

Making a Difference in How We Teach and Learn

2014 - 2017 PLANNING CYCLE

Due Date: April 30, 2014

Colorado Department of Education Unit of Federal Programs Administration

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Section 1: Submission Processes and Requirements

Please carefully review the following information.

Who

Any applicant seeking E-rate Priority 2 discounts must complete a technology plan. Approval of a technology plan will qualify districts for meeting the minimum requirements for E-Rate Priority 2 applications. A technology plan is not required for Priority 1 applications.

E-rate applicants also need to be aware of potential "bucket switches" which occur when an application requests Priority 1 services. E-rate program reviewers may deem a portion of an application as Priority 2 service, which would then require a technology plan.

It is important that districts who receive E-rate funding begin to draft new plans prior to the completion of the form 470. The Universal Service Administrative Company (USAC) defines the creation date as "the date your plan contains the four required elements in sufficient detail to support the services requested on your Form 470".

Even though districts are no longer required to submit an Education Technology-Information Literacy (ET-IL) plan, it is good practice to continue to plan around the purchase and use of technology tools to enhance education.

Each technology plan will be reviewed for a good faith effort in addressing the required criteria. If for any reason CDE is not able to approve a plan based on the contents submitted, CDE staff will work with the district to obtain additional information to ensure all the required components are addressed so that the plan can ultimately be approved.

Due dates

Technology plans for the 2014-2015 funding year are due to CDE on or before Wednesday April 30, 2014. Submit plans via email to <u>collins_d@cde.state.co.us</u>.

Plan format

Districts must address all of the guiding questions listed below. Districts can either answer each of those questions individually in a narrative format or provide a cross walk where this information is located in the district's strategic plan or technology plan.

Districts should not feel limited by the criteria or the guiding questions. These questions are intended to facilitate basic planning activities that need to be addressed in order to meet minimum federal and state requirements. Districts are encouraged to incorporate their technology planning process into the broader district wide planning in order to engage stakeholders in discussions on how 21st Century skills, standards and tools can best be used to



support student learning.

Section 2: Technology Plan Elements

A. Needs Assessment

A needs assessment involves identifying the technology needs within the larger context of an organization's needs and goals. There are many methods and tools to conduct a needs assessment. Districts should choose a method that best meets local needs. District should also consider how to involve students and staff in this processs.

Guiding Question(s):

- 1. Describe the district's basic technology infrastructure, including telecommunications.
- 2. Describe any upgrades and include the current and proposed level of service.
- 3. Identify what the district will need to do to provide adequate telecommunications and internet capacity to meet its needs.

Federal Requirements

E-Rate Requirement: The plan includes a needs assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education services.

B. Goals, Objectives and Strategies for ET-IL

Based on the results of the needs assessment, the district should establish goals, objectives and a realistic strategy for using telecommunications and information technology to improve education or library services. Aligning the technology plan with district goals and objectives assures continuity of all district efforts.

- Increase/improve technology access for teachers and students
- Technology for data and assessment support

Guiding Questions:

- 1. Describe the district's technology goals.
- 2. Describe the strategies will be used to improve telecommunication and information technology.
- 3. Identify how the goals directly improve education or library services.
- 4. Describe the district strategies that are in place to maintain and procure technology.
- 5. Describe the goals that will be established to maintain and procure technology.
- 6. Identify any additional strategies based on local needs that are not addressed in the questions above.

Federal Requirements

E-Rate Requirement: The plan must establish clear goals and a realistic strategy for using



telecommunications and information technology to improve education or library services.

C. Professional Development

The technology plan must include strategies for providing ongoing professional development in the use of technology for the delivery of library services and access to information.

Guiding Questions:

- 1. Describe how the district's professional development plan provides ongoing sustained professional development for teachers, principals, administrators and school library/media personnel serving the district.
- 2. Provide a timeline for ongoing professional development activities.

Federal Requirements

E-Rate Requirement: The plan must have a professional development strategy to ensure that staff knows how to use the new technologies to improve education.

D. Evaluation Plan

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.

Evaluation and outcome measurements are an integral part of technology planning and are essential to successful implementation of a technology plan. Progress should be measured at least annually. The plan should include the following:

- Evaluation of the previous plan
- An evaluation plan for this technology plan that directly links back to the proposed goals and strategies and clearly defines how strategies will be evaluated

Guiding Questions:

- 1. Identify performance measures that will determine whether technology implementation and investments have been effective in achieving the district's objectives.
- 2. Describe often progress will be evaluated on the district's plan.
- 3. Who will be responsible for completing/overseeing the evaluation process?
- 4. Provide evidence that the district has evaluated its previous plan and include the key points or findings of this evaluation in the new plan.
- 5. Describe how the district will evaluate its technology infrastructure and telecommunication services



Federal Requirements

E-Rate Requirement: The plan must include an evaluation process that enables the district to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

Section 3: References

On-Line References E-rateTechnology Planning

Schools & Libraries Division (SLD) – E-Rate

http://www.sl.universalservice.org

ISTE National Educational Technology Standards

http://cnets.iste.org

Colorado P-12 Academic Standards

http://www.cde.state.co.us/cdeassess/UAS/Printable_Standards.html

Childrens Internet Protection Act

http://www.fcc.gov/guides/childrens-internet-protection-act

NCLB Needs Assessment

http://www.cde.state.co.us/FedPrograms/consapp/na.asp

Appendix A

DISTRICT NAME		DATE OF REVIEW _	
Approval: YES	_ NO		
District/school is	seeking to be qualified f	for: (check all that apply)	
F_rate Fund	one Vear	Three Vears	

Plan Elements/Criteria	Federal Requirements	Ratings/Comments
A. Needs Assessment	The plan includes a needs assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education services.	The plan contains a process to identify the needs of the district and the results are clearly outlined in the plan. YES NO
		Comments:
B. Goals, Objectives and Strategies	The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.	The plan contains a description of specific goals and strategies aligned with the district standards for using advanced technology to improve student academic achievement.
		YES NO Comments:

C. Professional Development	The plan must have a professional development strategy to ensure that staff knows how to use the new technologies to improve education	The plan contains a clear description of how the school district will provide ongoing, sustained professional development for all school professionals to further the effective use of educational technology. YES NO Comments:
D. Evaluation	The plan must include an evaluation process that enables the district to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.	The plan includes a description of an evaluation process that enables the district to monitor and assess progress toward the specified goals and to make adjustments in the plan as needed. YES NO Comments: