Minnesota Department of
Education

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 <u>must</u> 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).

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): St. Cloud Area School District 742

District Number: 742

Technology Plan Status

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

   X Yes   No

2016-2018 Technology Plan Date of Creation: May 4, 2015

Identified Official with Authority

Name: Willie Jett

Title: Superintendent

Address: 1000 44th Ave. No., Suite 100, St. Cloud, MN 56303

Phone: 320-253-9333, Ext. 1001

E-mail: willie.jett@isd742.org

Technology Contact

Name: Gary Ganje

Title: Director, Technology & Media

Address: 115 13th Ave. South, St. Cloud, MN 56301

Phone: 320-252-8770, Ext. 1502

E-mail: gary.ganje@isd742.org

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:

Describe the processes used to determine the technology needs for the LEA; document will expand to fit.

As per our district strategic plan, we believe multiple and differing perspectives contribute to informed decision making and learning. Our technology plan was created with input from media specialists, teachers, technology integrationists, technicians, teaching and learning team members, community members, parents, cabinet members, school board members and administration.

After collaborating with teachers, media specialists, technicians and other staff the following components are areas of importance to our staff and will be addressed in our goals: cloud based applications, Learning Management System (LMS), collaborative features, communication within the district, communication outside of district, content specific applications, and management applications.

The St. Cloud Area School District administered the Clarity Survey by Bright Bytes in January of 2015. The Clarity survey was administered to 3rd - 12th grade students, licensed teaching staff, and to parents. The Clarity survey gave us data on classroom technology and learning, access to technology, technology skills, and the technology environment at school and home. The reports were available at the building and district level. The reports drilled down into curriculum, professional development, infrastructure at home, infrastructure at school, 21st Century learning, technology support, SAMR, and ISTE standards. The Clarity Survey will continue to be administered on an annual basis to monitor for progress and growth.

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:

Enter your goals and strategies; document will expand to fit.

Goal 1 *Increase opportunities for on-going, job embedded Professional Development*

Areas of staff interest for professional development, as indicated by the Clarity Bright Bytes survey, include: multimedia skills, classroom management with technology, and online collaboration. As we look for more opportunity to embed teacher professional development into the day these areas will be taken into consideration.

Goal 2 *Increase student access to devices and opportunities*

Through the Inspire program access to devices for both staff and student will continue to rise. Currently, students and staff at the middle level have access to a one to one program. This program is looking to expand into our secondary schools and then include our elementary schools. As technology opportunities increase so does the need to have applications and systems in place to support these opportunities.

Inspire Elementary

Address and discuss the needs at the elementary level. Implement a suggested elementary level technology device program. Preliminary proposals have been for a set of five or six mobile devices for use in each classroom. Currently, the elementary initiative is planned to follow the completion of the high school initiative.

Inspire Middle School

Provide all students in 6-8th grade access to 1:1 iPad Minis and continue to evaluate the Inspire 1:1 device options for grades 6-8. Each middle school will explore the creation of a student technology support club.

Inspire High School

Provide devices for ninth grade students. Upon implementation of the ninth grade initiative, planning and design will continue for a full high school implementation.   The full high school implementation is projected for the 2016-17 school year. Opportunities for students to be involved in a technology support will be a part of the program design.

Cloud Based Applications

We will provide services which store information via a cloud platform allowing for anytime anywhere access and learning for both students and staff. Our district demonstrates readiness skills to be successful in today's and tomorrow's society. An important quality of these applications is that they are device neutral, meaning, they can work across platforms.

In year one of the technology plan we will develop a task force to develop a list of applications that we will work towards 24/7 access.

Learning Management Systems

Learning Management systems will allow for our teachers, students and families to connect via a similar platform. An LMS allows students to collaborate with their peers, communicate with their teachers, and access assignments with ease. Currently there are multiple LMS available to teachers. Our goal is to move to fewer options and a consistent place for access district wide. We will also continue to work towards simplifying the authentication process for all involved.

Computer Rotation

Until the full roll out of the Inspire program, each year the computer rotation will continue. The computer rotation is a four year cycle of procurement, with computers cascading to a "second life" for an additional four years. Cascaded computers are used in areas for basic computer needs. Procurement cycle:

       15-16   Classroom computers

       16-17   Classroom computers

       17-18   Elementary lab computers

       18-19   Secondary lab computers

Factors that could modify or eliminate the computer rotation include expanded 1:1 devices use and changing online testing requirements.

Goal 3 *Evaluate annually and on an ongoing basis the network and infrastructure needs to determine areas of focus.*

An area that has undergone great transformation and continues to transform is our network and infrastructure. We continue to build in this area to support our current and future devices. Over the past two years, enhancements have been made within the technology infrastructure. These enhancements have included switch upgrades, replacement of the core switch, recabling of some schools, increasing bandwidth from 60 MB to 1.5 GB, adding a redundant internet path, wireless capacity was increased to allow for one access point for every classroom and consolidation of internet filtering with the firewall. Additional plans within the first year of this technology plan include installation of a generator at the data head-end, an additional 200 MB of bandwidth will be added, replacing additional switches, recabling of three more schools, server consolidation/virtualization, and beginning to build a SAN for redundant, off site storage. In each subsequent year of this technology plan, additional server consolidation/virtualization with continue, bandwidth will be added based upon usage, more schools will be recabled, and loops will be considered within the network to provide redundant paths. Year two of this technology plan will also include evaluating and possibly beginning to replace the existing wireless access system and the replacement of the telephone system.

Bandwidth management, filtering, and wireless profiles

A task force will convene to study bandwidth management, filtering, and wireless profiles. The role of the task force will be to provide options for bandwidth management (through packet shaping and wireless profiles), internet filtering criteria, and wireless profile

Desktop/Device Management

A task force will convene to study desktop and device management. The role of the task force will be to provide options for managing both desktop and mobile devices.

Every October, the Supervisor of Technical Services will provide the updated 5 year systems plan for the school district. This systems plan will include but not be limited to wireless profiles, desktop management, bandwidth management, and filtering strategies.

Content Specific Applications

We recognize the importance of staying current. Many curricular areas are moving towards digital materials which supply our students with the most current and up-to-date information. With online materials students have access to features previously unavailable to them in print. Certain curriculum allows for students to have access both inside and outside of the school day. The media and technology departments will continue to work closely with the teaching and learning department in the implementation and use of the content specific applications. Included in this work will be a goal of having a consistent user name and password across these applications.

Management Applications

With many different kinds of devices and applications there is a need to have applications to help us maintain them. Our technical staff uses applications that allow them to setup and maintain these tools.

Through the technology planning process, care will be taken to deliberately plan for sustainability. As education transitions from a desktop to mobile technology environment, retasking of available funds will be considered to ensure that the transitioned approach can be sustained into the future. This retasking may include

existing technology funding, funding from resources that now become available in a digital format, realigning budget priorities, and/or approaching day-to-day operations differently.

Goal 4 *Increase / add to the district technology support and instructional staff.*

To continue to support the expanding technology demands and curriculum changes which continue to have more technology components, the school district will evaluate the investment in the addition of support technicians, paraprofessional support, and additional technology integrationists.

As part of the Inspire 1:1 program and other technology implementations, staff has been added. Current technology support staff include three technology integrationists, eleven support technicians, and two additional para-professionals. As technology integration and use expands, the goal is to have one technician and one integrationist working with each of the five clusters of schools and the school media specialists from the respective schools in the cluster. The projected increased staffing need is one additional technician, two additional technology integrationists, and adequate paraprofessional staffing to meet the needs of the initiative.

Goal 5 *Engage stakeholders through the thoughtful expansion of social media and e-communication.*

The most rapidly growing area of e-communication is social media. This term describes a wide array of web-based communication channels designed to promote direct person-to-person communication – blogs, podcasts, wikis, social networking, professional networks, video and photo-sharing websites, etc. Social media is now a standard tool in the school communication toolbox, and a social media plan will be a component of District 742's strategic communication efforts.

Responsible Use Policy

Each year, the Responsible Use Policy is reviewed. This practice will continue. Emerging technology has made this review a standard practice. The District 742 Responsible Use Policy can be found at: http://goo.gl/Zpr5YB

Email and calendaring solution

As part of the communication audit, it has been recommended that a new email and calendaring solution be explored. The timeline for this exploration will follow the district communication plan timeline.

Collaborative Features

We recognize the need for programs that allow for collaboration between students, staff and families. We currently use applications that promote collaboration between all groups mentioned above. Some applications we use but are not limited to are Google Drive, Google+, Google Hangouts, Moodle, Schoology, and Notability.

Goal 6 *Evaluate the website for maximum impact.*

Today, parents and taxpayers expect to be able to access school information quickly and easily online. The website is a key component of the overall communication effort and District 742 must strive to increase interactivity and keep the site dynamic and interesting so users return regularly. It is critical that information on all of the district and school websites be kept current.

The Internet, digital communication and social media have dramatically changed the way school systems need to think about providing basic information, as well as how they interact with internal and external stakeholders and the general public. These sites are now critical communication and marketing tools, and they are often the first impression that people have of District 742 and its schools.

Communication within District

We see a benefit to having communication within the district for our staff. We facilitate this via cloud based programs as well as locally based tools. Teachers are able to meet in a variety of ways to share and collaborate. Some applications we use but are not limited to are Groupwise email, Google Drive, Google+, Google Hangouts, and Schoology.

In the first year of the technology plan we will create a task force to examine the pros and cons of the email and calendaring services we currently use and cloud options.

Communication Outside of District

Our school district website and the use of social media allows for the district to share information with the community. We also use a variety of programs for staff to reach families and share needed information. Some applications we use but are not limited to are the district website managed by School Center, Skyward, Schoology, Moodle, Facebook, Twitter, Rschool Today activities calendar, Precious Status, Skylert Messaging, and teacher websites through 3rd party vendors like Weebly. We support in and out of school partnerships between school, home and community. We believe that we all benefit when communities work together toward common goals.

Goal 7 *Focus on the International Society of Technology in Education (ISTE) standards of excellence for teaching, leading, and learning with technology.*

The student standards emphasize the use of digital skills and tools to achieve higher order thinking as well as attitudes and beliefs about technology. There are six instructional areas:

- Creativity and Innovation
- Communication and Collaboration
- Research and Information Fluency
- Critical Thinking, Problem Solving, and Decision Making
- Digital Citizenship
- Technology Opportunities and Concepts

The teacher standards focus on practices and attitudes necessary to support student achievement of the student standards as well as on personal, professional growth and leadership. There are five areas:

- Facilitate and Inspire Student Learning and Creativity
- Design and Develop Digital-Age Learning Experiences and Assessment
- Model Digital Age Work and Learning
- Promote and Model Digital Citizenship and Responsibility
- Engage in Professional Growth and Leadership

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:

Describe your professional development plan; document will expand to fit.

Professional Development Plan

Our Clarity Bright Bytes survey states, "Effective professional development for teachers can have an enormous impact on teaching and learning in an organization. However, professional development experiences for teachers must be sustained and of high quality for improved learning outcomes to be realized."

The Bright Bytes survey further states, "Research from the International Society of Technology Education (ISTE) also reveals that high quality professional development is job-embedded, personalized, and designed to promote skill transfer. Professional learning experiences must respond to teachers' interests, needs, and classroom settings."

The building and district level administrators, school leadership teams, technology integrationists, and teaching and learning staff will provide professional development opportunities through the guidance of the District Staff Development committee.

Some strategies recommended by research, conversations with staff, and the communications audit to be used to meet District Staff Development goals and purpose are to:

1. Expand student, parent and teacher training related to their responsibilities, safety, ethics and digital citizenship for online access.
2. Coordinate technology related staff development opportunities between Teaching & Learning and the Media / Technology departments.
3. Offer training on staff development days at the building and district level and through other various formats including but not limited to online courses, Twitter chat, and webinars.
4. Provide individual, small group, and large group, on-site support for technology related, instructional strategies through the expertise of the Technology Integrationists.

The Clarity Bright Bytes Survey data suggests that the school district has 3 big questions facing them and gives recommendations for additional training in various areas for answering these questions. For detailed recommendations in each area, we will refer to the Clarity Bright Bytes survey reports.

1. How can we use technology to improve college and career readiness?
2. How can we enhance technology knowledge and confidence?
3. How can we improve anytime, anywhere learning in our organization?

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:

Explain your evaluation process; document will expand to fit.

The Clarity Bright Bytes Survey will be administered on an annual basis. The survey allows for historical comparisons as well as comparisons with other Minnesota schools and all schools using the Clarity survey. The survey is given to all students in grades 3-12 and to all instructional staff. The technology integrationists will coordinate the administration of this survey.

When decisions are made in ISD742, the Technology Director, technology integrationists, technicians, and other relevant staff will refer back to the technology plan to make sure decisions are aligned.

The revised technology plan will be brought back to the Teaching and Learning Advisory Committee for annual report and status update in May of each school year.

Optional Links. Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan:

Provide additional links to support your technology plan; document will expand to fit.

Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan:

Current Strategic Plan - http://goo.gl/6RjYAy

Responsible Use Policy - http://goo.gl/Zpr5YB

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: Technology Plan 2016-2018 - http://tinyurl.com/2016-18TechPlan

Children's Internet Protection Act (CIPA)

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

  X Yes   No

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

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

  X Yes   No

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