

## Technology Plan Overview

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**Deadline for Submission:**  
**April 15, 2008 4:00 pm** (in our office!)

Presented by  
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## Overview

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- Purpose and Roles of the tech planning process
- Tech plan composition
  - Tech plan templates
  - Suggestions for tech plans
- LOA
- Submission Process
- Questions

## Purpose of the Tech Plan

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- Tech plans ensure that schools are prepared to effectively use the provided requested services to integrate telecommunications and Internet access into their educational programs.
- Tech plans should support and validate the services requested on the Form 471.

## Why Now?

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- No one in the state has an approved tech plan for funding year 2009-2012!
- Arkansas state 470 forms are submitted in July, 2008.
- Plans must be approved prior to June 30, 2008.
- ADE will have approximately 300 plans to approve

## Tech Plan Approvers

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- USAC has certified the Arkansas Department of Education as the Certified Technology Plan Approver in Arkansas for public schools, education service cooperatives and open enrollment charter schools.

## ADE's Role

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- ADE will verify that tech plans include:
  - The entities covered by the technology plan
  - Contact information
  - Time period covered by the tech plan
  - Five elements
  - Appropriate level of complexity
  - Will issue tech plan approval letters

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## Technology Plan Process

- Arkansas sets up a process that meets requirements for the following programs:
  - E-Rate
  - Enhancing Education Through Technology (E2T2)
- Plans are reviewed for good faith effort to meet the criteria

## E-Rate Technology Plan Requirements

- Goals and objectives
- Professional development
- Needs assessment
- Sufficient Budget
- Evaluation

## Enhancing Education Through Technology – E2T2 Requirements

- Strategies for integrating technology with instruction to improve student achievement
- Strategies to ensure increased access to technology
- Strategies to ensure students are technologically literate by end of 8th grade

## Enhancing Education Through Technology – E2T2 (cont)

- Strategies that encourage development and use of innovative strategies to deliver courses through use of technology
- Use technology effectively to promote parental involvement

## Enhancing Education Through Technology – E2T2 (cont)

- Description of technology types, cost, and interoperability
- Promotion of curricula and teaching strategies that integrate technology based on research
- Use of technology to collaborate with adult literacy (where appropriate)

## Enhancing Education Through Technology – E2T2 (cont)

- Strategies for providing ongoing, sustained professional development
- Description of how technology will be integrated and timeline
- Description of process and accountability measures used to evaluate effectiveness

## 2009-2012 Technology Plan

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- Technology Plan Guide
  - Technology Plan Template
  - Budget Template
  - Letter of Agency Template

## Tech Plan Template

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- Technology Plan Submission Form
- Table of Contents
- Current District Demographics
  - School Profile

## Technology Committee

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- District Stakeholders:
  - Administrators
  - Teachers/staff
  - Students
  - Parents
  - Community Members

## Vision

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Expresses thoughts about what the future educational environment should look like, in terms of technology.

## Mission

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General description of plans for promoting the effective use of technology to improve student performance.

## Current Technology Assessment

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- Assess the districts status in:
  - A. Technology integration with curriculum and instruction
  - B. Professional Development
  - C. Equitable use of technology
  - D. Provide Technology Inventory

## Goals, Objectives and Strategies

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- 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

## Policies and Procedures

- Types of Policies and Procedures
  - Equitable Access
  - Data and Network Security
  - Cyber Ethics/Internet Safety Policies
  - Copyright and Intellectual Property

## Technology Infrastructure, Management and Support

E-Rate has impacted our district by?

- Telecommunications Capacity
  - Communications System
- Network and Data Security
- Technology Platform
- New Buildings

## Technology Infrastructure, Management and Support

- Hardware and Software
- Distance Learning Technologies
- Replacement Schedule for Hardware
- Average Age of Equipment

## Technology Infrastructure, Management and Support

- Level of Technology Staff Support
  - Support Staff
    - Hiring
    - Professional Development
    - Technical Instruments need for the position

## Technology Infrastructure, Management and Support

- Maintenance
  - Infrastructure
  - Equipment
  - Licenses
  - Distance Learning Systems
  - Communications Systems

## Technology Budget Template:

- Use the budget template *only*.
- All three years must be completed.
- Your district's name, LEA number, contact information, and entity number must be completed on each of the budget forms. **These forms will be submitted to USAC.**
- Complete all sections that pertain to your school (**marked in red ink**).
- Turn on your insertion key to type in the boxes.

## Sufficient Budget

- The tech plan must show how the school will:
  - Pay the non-discount share of the cost
  - Acquire and support the necessary resources (computers, training, electricity, software, etc.) needed to make effective use of the discounted services.

## Sufficient Budget

- Budgets will be projections for 2009-2012
  - Budgets should be based on reasonable expectations of receiving funding and incurring expenses
- Include specifics about budgeted items and the sources of funding.

## Budget Summary

- Estimated Itemized Budget for the next 3 years
- Funding sources Identified
- Tell me about the impact of E-Rate funding to your district.

## Technology Plan Implementation

- The Technology Plan implementation must explain how the district will integrate and coordinate the technology plan over the next three years.

## Action Plan

- Use Action Plan Template only
- Should plan for goals and projects for next three years with district responsible parties
- Examples

## Evaluation Process

- The tech plan must include an evaluation process that enables the school to monitor progress toward specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

## Statement of Assurances

(Signature Required)

- Must be submitted for technology plan approval
- Original Signatures must be in BLUE ink only:
  - School Board President
  - Superintendent
  - Technology Director or Coordinator
    - Include contact information

## Acceptable Use Policy

- Provide a copy with your Acceptable Use Policy
  - Acceptable Usage (Students and Staff)

## Letter of Agency-

(Signature Required)

- Must be submitted for technology plan approval.
- Original Signatures must be in BLUE ink only.
  - Superintendent or designee of the district
    - Include contact information for this individual

## Submission of the Plan

- Save an electronic copy of your plan.
- Use the table of contents as your checklist
  - Arrange your technology plan according to the order of the table of contents.
  - Technology plan pages must have a page number and sections need to be listed in the table of contents by page number.

## Submission of the 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.

Plans need to be in our office by April 15, 2008 at 4:00 pm.

## MAIL the Tech Plan

Mail the original and the two copies to:

Wilma Toombs  
Arkansas Department of Education  
6020 Ranch Drive C-8  
Little Rock, AR. 72223

## Contacts

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