



Cologne Academy

2020-2026 Technology Plan Guidance

Plan Requirements

There are some requirements imposed by the federal e-rate program which must be met for technology plans submitted to MDE for E-rate program eligibility. These are:

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 have a professional development strategy to ensure that staff know how to use these new technologies to improve education services;
3. The plan must 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. Budget

In addition, school districts and charter schools should note the following additional requirements for federal e-rate program eligibility:

1. School districts and charter schools receiving E-rate discounts on Internet Access must be in compliance with The Children's Internet Protection Act (CIPA). CIPA requires a school district to have an Internet Safety/Acceptable Use policy in place that has had at least one public hearing and to be filtering Internet access in order to prevent students from accessing material that may be pornographic or otherwise harmful to them.
2. Technology plans need to include any E-rate eligible services on which a school district is seeking E-rate discounts.
3. The technology 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.

More information on the E-rate program can be found at <http://www.usac.org>.



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Technology Plan Cover Sheet
2020-2025 (January 1, 2021 – June 30, 2026).

ORGANIZATION INFORMATION	
District/Agency/School (legal name):	COLOGNE ACADEMY
District Number:	4188-07
Technology Plan Status	The District/Agency/School has an approved 2012 technology bridge plan: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2013-2015 Technology Plan Date of Creation:	FEBRUARY 2012
Updated 2021-2026 Plan of Creation:	DECEMBER 2020
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
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Cologne Academy acknowledges the heart of the educational system is to increase student achievement. Thus, the overarching purpose of technology at Cologne Academy is to give students and staff the tools (hardware, software, network and internet connectivity, training and support) necessary to be as efficient and effective as possible in efforts related to student achievement.

CA TECHNOLOGY OBJECTIVES

The following stakeholder objectives will guide the board, administration, and the technology committee in making decisions regarding curriculum integration, training, budget, acquisition, upgrade, replacement, and deployment of technology.

Students will use technology:

- to meet curriculum-related objectives;
- access and retrieve information including online and digital curricular materials;
- To access classes during distance learning;
- produce documents;
- create and present multimedia productions;
- communicate both locally and worldwide;
- complete online assessments.

Licensed Staff will use technology:

- to provide instructional opportunities that integrate technology such as Google classroom, IXL, Lexia, and Kami;
- access and retrieve information;
- produce documents;
- plan, create and present lessons utilizing multimedia;
- assess student achievement and manage records;
- use technology to make data driven decisions regarding instruction;
- communicate both locally and worldwide;
- track attendance



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Administrators and their support staff will use technology:

- to manage student records and schedules;
- access and retrieve information;
- produce documents and presentations;
- make data driven decisions;
- develop and implement budgets;
- communicate both locally and worldwide.

Non-licensed staff will use technology:

- to support instructional needs of students;
- access and retrieve information;
- produce documents;
- communicate both locally and worldwide.

General public

- will communicate and interact with the staff through a variety of technology services including email, voicemail, and building and CA's web sites, Parent Square, Infinite Campus, Boonli

Technology Needs Assessment: Describe the processes(s) used to determine the technology needs for the LEA for 2021-2026 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.

Need #1: Increased student computer and internet access—State testing, increased curriculum requirements, media literacy standards, and the teachers' desire to increase their students' exposure to computer/technology drives the needs for Chromebooks to be available for use by a class as a teacher needs it. Teachers will continue to miss quality learning activities due to lack of access to computers/technology devices. The staff and the curriculum specialist are seeing more quality resources offered with and through technology. School's desire is to have



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a class set of Chromebooks/devices available “on demand” as the teacher/classroom needs.

Need #2: A suitable mobile computer for student use—Chromebook carts/classroom labs are effective for student use. Individually assigned chromebooks are ideal. CA will have Chromebooks on site for a minimum 80% of the student population. 530 Chromebooks shall make devices available “on demand” for classroom use.

Need #3: Sufficient bandwidth— Internet bandwidth needs to be maintained as more applications and resources are being used in the classrooms each day. Increasing student enrollment and increasing staff members accessing materials that contain video and audio content which calls for internet bandwidth are the primary reasons why bandwidth needs to be addressed. If internet bandwidth is not properly addressed, this problem will continue to worsen as the school continues to grow. As of fall of 2020 the school's bandwidth is 300, with a need of approximately 150. Sustaining this bandwidth is suitable for future growth.

Need #4: Working wireless network— Cologne Academy needs to maintain the current wireless network (as of 2020).

Need #5: Create replacement cycle for technology—Cologne Academy will create a plan to sustain a reasonable replacement cycle of their technological equipment.

Current Inventory (note: CB license is \$25 for 5 years)

Year Purchased	Number of Chromebooks	Cost the year purchased
2016	60	\$285
2017	46	\$162
2018	96	\$190



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2019	200	\$204-\$245
2020	300	\$168-\$259 (average of \$245)

Replacement Plan for student Chromebooks

Year to Replace	Number of Chromebooks	Approximate Cost at \$245+\$25 license for each
2021	60	\$16,200
2022	46	\$12,240
2023	96	\$25,290
2024	100	\$27,000*
2025	200	\$54,000*
2026	60	\$16,200

*In 2020 CA had 700+ Chromebooks on site. The plan is to have at least 530, therefore not all have to be replaced in the replacement cycle.

Teacher Laptops

We purchase approximately 5 year at a cost of \$1,000 each.

SMART Boards

We have 40 SMART boards in the building. Some are up to 8 years old, the newest are 2 years old. Replacement cost is \$4,500. CA should be prepared to begin replacing at least 5 SMART boards a year starting in 2021.

Need #6: Continued Technology Staff Development—Cologne Academy currently has a staff development program but will need to continue to train new staff and ensure all staff to continue to stay up-to-date with new



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technology initiatives. Google classroom and Infinite Campus should be ongoing priorities in staff development. Navigation of different SMART board models and the updated SMART board tools would also be beneficial as many teachers travel from classroom to classroom.

Goals and Strategies: List the specific goals and strategies for 2020-2026 that address how your LEA will use technology to deliver education and assist with school administration:

Goal 1: 530 Chromebooks always available for teacher or student use in the building. This will allow a device (Chromebook) to be available for 80% of the student population. This way there will be a class set available “on demand” for a teacher when needed.

Strategy: Maintain wireless infrastructure.

Strategy:- Use Chromebooks as student devices. They will be set up as “mobile labs” on carts.

Strategy: Provide staff development training related to having Chromebooks available on demand in terms of Google Classroom, Lexia, and IXL.

Strategy: Continue to monitor and allocate dollars to technology budgets.

Strategy: Ensure bandwidth provides adequate access to meet increased demand of on demand CB model.

Strategy: Ensure technology policies fit needs of school.

Strategy: Research, train staff and implement best instructional and management practices for this model.

Strategy: Continue to use Google Drive for our storage needs.

Goal 2: Implement an ongoing, sustainable staff development model for school technology.

Strategy: Work with grade level and Q Comp teams to provide regular training opportunities for staff.

Strategy: Provide adequate training for new staff. New staff training or BTS “tracks” where new, returning, and veteran CA staff all took a tech training course in what they need.

Strategy: Provide ongoing training for returning staff.



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Strategy: Consider various staff groups (teachers, office, support, paras, etc.) and provide training based on need.

Professional Development Plan: Describe the professional development strategies you have in place for 2021-2026 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

Strategy: Continue to use survey results to determine technology training opportunities.

Strategy: Include ongoing technology training in the school's budget

Strategy: Provide staff development training that is timely, focuses on both the technical side and curricular/professional side and provide different levels of training to meet the needs of all the staff.

Strategy: provide ongoing follow-up staff development training.

Strategy: Offer new teacher technology training during new teacher workshops, with follow-up as needed;

Strategy: Provide technology how-to lessons on the Google drive.

Strategy: Send staff to off-site technology training.

Goal 3: Maintain replacement cycle for outdated and tired technology

Strategy: Examine and adjust budgets as needed.

Strategy: Ensure replacement cycle schedules are appropriate for all devices.

Replacement Plan for student Chromebooks

Year to Replace	Number of Chromebooks	Approximate Cost at \$245+\$25 license for each
2021	60	\$16,200
2022	46	\$12,240
2023	96	\$25,290



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2024	100	\$27,000
2025	200	\$54,000
2026	60	\$16,200

Replace approximately 5 teacher laptops a year at \$1,000 each.
Begin to replace SMART boards (approximately 5 a year) at a cost of \$4500 each.

Evaluation: Explain the evaluation process for your technology plan for 2021-2026, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met.

TIMELINE:

GOAL: Maintain an inventory of Chromebooks for 80% of the student population. Keep teacher laptops and SMART boards updated and replaced as needed.(approximately 530 Chromebooks needed for that goal. School currently has 742 on hand, but many are close to being outdated)

2020-2021 Plan update year with new goals

Steps: Research best practices for online curriculum, educational apps, classroom use, and distance learning use.

Steps: Maintain access points.

Steps: Maintain bandwidth.

Steps: Begin reviewing technology policies and revise/create as needed.

Steps: Update and maintain inventory of student Chromebooks, including age and price of each device.

2021-2022 Pilot year of Chromebooks available to classrooms on demand.



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Steps: Maintain the school's network infrastructure to support the addition of student Chromebook use.

Steps: Continue providing staff development study and training related to on demand availability of CBs. (training in IXL, Lexia)

Steps: Determine budget needs and research funding sources.

Steps: Maintain increased internet bandwidth to support additional need.

Steps: Review printing needs to ensure compatibility between the mobile computers and the network printers.

2022-2023 Begin Replacing Outdated or non-functioning SMART Boards

Steps: Determine which SMART boards are the oldest and begin to replace

Steps: Ensure the SMART board suite licenses are up to date

Steps: Continue developing the school's support model.

Steps: Continue teacher training and professional development in SMART use.

Steps: Complete an inventory of SMART boards including the age of the device.

2023-2024 Continued replacement of SMART boards, Chromebooks, and teacher laptops

Steps: Review the inventory of working Chromebooks, laptops, and SMART boards on an annual basis

Steps: Replace oldest or non functioning equipment first

Steps: Review the budget for replacement costs

Steps: Technology committee and school board ensure budget allows for replacement as needed

2024-2025 Maintain cycle of replacement in place.

Steps: Inventory of working Chromebooks, laptops, and SMART boards takes place on annual basis

Steps: Continued support of technology committee and school board

Steps: Continued professional development in best practices for using technology in instruction

2025-2026 Rewrite the Technology Plan



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Steps: Read and evaluate current plan

Steps: Review budget

Steps: Take complete inventory

Steps: Write new goals according to findings in plan evaluation

Annually/Ongoing: Review Technology Plan and Policies

Steps: Study, purchase and deploy best available software options.

Steps: Continue providing staff development training related to having Chromebooks on demand and SMART boards.

Steps: Reexamine budgets and budget-replacement cycles to accommodate this model.

Steps: Review technology policies and revise/create as needed.

Steps: Research, train staff and implement best instructional practices for this model.

RESPONSIBILITIES:

Majority of the responsibility rests on the school's Executive Director with guidance from Cologne Academy's School Board of Education and the Technology Committee.

EVALUATION:

Cologne Academy's technology plan will be regularly evaluated on the implementation plans outlined in this document by the school board, executive director, and the technology committee. The school will administer surveys to the stakeholders and assess progress. The school board, executive director, and business manager will annually review technology expenditures made during each year of the technology plan. The school will collect student and staff performance data to evaluate the impact of technology on student achievement.

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1. **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.

(Expands as needed)



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2. **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.

(Expands as needed)

3. **Children's Internet Protection Act (CIPA)**

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

Yes

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

<http://cologneacademy.org/wp-content/uploads/2011/08/524INTERNET-ACCEPTABLE-USE-AND-SAFETY-POLICY-r-aug-2011-2.pdf>

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