

## **2016-2018 Technology Plan Guidance**

Most local education agencies (LEAs) currently have an approved 2013-15 Technology Plan on file with the Minnesota Department of Education (MDE) that covers the period of July 1, 2013 – June 30, 2015. School districts and charter schools who wish to remain eligible for federal technology funding, such as the federal E-rate discount program, federal technology grant initiatives, and state telecommunications access aid, must develop their next technology plan to cover July 1, 2015 – June 30, 2018. Completion of this 2016-2018 technology plan and submission to MDE for approval will maintain the LEA's eligibility for state and federal programs for 2016-2018.

For the 2015 funding year, which covers services and equipment to be delivered between July 1, 2015-June 30, 2016, form 470's can be completed any time after July 1, 2014. Districts looking for E-Rate funding on priority two services must have their technology plans written by the time they file their form 470's.

The current 2013-15 technology plans only covers your district through June 30, 2015. To accommodate those districts who need to begin writing their plans sooner, the new 2016-18 technology plan template has been posted on the MDE website:

<http://education.state.mn.us/MDE/SchSup/SchTech/index.html>.

### **Plan Development**

Technology planning should be an integral part of the strategic planning process of LEAs; therefore, MDE has compiled resources to assist with the technology planning process rather than prescribing a specific process.

### **Plan Requirements**

The following requirements are imposed by the federal E-rate program and must be met for technology plans submitted for E-rate program eligibility:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education services.
2. The plan must include a professional development strategy to ensure that staff know how to use these new technologies to improve education services.
3. The plan must also include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.

4. The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.
5. School districts and charter schools receiving E-rate discounts on Internet access must be in compliance with The Children's Internet Protection Act (CIPA) and the Protecting Children in the 21<sup>st</sup> Century Act.

Information on CIPA may be found at:

<http://www.universalservice.org/sl/applicants/step06/cipa.aspx>

Information on Protecting Children in the 21<sup>st</sup> Century may be found at:

<http://www.fcc.gov/document/wcb-public-notice-protecting-children-21st-century-act>

6. Plans need to include any E-rate eligible services for which a school district is seeking E-rate discounts.
7. The plan must be written and have a date of creation that pre-dates any E-rate Form 470s filed for services for the specific E-rate program year. The technology plan must also cover the entire E-rate program year.

[Read more about the E-rate program](http://www.usac.org) (<http://www.usac.org>).

## **Plan Submission and Review**

The 2016-18 Technology Plan may be submitted at any time before June 30, 2018. For LEAs filing for E-rate in funding year 2015 (July 1, 2015 – June 30, 2016) remember that the technology plan must be written before any Form 470s are filed. Form 470's can be filed by LEAs any time after July 1 for the following program year.

MDE will review and approve 2016-2018 Technology Plans as they are received. Approval letters will be sent to LEAs as soon as they are approved.

To view approved technology plans and approval letters, please visit the Data Center: Data Reports and Analytics: School Technology Plans and Approval Letters.

The 2016-18 Technology Plan template that follows will be reviewed to determine if the LEA has made a good faith effort to address the essential components required for E-rate program eligibility. The LEA may be contacted for specific clarifications, as needed.

Please type information directly into the template, as indicated.

LEAs should post their full 2016-2018 plan to their website and provide a link to the full plan in the appropriate space in the template. **Please do not modify the template.** Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to:

[mde.schooltechplan@state.mn.us](mailto:mde.schooltechplan@state.mn.us).

**Technology Plan Cover Sheet**  
2016-2018 (July 1, 2015 – June 30, 2018)

***Organization Information***

District/Agency/School (legal name): SAUK CENTRE PUBLIC SCHOOLS

District Number: #0743

***Technology Plan Status***

The District/Agency/School has an approved 2013-15 technology plan:

× ☐ Yes      ☐ No

2016-2018 Technology Plan Date of Creation: May 22, 2015

***Identified Official with Authority***

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Title: SUPERINTENDENT

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***Technology Contact***

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## 2016-18 Technology Plan Template

Instructions: Add your responses by typing into the document below.

**Technology Needs Assessment.** Describe the processes(s) used to determine the technology needs for the LEA for 2016-2018 and briefly summarize the needs that have been determined. Make sure to include any technology needs that will be supported through E-rate discounts, such as telephone, telecommunications access, Internet, and other E-rate eligible services:

Technology needs identified by:

- Technology Committee meetings
- Requests from staff
- Communication with surrounding school districts
- Technology trainings and conferences

**Goals and Strategies.** List the specific goals and strategies for 2016-2015 that address how your LEA will use technology to deliver education and assist with school administration:

Goal 1: Increase technology training program

Strategies:

- Provide technology professional development days.
- Provide resources and support for staff who seek technology trainings.
- Increase technology training days.

Goal 2: Increase wireless infrastructure

Strategies:

- Increase Access Points to support the increase number of wireless devices.

Goal 3: Integrate the use of the video learning units.

Strategies:

- Take virtual field trips
- Implement virtual guest speakers.

Goal 4: Integrate our phone system and wireless with CMETS.

**Professional Development Plan.** Describe the professional development strategies you have in place for 2016-2018 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

- Provide training opportunities during staff development days
- Staff is encouraged to seek technology training related to their curriculum area via regional and state professional organizations.
- Technology staff provides one on one assistance to staff as requested by staff.
- Staff would have the opportunity in their evaluation cycle to determine goals that may include technology training. Once identified with administration staff development dollars may be available.

**Evaluation.** Explain the evaluation process for your technology plan for 2016-2018, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met:

- Technology committee will meet to review and address the changes with technology.
- Staff will be surveyed. Results will be compared and re-evaluated.

**Optional Links.** Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan:

[http://www.isd743.k12.mn.us/school\\_policies.html](http://www.isd743.k12.mn.us/school_policies.html)

**Link to Current Technology Plan.** Provide the link on the LEA website where the technology plan will be posted and updated throughout the planning period:

[http://www.isd743.k12.mn.us/school\\_policies.html](http://www.isd743.k12.mn.us/school_policies.html)

**Children's Internet Protection Act (CIPA)**

This LEA has an Internet Safety/Acceptable Use Policy in place.

×☐Yes      ☐No

If yes, please provide a link to access the policy at the LEA website:

[http://www.isd743.k12.mn.us/school\\_policies.html](http://www.isd743.k12.mn.us/school_policies.html)

This school district deploys an Internet filter to protect minors from material that is pornographic or otherwise harmful to them.

×☐Yes      ☐No

*Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to:  
[mde.schooltechplan@state.mn.us](mailto:mde.schooltechplan@state.mn.us).*