

## 2013-2015 Technology Plan Guidance

Most local education agencies (LEAs) currently have an approved 2012 Technology Bridge Plan on file with the Minnesota Department of Education (MDE) that covers the period of July 1, 2011 – June 30, 2012. 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 need to develop their next technology plan to cover July 1, 2012 – June 30, 2015. Completion of the 2013-2015 technology plan and submission to MDE for approval will maintain eligibility for state and federal programs for 2013-2015.

### Plan Development

The MDE has compiled resources to assist with the technology planning process. Technology planning should be an integral part of the strategic planning process of LEAs; therefore, MDE is providing resources to assist LEA's with technology planning rather than prescribe a specific process.

### Plan Requirements

There are some requirements imposed by the federal e-rate program which must be met for technology plans submitted to MDE for E-rate program eligibility. These are:

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 have a professional development strategy to ensure that staff know how to use these new technologies to improve education services;
3. The plan must 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.

In addition, school districts and charter schools should note the following additional requirements for federal e-rate program eligibility:

1. School districts and charter schools receiving E-rate discounts on Internet Access must be in compliance with The Children's Internet Protection Act (CIPA). CIPA requires a school district to have an Internet Safety/Acceptable Use policy in place that has had at least one public hearing and to be filtering Internet access in order to prevent students from accessing material that may be pornographic or otherwise harmful to them.
2. Technology plans need to include any E-rate eligible services on which a school district is seeking E-rate discounts.
3. The technology 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.

More information on the E-rate program can be found at <http://www.usac.org>.

## **Plan Submission and Review**

The 2013-15 Technology Plan may be submitted at any time until the end of the planning period which is June 30, 2015. For LEAs filing for E-rate in Funding Year 2012 (July 1, 2012 – June 30, 2013) remember that the technology plan must be written by the time 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 2013-2015 Technology Plans as they are received, and approval letters will be issued.

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

The 2013-15 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 for approval.

LEAs should also post their full 2013-2015 plan to their website and provide the link in the appropriate space in the template. The template can be submitted to [mde.schooltechplan@state.mn.us](mailto:mde.schooltechplan@state.mn.us).

**Technology Plan Cover Sheet**  
**2013-2015 (July 1, 2013 – June 30, 2015)**

<b>ORGANIZATION INFORMATION</b>	
<b>District/Agency/School (legal name):</b>	<b>ST. BONIFACE SCHOOL</b>
<b>District Number:</b>	
<b>Technology Plan Status</b>	<b>The District/Agency/School has an approved 2012 technology bridge plan:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>2013-2015 Technology Plan Date of Creation:</b>	<b>June 30, 2012</b>
<b>IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION</b>	
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<b>TECHNOLOGY CONTACT INFORMATION</b>	
<b>Name</b>	VAL POEPPING
<b>Title</b>	TECHNOLOGY
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## 2013-15 Technology Plan Template

Instructions: Use the format below to complete your responses.

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1. **Technology Needs Assessment:** Describe the processes(s) used to determine the technology needs for the LEA for 2013-2015 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.

**The Technology Plan for the technology needs are determined by the principal and the technology committee.**

The needs that have been identified include the following:

- a. Upgrade Library Circulation/Catalog System with new software and hardware.
- b. Upgrade equipment for Library E-Catalog.
- c. Laser Printer for network computers
- d. Update Computers and Purchase new Software for Computer Lab and update teachers computers in the classroom.
- e. Update keyboards to wireless keyboards to allow teachers and students to use the Smart Board without interruption through the use of the wireless keyboard.
- f. Increase students access to technology by continue to maintain and replace hardware
- g. Improve technology integration by improving staff development. We will provide staff with Smart Board training to develop effective curriculum

- h. Retain a technology coordinator or tech support specialist

(Expands as needed)

- 2. **Goals and Strategies:** List the specific goals and strategies for 2013-2015 that address how your LEA will use technology to deliver education and assist with school administration

- a. Utilize technology to provide teachers and staff with current resources**

- ∞ Provide sufficient hardware and software.
- ∞ Improve staff development for staff to improve technology integration.

- b. Utilize technology to support administrative/cooperative staff**

- ∞ Provide sufficient hardware and software to administrative staff

- c. Increase students access to technology**

- ∞ Continue to maintain and replace hardware.

- d. Teachers will focus on curriculum integration of technology and effective formative and evaluative assessments. NWEA online testing will provide individualized feedback throughout the year for teachers to adjust individual learning plans for all of their students.**

- e. Students will have access to Accelerated Reader Web Base.**

(Expands as needed)

3. **Professional Development Plan:** Describe the professional development strategies you have in place for 2013-2015 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

- a. Continue technology in-service day of training for all cooperative staff based on request topics of interest. Throughout the year the teachers and staff have the opportunity to participate in training to integrate technology into their curriculum. Map Assessment provides information necessary for determining appropriate instruction and guarantee success for each student. The uses of smart boards allows- teachers to engage students in the lesson and use technology to enhance differentiated instructions.

(Expands as needed)

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4. **Evaluation:** Explain the evaluation process for your technology plan for 2013-2015, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met.

- a. The technology planning steering committee will continue to work on ongoing strategies and evaluation progress. The ultimate responsibility for this evaluation is the Principal of St. Boniface with the help of the steering committee and the technology staff. They will meet at least twice a year to determine where we are and access any new actions, task or changes that are needed to the previous plan.

(Expands as needed)

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

Yes

No