District Name	
Address	
Contact Person	
Phone	
E-mail	
Effective Dates	

School District Introduction/Demographics:
Describe the community in terms of size, population and concerns. This sets the tone for the plan and describes why some of the school district technology plan priorities exist.

Vision:
Give a one-sentence guideline that can be used to guide all future technology development, planning and purchases. For example, the vision statement for the Bill of Rights might read like this: "All citizen's civil rights will be unlimited up to the point that they interfere with another citizen's rights." A vision statement for technology in education might read: "Technology will be integrated into the curriculum as a tool to increase student motivation and achievement."

Goals:
List goals to be achieved over the next three years. Include the kinds of resources you will have and how they will be used… be general you don't rule out technologies you are not aware of or have yet to be invented. List methods to fund technology purchases and training. Include goals about staff development and curriculum integration. Include partnerships and goals for community access to the technology.

I.   **Technology.** Example: Our school district will provide our students and faculty modern technologies that enhance learning, engage students and improve staff efficiency.

II.   **Curriculum.** Example: Technology resources will be used to improve 4th grade reading test scores by more than 10% each year.

III.   **Collaboration.** Example: Our school district will seek grant funding to enable to keep the computer lab open for community learning and GED development on evenings and weekends.

IV.   **Staff Development.** Example: District staff will develop sufficient technology skills to communicate with peers, record and manage student data, and participate in staff development courses through the Internet.

V.   **Resources.** Example: Our students will have the opportunity to take college courses via distance learning technologies.

VI.   **Funding.** Examples: Our district will commit annual funding for technology from the general fund and/or capital reserve fund. Our school district will develop a bonus program for staff members who bring in grant funding.

Policies:

➢ Student/Patron policies for accessing equipment and resources. Reference existing or pending policies that determine or monitor how your technologies are to be used by your "clients." If you have no such policy, list a date by which you will have a written policy, and where the policy is located.
➢ Staff policies for accessing equipment and resources. This should cover the expectations of use and limits of staff with technology.
➢ School/Library policies for providing students, staff, and community members access to resources. These policies cover after‑hours or extra‑curricular activities involving technology resources.

Evaluation:

This technology plan will be evaluated and updated at least annually (list month) by a technology committee consisting of [list members such as Superintendent, principals, teachers, technology director, students, parents]. List any scheduled technology committee meeting dates.

Technology Action Plan
July 1, _____ to June 30, _____

Technology Acquisition:
List the dates of acquisition and the basic purchases planned. Keep the "techie" talk to a minimum, but include essential specs to avoid poor purchasing decisions. Include budgeted amounts for each purchase. Include purchases you would make if you were to get funding that you currently don't have. For network design, refer to any network architecture you have or consultants you will use to design your infrastructure.

Examples:
1. 20 computers for the high school computer lab to be installed by November 2000. A maximum of $25,000 is budgeted and computers must include no less than 64 MB RAM, Pentium III, 24X CDROM, 3 GB Hard Drives, 10/100BaseT network cards.
2. Site license for Accelerated Reader software will be purchased for the elementary school by September 2000. A maximum of $35,000 is budgeted for software, installation and three days of training for staff.
3. CAD software will be purchased for the business classes if funding can be found. An estimated $10,000 is needed for a site license for the high school industrial arts lab.
4. We will acquire a scanner, color printer and digital camera at an estimated cost of $3,500 for the high school journalism class if funding can be found.

Technology Integration into the Curriculum:
List by bullet correlating to the acquisitions listed above how your purchase will be used and integrated into the curriculum.

Examples:
1. The new computer lab will be used primarily by high school classes and will be staffed by a full-time resource teacher. The lab will be scheduled on a daily basis for computer-based research and on a reservation basis for other classes in any open slots. Reservations will be made through the resource teacher.
2. Accelerated Reader will be implemented in grades 2 and 3 starting in the fall, 2000. In subsequent years, the Accelerated Reader usage will grow to include grade 1 and for remediation.
3. CAD software will be used in business, math, science and vocational courses as deemed appropriate by instructors. The software will be loaded on a central server to be accessible on the network.
4. The high school journalism class will use the scanner, color printer and digital camera to produce a monthly newsletter for all high school students. Other high teachers can use these technologies as appropriate within their content areas.

Collaboration:

List any partners you have (BOCES, ABE programs, other schools and libraries, ACLIN, private business) and resources (people, time and/or money) they may share with you. List any partners in education you wish to have (but currently do not have) and what resources they may share with you.

Examples:
1.   Our school is a member of the South Central BOCES for technology guidance and services including web site development, staff training, technology support and grant writing.
2.   Our school district will seek an association with the local community college to create a seamless transition from K-12 school to the college setting.

Staff Development:

List any training projects you have planned (include dates). List seminars and conferences you plan to have staff attend and dates. List any other staff development activities and associated costs.

Examples:
1.   Our computer teacher and business teacher will form a mentoring program in which all interested teachers will be paired with a learning partner for technology training. (Begin September 1999). There is no cost associated.
2.   Our science staff will attend the BOCES mobile training seminar on basic network development to be held in Trinidad on May 24, 1999. There is no cost associated.
3.   Five interested staff members will receive up to $300 in travel, hotel, and registration expenses to attend the TIE conference in Snowmass in June 2000. A total of $1,500 is budgeted for this staff development activity. Staff members who attend the conference will report to the entire staff in a faculty meeting in August 2000.
4.   All second and third grade staff will receive no less than three training dates for using the Accelerated Reader software.

Resources:

Describe your Internet access and monthly costs (reference a file with your billings). List any CD-ROM resources you own, or if there are many, reference an inventory list kept in the media center for example. List software used for instruction or reference an inventory list of site licenses. Describe maintenance costs and resources (support staff).

Examples:
1.   Our school district accesses the Internet via a 56K line from US West (Circuit ID: 23YBGA248745)
2.   Our network has a six-drive CDROM tower with 12 site-licensed CDs for instructional use. See list in media center.
3.   Our site licenses include 500 users and unlimited upgrades for MS Office 97, Adobe Print Shop, and CompuTeach.

Funding Sources:

List any grants you will apply for. List E-rate funding levels. List percentages of your general fund or capital reserve budgets allocated for technology.

Examples:
1.   Our elementary school will apply for the TLCF EZ grant of $10,000 to upgrade our computer lab from Apple IIe computers to iMacs.
2.   For fiscal year 2000, our school will expend 5% of our general operating fund on technology, for a total of $3,000.
3.   For fiscal year 2000, our school expects to receive a $7,000 donation for technology training from the "We are nice to Schools!" nonprofit organization.

➢ That's all you really need. Every year, update the Technology Action Plan (template pages 3-5) and add it to the front or back of the existing document. That way you keep a "history" of technology planning and implementation in your district.
➢ Don't feel like this needs to be a huge document. Only use the bullets under each section that make sense. Remember that the larger your tech plan grows, the less likely you may be to use it. Something that can be posted on the wall in two or three pages will be used and is likely to be more effective.
➢ Keep the "techie" language and jargon to a minimum.
➢ This plan will meet the requirements for E-Rate certification and for most grant applications.