Minnesota Department of
Education

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 <u>must</u> be in compliance with The Children's Internet Protection Act (CIPA) and the Protecting Children in the 21st Century Act.

> Information on CIPA may be found at:
> http://www.universalservice.org/sl/applicants/step06/cipa.aspx

> Information on Protecting Children in the 21st 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).

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.

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

Organization Information

District/Agency/School (legal name): Murray County Central Schools

District Number: 2169

Technology Plan Status

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

☒Yes ☐ No

2016-2018 Technology Plan Date of Creation: 2/27/2015

Identified Official with Authority

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Title: Superintendent

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2016-18 Technology Plan Template

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:

The district technology team meets every other month will review the technology plan on a yearly basis. The team is composed of school principals, the superintendent, the entire technology team, and 2 teacher representatives from each school. We review the needs of the district every spring, and identify future technology purchases based on the financial constraints of the district. Using this system, we act on our needs and implement our greatest needs with the support of staff, administration, and the school board. We will continue to review and modify this plan as deemed necessary.

Based on our latest survey results, we plan on implementing the following over the next 3 years:

- o Install and implement a Voice-over-IP telephone system

- o Expand and upgrade our network switches to 1Gbps

- o Expand our wireless infrastructure to allow for more mobile devices on the network.

- o Survey and evaluate new software needs.

- o Standardize operating environments and software.

- o Provide adequate upgrades and hardware to support online testing.

- o NWEA Measure of Academic Progress tests

    - o State GRAD, MCA, MTELL, and Science tests

Goals and Strategies. List the specific goals and strategies for 2016-2018 that address how your LEA will use technology to deliver education and assist with school administration:

Provide staff and students the resources they need to use technology effectively.

> All staff will be assigned a laptop so that they will have a consistent device for instruction. The district will implement one lab per grade level in grades 2-6 for students to use the tools provided to complete assignments. We will provide four computer labs for students in higher grade levels that we will upgrade to have a consistent user experience for the students. We will provide hands-on experiences for students to learn technology beginning in kindergarten and having the foundations to use basic word processing, presentations, and spreadsheets by 5th grade.

Integrate Technology as a tool for learning for staff and students.

> The district will provide interactive technologies such as SMART boards and audio enhancement systems in the classroom. We will also provide desktop and laptop computers for classes to use in fixed and mobile labs. We offer a variety of applications for students and teachers to use in the classroom, such as Microsoft Office and Adobe Creative Cloud. We provide Active Directory services so that students and staff can sign in on any device. We use a server operating environment with redirected documents to allow staff and students to move between computers while retaining access to all of their important files. With an open authenticated wireless network, we allow students and staff to bring their own devices as well, without compromising the security of our infrastructure. We publish assignments and grades online, so that parents and students

can track their progress in their classes. School and community events are advertised on our local webpage.

Use a consistent infrastructure to support teaching and learning.

The district will standardize operating environments and software on computers. We will increase our network capacity to ensure all technology works on a daily basis. We work with SW/WC Service Cooperatives Wide Area Network to ensure that adequate bandwidth is available. We will implement an IP telephony system so that communication can occur with and between classrooms. We will expand our internal wireless capabilities, so we can handle more devices in greater concentrations on our network.

Provide Staff Development resources to enhance learning experiences.

We will provide staff development time at the beginning of school, as well as various times through the year. Staff Development money will be made available to attend workshops and conferences for our staff to continue to grow and learn in various technological pedagogies. Staff attending outside workshops can then share their knowledge to help all staff grow.

Evaluate, improve and implement a system for curriculum management

The district continuously evaluates curriculum and classroom teaching procedures through written staff goals and classroom observations. Classroom teachers are expected to implement technology as a tool for learning in their environment. During procurement and processing of new curriculum, it will be expected that online resources, such as interactive lessons, book text, and staff resources be available. The district will provide a place for staff to create and maintain curriculum maps for all subject areas.

Use online testing to assess and monitor learning and evaluate educational growth.

The district will provide NWEA Measures of Academic Progress tests for students up to 6th grade to track and monitor student growth. We will also provide labs and times for students to take online state tests such as the MCA, MTELL, GRAD and Science tests. These measures will help track student progress to find when students fall behind to help those students get back on track. Using the online evaluation tools, staff will sort not only by current standing, but also by progress from the previous years.

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:

Staff Development is crucial to student success. We currently offer staff development specifically for technology at least one full day per year. This time is required for 2 hours at the beginning of the school year and at various times throughout the year. We also offer optional training as the need arises. Currently, technology staff development is offered by a combination of the District Technology Coordinator, Technology Assistant, and other knowledgeable staff. Training is provided in the following areas:

- o Hands-on training for new applications
- o Reinforce and expand skills for existing applications
- o Discussions of the District Technology Policy
- o Discussions of the Internet Acceptable Use Policy

- Integration of applications into classroom activities

Staff development funds are designated to provide staff with technology specific training. Conferences and workshops are an important way to learn and evaluate new applications and new practices for using technology within the classroom.

Community Education technology related courses will continue to be developed and offered to accommodate the changing needs of community members. Open computer labs will be offered throughout the year and during Achievement Period for students.

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:

Our goals are continually monitored throughout the year, but specifically evaluated on our final district technology meeting each school year. On a yearly basis, an evaluation will be given to students and staff to see how well technology in integrated within our schools. This survey is powered by BrightBytes.

Other measures of evaluation will be a customer satisfaction survey sent out by the regional manager of information technology at SW/WC Service Cooperatives. Areas measured will be the dependability, effectiveness, trustworthiness, and progress of the District Technology Coordinator.

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:

Provide additional links to support your technology plan; document will expand to fit.

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: Provide the link to your posted technology plan.

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: Provide the link to your policy.

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.