

North Dakota School District Technology Plan Template (2007 - 2010)

This technology planning template is for use by North Dakota schools in developing and submitting their 2007-2010 educational technology plans.

Directions for Using The Template/Form

1. If you want to print a copy of this template to use to guide your planning process simply print this page out.
2. The various pieces of your technology plan can be developed offline, written in a word processing application and then copied and pasted into the template text boxes for each section. To begin submitting your plan click on the Fill In/Update/Review Technology Planning Form above or at the bottom of this page. Under the button you will see what privileges you have for this plan. **EDIT** allows the user to submit changes to the plan. **REVIEW** allows the user to preview and download any files/attachments that go with the plan. This permission setting will be highlighted in **RED** to help you keep in mind what permissions you have.
3. While completely the Technology Planning Form click on the submit or update button to save any thing you've entered at that point, including any documents you wish to upload. If you have only **REVIEW** permissions no changes will be made but you will still be taken to the printable version of the plan. If you have **EDIT** permissions then any changes you've made will be saved and you will be taken to the printable version of the page. Then click on the Return to Technology Planning Form button to continue working.
4. Any time you click on the Update Tech Plan Data button any changes you've made in the planning fields and any documents you've chosen in the Attachments section will be updated. Use the Browse buttons after each of the Attachment types to select a document to upload. You can upload multiple versions of each document and you can delete any versions you do not want to be part of your final plan. You can also click on the Update button any time you wish to see the printable version of your technology plan, the form will always do an update and then show you the printable version of your current plan, assuming you have **EDIT** permissions.
5. After your entire technology plan is entered into the Technology Planning Form and any final documents are selected to include with the form click the update button one last time to see your plan and then click the Notify ETC Technology Plan Is Complete button so the ETC staff can review and approve your plan.
6. Alternatively, you may develop your technology plan as a stand-alone MS Word or PDF document in the format of your choosing and submit it for review by:
 - a. submitting it at the bottom of the Technology Planning Form, or
 - b. mailing it by US Mail to ND ETC, PO Box 5036, Fargo, ND 58105 or
 - c. sending it as an email attachment to tech.plan@sendit.nodak.edu.

The headings and questions in the outline below are intended to guide the school technology planning team in the planning and writing of their plan. The items identified in this template that are marked with an asterisk (*) are required in order to meet certain requirements of NCLB, the ND ETC, and the E-rate program.

1. [Technology Plan 2007-2010] - * Name of your school district:
2. [Technology Planning Process] - Technology planning process
 - a. * How was your plan developed? What planning process did you use? How did you get input from a variety of the school's internal and external publics (stakeholders)?
 - b. Who was on your school's planning team? What were their roles?
 - c. How was your plan approved and by whom?
 - d. How was your plan communicated to the school's internal and external publics (stakeholders)?

3. [Vision Statement] - School technology vision statement
 - a. * How and why will technology be used in your school?
4. [Goals, Strategies and Timelines] - * How your school will realize its vision for technology and learning
 - a. * How will your school create learning environments that include effective technology resources for educators and students?
 - i. * What goals, strategies and timelines have you identified in your education improvement plan related to creating learning environments that include effective technology resources for educators and students?
 - ii. * How will you decide which hardware, software, telecommunications and other services will be needed to improve education?
 - iii. * What specific technologies will you use to reach your goals of improved teaching and learning (hardware, software, telecommunications, the Internet)?
 - iv. * How will your school ensure that the learning environments you create meet the learning style/needs of all students including students with disabilities and other NCLB subgroups?
 - v. * How will your school provide technical support to ensure that technology resources are reliable and available to educators and students?
 - b. * How will your school support educators in their use of appropriate technologies to improve their teaching and other professional practices?
 - i. * What goals, strategies and timelines have you identified in your education improvement plan related to supporting educators in their use of appropriate technologies to improve their teaching and other professional practices?
 - ii. * How will your school assess the technology skills and needs of educators (ND PCC or other assessment tools, annual staff evaluation process)
 - iii. * How will you ensure that educators possess the technology skills they need?
 - A. Who is in charge of professional development in your schools?
 - B. * How will you select professional development opportunities to be made available to educators?
 - iv. What kinds of professional development will be offered by your school (in-house, out of house, online, for credit, which professional development models, hands-on)?
 - v. * How does your school fund professional development?
 - c. * What kinds of technology enriched learning opportunities will your school offer to students?
 - i. * What goals, strategies and timelines have you identified in your education improvement plan related to offering technology enriched learning opportunities to students?
 - ii. * What specific learning goals will your school have related to student technology use (8th grade technology literacy, ND Library Technology Literacy/Standards, local technology benchmarks)?
 - iii. * How will you ensure that technology enhanced instructional strategies to be used in your school meet the learning style/needs of all students including students with disabilities and other NCLB subgroups?
 - iv. * How will your school make available to students learning opportunities that go beyond teaching technology skills toward using technology resources in collaborative, and project, problem and inquiry-based learning activities in all subject areas?
 - v. * How will your school make distance learning opportunities available to students who could benefit from such experiences?
 - d. * What kinds of data systems will your school use to track student achievement, and analyze student and school data to improve teaching and learning outcomes for all students including those in NCLB subgroups (student information systems, data warehouse and analysis tools, online testing, etc)?

- i. * What goals, strategies and timelines have you identified in your education improvement plan related to using data systems in your school?
 - ii. * How will data be used to measure improvements in education in your school?
 - e. * How will your school assess the results of the technology resources implemented in your school?
 - i. Who is responsible for assessing the results of instructional strategies in your school?
 - ii. * How will you measure the success of each of your technology plan's goals and strategies?
 - iii. * How is your technology plan updated on an annual basis and who is responsible for keeping the plan up to date?
5. [Budget] - * How your school will fund technology implementation (budget)?
 - a. * Local funds
 - b. * State funds
 - c. * Federal Title Program funds
 - d. * E-Rate funds
 - e. * Other funds
6. [Technology Plan Contact] - * Contact information of person submitting your plan: name, title, email address and phone number.
7. When submitting your technology plan, attach or provide links to the following:
 - a. School technology plan as a stand-alone MS Word or PDF document.
 - b. * Budget detail (2007-08 school year and projected for three years)
 - i. Funding and expenditures by major category for year one and budget projections for years two and three.
 - c. * Inventory (2006-07 school year)