

2016-2018 Technology Plan Guidance

Most local education agencies (LEAs) currently have an approved 2013-15 Technology Plan on file with the Minnesota Department of Education (MDE) that covers the period of July 1, 2013 – June 30, 2015. School districts and charter schools who wish to remain eligible for federal technology funding, such as the federal E-rate discount program, federal technology grant initiatives, and state telecommunications access aid, must develop their next technology plan to cover July 1, 2015 – June 30, 2018. Completion of this 2016-2018 technology plan and submission to MDE for approval will maintain the LEA's eligibility for state and federal programs for 2016-2018.

For the 2015 funding year, which covers services and equipment to be delivered between July 1, 2015-June 30, 2016, form 470's can be completed any time after July 1, 2014. Districts looking for E-Rate funding on priority two services must have their technology plans written by the time they file their form 470's.

The current 2013-15 technology plans only covers your district through June 30, 2015. To accommodate those districts who need to begin writing their plans sooner, the new 2016-18 technology plan template has been posted on the MDE website:
<http://education.state.mn.us/MDE/SchSup/SchTech/index.html>.

Plan Development

Technology planning should be an integral part of the strategic planning process of LEAs; therefore, MDE has compiled resources to assist with the technology planning process rather than prescribing a specific process.

Plan Requirements

The following requirements are imposed by the federal E-rate program and must be met for technology plans submitted for E-rate program eligibility:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education services.
2. The plan must include a professional development strategy to ensure that staff know how to use these new technologies to improve education services.
3. The plan must also include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.

4. 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.
5. School districts and charter schools receiving E-rate discounts on Internet access must be in compliance with The Children's Internet Protection Act (CIPA) and the Protecting Children in the 21st Century Act.

Information on CIPA may be found at:

<http://www.universalservice.org/sl/applicants/step06/cipa.aspx>

Information on Protecting Children in the 21st Century may be found at:

<http://www.fcc.gov/document/wcb-public-notice-protecting-children-21st-century-act>

6. Plans need to include any E-rate eligible services for which a school district is seeking E-rate discounts.
7. The plan must be written and have a date of creation that pre-dates any E-rate Form 470s filed for services for the specific E-rate program year. The technology plan must also cover the entire E-rate program year.

[Read more about the E-rate program](http://www.usac.org) (<http://www.usac.org>).

Plan Submission and Review

The 2016-18 Technology Plan may be submitted at any time before June 30, 2018. For LEAs filing for E-rate in funding year 2015 (July 1, 2015 – June 30, 2016) remember that the technology plan must be written before any Form 470s are filed. Form 470's can be filed by LEAs any time after July 1 for the following program year.

MDE will review and approve 2016-2018 Technology Plans as they are received. Approval letters will be sent to LEAs as soon as they are approved.

To view approved technology plans and approval letters, please visit the Data Center: Data Reports and Analytics: School Technology Plans and Approval Letters.

The 2016-18 Technology Plan template that follows will be reviewed to determine if the LEA has made a good faith effort to address the essential components required for E-rate program eligibility. The LEA may be contacted for specific clarifications, as needed.

Please type information directly into the template, as indicated.

LEAs should post their full 2016-2018 plan to their website and provide a link to the full plan in the appropriate space in the template. **Please do not modify the template.** Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to:

mde.schooltechplan@state.mn.us.

Technology Plan Cover Sheet
2016-2018 (July 1, 2015 – June 30, 2018)

Organization Information

District/Agency/School (legal name): Marshall County Central Schools

District Number: 441

Technology Plan Status

The District/Agency/School has an approved 2013-15 technology plan:

X Yes

2016-2018 Technology Plan Date of Creation: June 15, 2015

Identified Official with Authority

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2016-18 Technology Plan Template

Instructions: Add your responses by typing into the document below.

Technology Needs Assessment. Describe the processes(s) used to determine the technology needs for the LEA for 2016-2018 and briefly summarize the needs that have been determined. Make sure to include any technology needs that will be supported through E-rate discounts, such as telephone, telecommunications access, Internet, and other E-rate eligible services:

We surveyed teaching staff in 2014 and in 2015 to gauge their readiness for using various technology in the classroom. We identified key needs in staff development. The main areas of need identified were training in Google Applications, training in use of iPad for instructional purposes, using iPads and laptops with students, and Smart Notebook training.

We also inventoried our technology available for staff and student use. We identified that the primary elementary school is in need of tablets to enhance their educational experience. We identified that our upper elementary has the right amount of machines but our mobile laptop cart needs to be replaced by modern computers that boot faster to reduce down time. The high school has a good amount of computers and iPads for staff but one mobile lab is not enough to meet the demands of today's learners.

We identified that our server infrastructure is satisfactory. We do need to conduct an audit of our wifi broadcasting to find weakspots in distribution.

We identified that our phone systems are up to date. We have viewed VOIP phones but our current system is meeting our needs. We internally found some weaknesses in our wifi network. We will need to have an audit done to identify potential dead spots. Our traffic volume is adequate but coverage seems to be the issue. We identified that we need to upgrade some switches in our buildings to handle traffic needs.

We also identified that many of our LCD projectors are starting to reach an age that they need replacement.

Goals and Strategies. List the specific goals and strategies for 2016-2015 that address how your LEA will use technology to deliver education and assist with school administration:

We conducted a strategic planning survey and asked key questions relating to technology. This survey was given to our parents.

Parents desired one-to-one opportunities but wanted our district to approach this cautiously and conservatively.

Based on the strategic planning survey results and our teacher technology survey our implementation goals include:

1. One to one with grades 10-12 using a laptop device.
2. Make tablet technology available to our pre-k to grade 2 students.

3. Ensure our server and wireless infrastructure can keep up with growing technology needs.

Implementation Plan:

In 2015-2016 we plan to implement one to one for our grades 10-12. We will be issuing Chromebooks to those students. We will also provide staff development training to high school teachers to prepare them for this transition. We will add an iPad lab to Viking Elementary school to meet the needs of primary learners. We will upgrade switches in the high school and Newfolden Elementary school to increase internet and intranet speeds within the buildings. We will conduct a wifi audit to determine specific needs to improve our wireless networking system. We will begin a cycle for replacing older LCD projectors.

In 2016-2017 we will conduct a survey to gauge how our new technologies are working and update our professional development plan to help our staff meet needs. We hope to replace the laptops in Newfolden Elementary with Chromebooks. We will complete the suggested improvements to our wifi networks. We hope to add Chromebooks for our grade 9 students.

In 2017-2018 we will add Chromebooks to grades 7-8. We will provide professional development to staff to include more online content in learning. We will expand access for students to take online concurrent classes. We will replace laptops in Viking Elementary with Chromebooks. We will assess infrastructure needs and start planning for the next technology plan.

Professional Development Plan. Describe the professional development strategies you have in place for 2016-2018 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

In 2015-2016 we will continue providing training to staff in the following areas: iPads in the classroom, iPads for instruction, Google Applications, Chromebooks, Utilizing Social Media and web sites to engage students and Parents, Creating online content. Our district will participate in the regional technology training day. We will send technology coordinators and key staff to TIES and regional Google Summit.

In 2016-2017 we will assess staff for knowledge in the content areas listed above and for other technology needs. We will use that information to update our professional development plans. We will provided training in the areas identified most in need. We will also increase opportunities for our student to take concurrent classes online and encourage our staff to take part in instructing some of those classes. Our district will participate in the regional technology training day. We will send technology coordinators and key staff to TIES and regional Google Summit.

In 2017-2018 we will continue to provide training to staff in the areas listed in 2015-2016. We will expand training opportunities as knowledge and new technology come to use. Our district will participate in the regional technology training day. We will send technology coordinators and key staff to TIES and regional Google Summit.

Evaluation. Explain the evaluation process for your technology plan for 2016-2018, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met:

We will survey students, parents, and teachers about the first year of Chromebook implementation to identify specific improvements in the one to one program. We will identify which areas students and teachers need more training and to identify key parent concerns.

We will continue to survey teachers for how our technology is working and what professional development is needed.

We will continually inventory our technology and follow our cycle for replacing older machines to keep our available technology as new and current as possible for our students and staff.

Link to Current Technology Plan. Provide the link on the LEA website where the technology plan will be posted and updated throughout the planning period:

We host our district plans on the school district web site. The will be on the home page in an area titled: District Documents. The link will be labeled 2013-2015 Technology Plan.
<http://www.newfolden.k12.mn.us>

Children's Internet Protection Act (CIPA)

This LEA has an Internet Safety/Acceptable Use Policy in place.

X Yes

If yes, please provide a link to access the policy at the LEA website:

http://www.newfolden.k12.mn.us/uploads/7/9/7/7/7977970/computers_acceptable_use_policy_-_google_docs.pdf

This school district deploys an Internet filter to protect minors from material that is pornographic or otherwise harmful to them.

X Yes

Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to: mde.schooltechplan@state.mn.us.