

## Appendix D: Technology Plan

**Instructions:** Applicants are required to complete the Technology Plan if their application proposes CCSP Grant funds be used for technology purchases. Fill in each box and section below, replacing the text in brackets below each heading with the requested information. Use of bullet points is encouraged. This plan should be limited to 3-5 pages. Remember that the longer the plan, the less likely your ability to use it effectively. See the [CCSP Guidebook](#) for additional resources for completing this section.

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

### School Introduction/Demographics

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[Briefly describe the charter school community in terms of size, population and concerns, and outline the Authorizer's and school's core technology plan priorities.]

### Vision

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[Provide a one-sentence statement to be used to guide all future technology development, planning and purchases. For example, "Technology will be an integral part of the curriculum to enhance and individualize learning and assessment."]

### Goals

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[List technology-related goals for each of the categories below to be achieved over the next three years.

- Include the types of technology resources you will have and how they will be used.
- Include method(s) to fund technology purchases and training.
- Include goals about staff development and curriculum integration.
- Include partnerships and goals for community access to the technology.
- Be general, so as not to limit the technological options that may come available to you.]

**Technology.**

**Curriculum.**

**Collaboration.**

**Staff Development.**

**Resources.**

**Funding.**

## **Technology Policies**

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[Describe existing or pending policies that determine or monitor how your technologies are to be used by your "clients." If no such policy exists, the method and date by which a written policy will be enacted. Include sections on student and staff policies for accessing equipment and resources, staff expectations of use and limits for technology, and a school/library policy for students, staff, and community members access to resources, including after-hours or extra-curricular activities involving technology resources.]

## **Action Plan**

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### **Collaboration**

[List any technology partners you have (BOCES, Adult Basic Education programs, other schools and libraries, Colorado Virtual Library, private business, etc.) and resources (people, time and/or money) they may share with you. List any partners in education you wish to develop and what resources they might have to offer.]

### **Technology Acquisition**

[List the planned purchases, budgeted amounts, source of funding, and the planned date of acquisition. For network design, refer to any network architecture you have or consultants you will use to design your infrastructure. Keep the technicalities to a minimum, including only essential specs to allow flexibility in purchasing. ]

### **Technology Integration into the Curriculum**

[For each Technology Acquisition item, list how the purchase will be used and integrated into the curriculum.]

### **Staff Development**

[List and explain any training projects you have planned, including internal and external events, seminars, and conferences. Include dates, costs, staff involved, and source/provider.]

### **Resources**

[Describe the technology resources at your disposal. Include current or expected internet access and monthly costs, CD-ROM resources you own, media center inventory list, software used for instruction, inventory list of site licenses, etc. Describe maintenance costs and resources (support staff).]

### **Funding Sources**

[List sources of funding, including any grants you will seek, E-rate funding levels, and percentages of your general fund or capital reserve budgets allocated for technology.]

## **Evaluations**

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This technology plan will be evaluated and updated at least annually each [list 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].