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): Spectrum High School

District Number: 4160

Technology Plan Status

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

☒Yes ☐ No

2016-2018 Technology Plan Date of Creation: 2/1/15

Identified Official with Authority

Name: Vanessta Spark

Title: Executive Director

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Technology Contact

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Title: Technology and Communications Manager

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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:

1) *The technology committee met to determine goals and strategies*

2) *Surveyed the teachers and the end of the 2014-2015 school year to access tech integration level*

3) *Completed a comprehensive technology inventory of infrastructure, hardware and software purchased for the school.*

4) *Reviewed comments from staff and student climate surveys*

5) *Reviewed comments from PLC's recommended action steps*

Tech needs:

Replace outdated laptops with Chromebooks

Improve technical support to fix ongoing wireless and network issues

Replace firewall with an updated model

Install additional wiring in some classrooms for printers/phones and laptops

Upgrade the wireless to AC technology when there are sufficient funds to do so

Monitoring bandwidth each year to ensure there's an adequate pipeline to the internet

Both Mac labs need updated computers

Spectrum is working towards a desktop replacement every three years

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:

Purchase more Chromebooks. Chromebooks work well on the wireless network and have extended battery life. Extended battery life is important when using the devices for multiple classes throughout the day.   Chromebooks start up quickly and they integrate well with Google Drive. The management software allows more control over the devices which can help eliminate distractions and other problems.

Spectrum is moving towards a paperless classroom using programs such as TurnItIn.com, Google Docs, Google Classroom and Infinite Campus Tools. Using digital tools and online submissions is the first step in developing digital portfolios for students.

Spectrum students are creating their own digital portfolios through MCIS site. Currently, the college readiness course is piloting this process. The goal is to increase the digital portfolio submissions from all subject areas.

Transition to new learning management system

Increase collaboration in the classroom by using collaborative tools such as Google plus, LMS and Infinite Campus Tools.

Increase teacher collaboration within departments for developing and refining effective teaching strategies and course content.

Develop a personalized learning environment will include options for flipped classrooms and hybrid learning environments and online courses to help differentiate instruction

Improve teacher technology skills and increase technology integration through a professional development plan, training website and tech resource teachers.

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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:

Last year, Spectrum developed a tech resource teacher role. Four teachers filled this role and acted as a support for teachers who needed extra help with technology. The tech resource teachers attended training during the summer and taught short trainings on Smart Board, Kahoot, Plickers, Edulastic, etc. The tech resource teachers were effective and teachers are trying new technology in the classroom. Spectrum will continue this professional development plan utilizing two tech resource teachers. Additional tech training time for teachers has been added this year.

Spectrum added a technology PLC goal: "using technology for online learning". During staff meetings throughout the school year, each PLC group will give a short presentation showcasing the technology they are using in the classroom.

Teacher and admin training will be provided for Schoology, our new LMS system.

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:

Continue to use the Climate Survey results from parents, students and staff

End of year teacher survey to determine level of tech integration

Tech committee will gather feedback from PLC's throughout the year

Monitor network to evaluate performance throughout the year

Take feedback from AdvanceEd site visit

Children's Internet Protection Act (CIPA)

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

☒Yes ☐No

If yes, please provide a link to access the policy at the LEA website:
http://www.spectrumhighschool.org/campus_life/student_handbook

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

☒Yes ☐No

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