Technology Planning Guiding Questions
2019

Vision Statement
A vision statement expresses an aspirational view of the district's future educational environment. It should be written in broad terms and should guide the development of the technology plan

- What is visualized for the future of education and technology?
- How will instruction be delivered?
- What will be the evolution of instruction?
- What is imagined for the learners of the future?
- What will be the role of the community?

Mission Statement
A mission statement is a brief or general description of the district's plans for promoting the effective use of technology to improve students' performance. The mission statement describes the steps that will need to be taken in order to achieve the district's vision.

Planning Committee
The committee should represent all stakeholders. Development implementation of the plan should enable key stakeholders to benefit from the investment in technology and all should have representation on the committee.
Examples:
- Administrators
- Educators
- Parents
- Students
- Community members

Needs Assessment
A needs assessment is a tool to evaluate current services – for example; professional development, infrastructure, curriculum and assessments, budget and other services, which will assist in meeting district goals.

a. What type of needs assessment did your district conduct to develop this technology plan?
b. When did you conduct this needs assessment? (provide a date)
c. Who participated in the needs assessment? (provide number and type of participants (Educators, parents, business, students)
d. Number of participants that completed the assessment)

Goals and Objectives

List and describe clear goals, strategies, and activities for using technology and information to improve education based on the results of your needs assessment. Examples of areas to consider for goals:

- Learning
- Teaching
- Leadership
- Professional development
- Infrastructure
- Security
- Communication
- Use of Data
- Funding
- Collaborations and partnerships

Professional Development

A professional development strategy to ensure that members of the staff know how to use these new technologies to improve education.

- What types of professional development delivery formats will used in the district?
    - Online
    - Virtual
    - Face-to-Face
    - Webinars
- Please list adopted technology skills standards.
- Which standards and professional development model will be used\created?
- Implementation of data privacy and cybersecurity training
- Execution of training in digital literacies educators/parents/students
- Personalized learning for staff\students?
- AI, virtual or augmented skills
- Strengthen administration\ teacher leadership?
- Data literacy
- Data security
- Evaluation process of professional development?

Infrastructure

This criteria section is designed to stimulate planning for the physical technology infrastructure required for the district to deliver educational services. This includes elements of hardware, software, digital services, and technology support staff.

- Is there sufficient bandwidth to meet district needs?
- Are there plans for expanding bandwidth?
- Is wireless network traffic encrypted between devices and access points?
- Do current plans call for new devices\printers\servers\peripherals?

- What is the date of deployment?
- Are devices to be limited to school use? If no, will insurance be paid by school or parent?
- Will the devices be leased or purchased?
- Are the local networks capable of handling additional traffic?
- Will additional electricity or wiring be required?
- Will **new** or additional software\apps need to be purchased?
- Is there storage space available? If no, how will information be stored?
- Are new schools or renovations currently being designed?
- What licenses will expire in the next 16 months?
- Will technology staff be able to manage the network? Will additional staff be needed?
- Is access available for students with unique needs?
- Is there a need for additional technical staff?
- Contracted services
- Vendors

Budget
Identify existing and potential technology funding sources and create a budget summary of projected expenditures for technology. Include estimates for expenditures for hardware, instruments and equipment, software, consulting contracts, telecommunications services, staff, training for technical staff and staff development opportunities for teachers, administrators, supplies, and facilities.

- Provide an estimated budget for each year of plan with estimated technology expenditures.
- Is there an adequate budget to support infrastructure and digital services over the course of the plan?
- What are existing and potential funding sources?
- Are there any particular funding challenges your schools may face over the life of the plan that may influence the districts' ability to implement the technology plan? If so, what are they?

Policies and Procedures
Descriptions of current technology policies and procedures
Examples:
- Acceptable Use Policies
- Children's Internet Protection Act (CIPA)
- Internet Safety Policy
- Security procedures
- Security audit of network
- Cyber ethics measures
- Communication of policies to stakeholders (Administration, educators, parents and students)

Evaluation

Evaluation of a technology plan must be continuous and based upon a variety of factors. Major evaluation activities assessing target competencies should be conducted each year.

- What measures of performance have you incorporated into the plan to determine whether your technology implementation and investments have been effective in achieving the school district's goals?
- Who will write the evaluation the plan?
- How often will evaluation occur for the plan?
- Who will be responsible for documenting the evaluation process and outcomes?