

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 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) (<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): NORTHWEST HIGH SCHOOL

District Number: 4049-07

Technology Plan Status

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

Yes No

2016-2018 Technology Plan Date of Creation: 2/26/2015

Identified Official with Authority

Name: PETER WIECZOREK

Title: DIRECTOR

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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:

Per our previous plan, Northwest Passage High School has a one-to-one student to computer ratio. Based on state testing requirements and changes in curriculum we have also increased the number of laptop computers that our school has available after purchasing three carts with Chromebooks. A 1:1 computer ratio is vital as we have implemented the KHAN Academy math program, for mandatory on-line State testing, student presentations, and other various student projects. Based on staff and student input, the technology team is looking at increasing the amount of mobile technologies (additional Chromebooks and iPads) in our school so we are exposing students to technology that is being used in the professional world. Outside consultants have also replaced our aging wireless technology to handle the increasing demand for mobile devices as well as upgrading our internet connection.

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: Provide students and staff with ample opportunities to use computers and technology to support learning.

Related Strategies: NWPHS has a computer network providing high-speed internet access and server storage to individual workstations. We also uses Google Technologies to provide students their own email address for school communications, online workspace for document creation and storage, and the ability to work on projects outside of the school buildings. NWPHS maintains a 1:1 student to computer ratio. This means every student will have a desktop or laptop computer to use on a daily basis. Staff and students will also be able to borrow equipment such as digital cameras, laptops, and special software from the schools provided they are approved. Project Foundry will remain as a primary online tool for planning, tracking, and evaluating student projects. Other online learning tools will be used as well – KHAN Academy math program, Videos on Demand, Google Docs, etc. The school also has a phone system for local and long distance phone calls as well as voicemail.

Goal: Replace and update computers and other equipment that is outdated, damaged, or otherwise not functional.

Related Strategies: Technology team will meet periodically to make purchasing decisions. We will use recommended replacement guidelines as a tool for making these decisions. We will also consider overall need and available funding when making such decisions. Staff and students will be surveyed to determine what new technologies should be considered. The technology team will decide on final purchases and research alternative funding sources such as grants.

Goal: Research and update technology options to reflect changing world demands for technology.

Related Strategies: As the world moves to mobile devices, we want to make sure we keep up with the times, while still assessing the use of these tools in an education environment.

Goal: Train students and staff regarding technology options and resources. Work to get students to produce project products that are digital and real world (getting away from simple slideshows and text only products.)

Related Strategies: As a part of orientation, students and staff will be trained on essential technology functions (assessing server, logging into Project Foundry, checking out equipment). The technology team will also provide updates and training via school wide meetings, morning announcements, email, and special training sessions. A list of online resources and tools will be maintained via Google Docs. While our staff has a high degree of technical aptitude and ability to learn new technologies, we need to continue to push the envelope.

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:

- *Train staff and students on using required software (Google Drive, Apple iLife and iWork)*
- *Train staff on proctoring online state testing.*
- *Train students and staff on using the latest OS X operating systems as we upgrade.*
- *Train new technology staff on troubleshooting network issues.*
- *Budget monies for staff to attend technology based professional development opportunities (Google Teacher Certifications, TIES Conferences, Project Foundry, etc.)*

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:

The technology plan will be evaluated using the following methods:

- *Annual review by technology team*
- *Reports to school board*
- *Staff input at weekly meetings and staff retreat*
- *Student input via student council, school wide meetings, and surveys*
- *Informal input from all school stakeholders*

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: www.nwphs.org

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://nwphs.org/prospective-students/>

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.*