# Appendix D: Technology Plan

Instructions

Applicants are required to complete this 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.

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

School Introduction/Demographics

[Briefly describe the charter school community in terms of size, population, and concerns, as well as outline the authorizer’s and school’s core technology plan priorities.]

Vision

[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

[List technology-related goals to be achieved for the two- or three-year grant period that take into consideration the following:

* Types of technology resources and how they will be used.
* How state and local assessment needs are met.
* Method(s) to fund technology purchases and training.
* Staff development and curriculum integration.
* Use of technology for teacher collaboration, as well as student collaboration.
* Partnerships and parent/community access to the technology.
* Be general, so as not to limit the technological options that may come available to you.]

Technology Policies

[Describe existing or pending policies that determine or monitor how your technologies are to be used by your student and teacher "clients." If no such policy exists, the method and date by which a written policy will be enacted must be identified. 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

Collaboration

[List any technology partners you have (Boards of Cooperative Educational Services (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, 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

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].