists by attaching a copy of the policy to this technology plan.

### **Guiding Questions**

1. Do you have policies in place for the areas recommended? If so, what are some of their key components?
2. If you do not have policies in place, do you have plans to develop them? When will they be developed?
3. How school staff, parents, and students are kept updated on these policies?
4. Have you conducted a security audit of your network? How do you secure your network and safeguard the privacy of data?
5. Do you have an Internet Safety Policy that contains a “technology protection measure”?
6. Does your district have a cyber ethics, copyright and intellectual property statement in your acceptable use policy?

### **Technology Infrastructure, Management, and Support**

This criteria section is designed to stimulate planning for the physical technology infrastructure required for the district to deliver educational services. This includes elements of hardware, software, telecommunication services, and staff needed to support the technology infrastructure. The key elements of technology infrastructure are outlined below. Your district may have additional items that need to be included in your technology plan based on local initiatives. Please remember that the district technology plan needs to be reflective of services that are requested on the Form 470 used in the E-Rate application process.

- Telecommunications Capacity.
- Hardware and Software (EX: Handhelds and Tablet or Laptop PCs, Accelerated Reader – Accelerated Math, OS)
- Distance Learning Technologies.
- Replacement Schedule for Hardware
- Network and Data Security.
- Technology Platform.

- Level of Technology Staff Support.
- Average Age of Equipment

### **GUIDING QUESTIONS:**

1. Describe your basic technology infrastructure. (Include schematic drawings that show the location of wiring closets, classrooms with Internet access, and identify the types of LAN and WAN connectivity.)
2. What is your telecommunications/connectivity capacity? Is this capacity sufficient to meet your needs? Do you have plans for expanding this capacity over the next three years?
3. Are new schools currently being discussed? What will you need for new building expansion?
4. Do you have a Distance Learning Lab? If yes, what is the brand name?
5. What is the average age of the equipment used for delivery or instruction services?
6. Do you have an equipment replacement schedule? If so, please describe the basic schedule.
7. What is your technology platform – Macintosh, PC, or combination?
8. Do you currently use a firewall?
9. Do you currently have anti-virus software? If so, for how many machines?
10. Do you presently have an email filter for SPAM and/or viruses?
11. Do students or staff regularly use handheld PDA devices or tablet/laptop PCs? If so, what types of applications of these devices are in place?
12. How many technology support staff do you have to manage your computer and network infrastructure? Do you feel that the staff is sufficient or is technology support a challenge for your district schools?
13. How is technology support staff provided with training?
14. What challenges do you face in trying to maintain and/or upgrade your technology infrastructure?
15. Explain how E-Rate has allowed the district to improve or increase its technology infrastructure.

### **Technology Budget**

This criterion is designed for the school to show evidence that a budget has been planned and exists for the course of the three-year technology plan. To the extent possible, identify existing and potential technology funding sources, and create a budget summary of projected expenditures for technology over the next three years. Include

estimates for expenditures on items such as hardware, instruments and equipment, software, consulting contracts, telecommunications services, staff, training for technical staff and staff development opportunities for teachers, administrators, supplies, and facilities.

Remember to address the following two key components:

- Evidence of adequate budget to support infrastructure and services over the next three years.
- Identify existing and potential funding sources.
- Identify non discounted funds that support E-Rate services

### **GUIDING QUESTIONS:**

1. Provide an estimated budget for your anticipated technology expenditures for the next three years.
2. What are your major funding sources?
3. Are there any particular funding challenges your schools may face over the next three years that impact your districts ability to implement the technology plan? If so, what are they?

### **BUDGET SUMMARY**

Provide a budget summary for the period of time between the end of the budget in your existing plan and July 2012. Make sure to explicitly put into the budget the money to pay your portion of E-Rate eligible services. For example, if your phone bill is \$50,000 and you anticipate \$30,000 in E-Rate discounts, make sure you have \$20,000 in your local budget to cover your portion of the cost.

Please note that this budget will be sent to Universal Service Administration Company (USAC) as a part of the state application in order for Arkansas Department of Education to pay for the telecommunication lines (i.e. APSCN).

### **Implementation Plan**

The implementation plan should include basic schedules and timelines, budget commitments, equipment to be purchased, communications strategies associated with the technology plan, action steps for tasks to be completed, periodic evaluation of progress with implementation of the plan, milestones to be reached, staff assignments, and time estimates for tasks. The timeline that should be reflected in the implementation plan is for July 1, 2009 – June 30, 2012.

## Guiding Questions

1. Provide a basic implementation plan for the goals and strategies outlined in the technology plan for your school district.
2. Provide a timeline and action steps for the implementation plan for your school district. Action steps could include selecting computer hardware, software, and telecommunications, installing and maintaining equipment, hiring and training staff, user training, etc.
3. Technology plans must cover the period from July 1, 2009 through June 30, 2012.

## Plan Evaluation

Evaluation of a technology plan must be continuous and based upon a variety of factors. Major evaluation activities assessing target competencies should be conducted each year. These activities should include performance of tasks and/or demonstration of skills listed in the target objectives. Other periodic evaluation activities should focus on the following specific evaluation categories: 1) connectivity/infrastructure; 2) hardware; 3) integration and use of technology; 4) professional development; and 5) fiscal support of technology. Be sure to include the following in this section:

- Evidence of Evaluation of Previous Plan (minimum 1 page summary of process used for evaluating previous plan and results of evaluation of previous plan.)
- Evaluation Plan for 2009-2012 Technology Plan

### GUIDING QUESTIONS:

1. What measures of performance have you incorporated into your plan to determine whether your technology implementation and investments have been effective in achieving your school district's objectives?
2. How often will you evaluate progress on your school district's plan?
3. Who will do the evaluation?
4. Who will be responsible for documenting the evaluation process?
5. Show evidence that you have evaluated your school district's previous technology plan and include the key points or findings of this evaluation in your new plan.

No Child Left Behind Requirements: Description of the process and accountability measures that the school or school district will use to evaluate the extent to which activities funded under the program are effective in integrating technology into curricula,

increasing the ability of teachers to teach, and enabling students to achieve challenging state academic standards requirements.

### **Technology Plan Submission:**

- All districts and charter schools must submit one (1) original technology plan with authorized signatures ***signed in blue ink***, and two (2) additional copies.

The technology plan consists of three templates that must be completed and submitted:

1. Technology plan template. Signature required on the Statement of Assurances page.
  2. Budget template. Complete and place under section 10 in the technology plan according to the table of contents.
  3. Letter of Agency (**LOA**) template. Signature required. Complete and place under section 15 in the technology plan according to the table of contents. Please note that **“NO” wording changes can be made on the LOA.**
- Use the table of contents as your checklist for the items that must be included in the technology plan.
  - Please staple the original technology plan and the two copies in the upper left corner. ***No notebooks, binders, or special binding accepted.***
  - **Technology Plans will NOT be accepted via fax or email transmission.**
  - Mail the originals and the two copies to:

**Wilma Toombs  
ADE Technology Center  
6020 Ranch Drive C-8  
Little Rock, AR. 72223**