

APPENDIX 5: Technology Plan (Updates Only)

The updated technology plan should be limited to three to five pages and updated at least annually during the subgrant period. The plan should align specifically with one or more of the subgrant project goals and activities.

School Introduction/Demographics

The school introduction section sets the tone for the plan and describes some of the unique characteristics of the school's academic goals and culture of learning that will influence technology decisions. Things like size, population and demographics of the charter school community are all relevant, as well as any priorities or guidelines that the authorizer has for its charter schools. Additionally, if technology is necessary for initial implementation for remote learning, please identify them as part of the technology plan.

Vision

The vision of the plan is a one-sentence statement to be used to guide all future technology development, planning and purchases. Determination of this vision should not be rushed, as a strong, purposeful vision statement will make the remainder of the plan much easier to identify and develop.

S.M.A.R.T. Goals

Goals identify steps in carrying out the vision and will generally relate to the categories below. Goals should be S.M.A.R.T. (specific, measurable, attainable, research-based/relevant and time-bound). Goals identify the types of technology resources the school has and how they will be used, the method(s) to fund technology purchases and training, address staff development and curriculum integration, identify partnerships and include goals for community access to the technology. Goals should be general enough to not limit the technological options that may become available. Remember that the goals identified should be specific to the school, its overall vision and unique learning environment.

Technology Policies

Every school should identify and maintain policy document(s) that pertain to the use of its technology resources. This could be in the form of one all-encompassing policy document or broken down into separate documents for each group: students, staff/faculty and community/extracurricular. Policies should include guidelines for:

- Student/patron policies for accessing equipment and resources. Reference existing or pending policies that determine or monitor how the technologies are to be used by your "clients." If the school has no such policy, list a date by which a written policy will be completed and where the policy is located.
- Staff/faculty 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/faculty and community member access to resources. These policies cover after-hours or extracurricular activities involving technological resources.

Action Plan

Once the goals and policies are in place, the school should think through the following steps toward implementing these technology goals:

- **Collaboration** – It is important to consider any potential collaboration, as sharing resources will help maximize the resources available on a limited budget. In this section, identify and list any technology partners the school has and resources that may be shared with the school. Also, list any partners in education the school wishes to develop and what resources they may offer.
- **Technology Acquisition** – Once the school has identified what can be secured through partnerships and collaboration, it will need to make a list of what purchases will need to take place to carry out the technology goals. The list should include planned purchases, budgeted amounts, sources of funding and the planned dates of acquisition. For network design, refer to any network architecture the school has or consultants that will be used to design the infrastructure. Keep the technicalities to a minimum, including only essential specifications to allow flexibility in purchasing. If the school is requesting CSP subgrant funds for these purchases, please provide specific information in the project goal(s) and activity/activities and budget narrative associated with technology.
- **Technology Integration into the Curriculum** – For each technology acquisition item, there should be a distinct justification for how it supports implementation of the school's unique culture and learning environment.
- **Staff Development** – In order for the implementation of the technology plan to be effective, teachers and staff will need to understand the roles and skills necessary to carry it out. In this section, please list and explain any training projects planned, including internal and external events, seminars and conferences. Include dates, costs, staff involved and sources/providers.
- **Resources** – It is important to explore the resources and access that will be available to the school. For example, the school may not want to purchase software that requires a minimum internet speed when the school is in a rural area that maxes out near that capacity, as the school will not have guaranteed access at the minimum speed necessary. In this section, describe the technology resources at the school's disposal. Include current or expected internet access and monthly costs, CD-ROM resources owned, media center inventory list, software used for instruction, inventory list of site licenses, etc. Describe maintenance costs and resources (support staff).
- **Funding Sources** – Exploring other available sources of funding as part of the technology plan will help ensure the best resources. In this section, list funding sources the school has/will have access to, including any grants or subgrants the school will seek, E-rate funding levels and percentages of the general fund or capital reserve budgets allocated for technology.

Evaluation

Each technology plan should have a way of reviewing and assessing its policies through a technology committee or other method.

Sample Text: This technology plan will be evaluated, at least annually each [month], by a technology committee consisting of [list members such as principals, teachers, technology director, students, parents]. The technology committee will meet [monthly/bi-monthly, quarterly] as follows: [provide dates or approximate dates].

It is a good idea to keep a "history" of technology planning and implementation by keeping all subsequent versions of the technology plan saved in one place as a reference of the school's progress.

Instructions: Each applicant is required to complete the technology plan if its application proposes that CSP subgrant funds be used for technology purposes. Fill in each section below. Use of bullet points is encouraged. This plan should be limited to three to five pages.

School Name:	
School Technology Contact: (Name, Phone and Email)	
Authorizer Name:	
Effective Dates of Plan:	

SCHOOL INTRODUCTION/DEMOGRAPHICS

--

TECHNOLOGY POLICIES

--

VISION

--

S.M.A.R.T. GOALS/OBJECTIVES

--

ACTION PLAN (Including the following: Collaboration, Technology Acquisition, Technology Integration into the Curriculum, Staff Development, Resources and Funding Sources)

--

EVALUATION

--

Current Library Media Program

Provide a description of the existing library program. If no library facility currently exists, a statement reflecting that fact is adequate. Include in the description: estimate of current number and types of materials, description of facility and staffing currently in place, existing integration of library with the curriculum, policies governing the library and media program (internet access by students and staff, filters, content monitoring), technology and information literacy plans, facility size, appearance and location in the school, etc.

S.M.A.R.T. Goals/Objectives

List goals and objectives that the school hopes to achieve through the library media center program in the subgrant period. Include types of library media resources the school will have and how they will be used in and out of the curriculum, and explain how the school's staff, parents, the community and students were (or will be) utilized to develop these goals.

Activities and Measures

Indicate the activities identified to carry out the above goals and objective and the measures that will be used to assess the success of and toward these proposed actions. Include dates, quantities, timeframes, etc.