

2013-2015 Technology Plan Guidance

Most local education agencies (LEAs) currently have an approved 2012 Technology Bridge Plan on file with the Minnesota Department of Education (MDE) that covers the period of July 1, 2012 – June 30, 2013. 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 need to develop their next technology plan to cover July 1, 2013 – June 30, 2015. Completion of the 2013-2015 technology plan and submission to MDE for approval will maintain eligibility for state and federal programs for 2013-2015.

Plan Development

The MDE has compiled resources to assist with the technology planning process. Technology planning should be an integral part of the strategic planning process of LEAs; therefore, MDE is providing resources to assist LEA's with technology planning rather than prescribe a specific process.

Please visit the [MDE Technology Planning Toolkit](#) for more information and resources about technology planning.

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.

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>.

Plan Submission and Review

The 2013-15 Technology Plan may be submitted at any time until the end of the planning period which is June 30, 2015. For LEAs filing for E-rate in Funding Year 2012 (July 1, 2012 – June 30, 2013) remember that the technology plan must be written by the time 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 2013-2015 Technology Plans as they are received, and approval letters will be issued. The 2013-15 Technology Plans and approval letters will be posted to the MDE Website as they become available.

[View the approved 2008-11 Technology Plans, the 2012 Technology Bridge Plans and approval letters currently available on the MDE Website.](#)

The 2013-15 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 for approval.

LEAs should also post their full 2013-2015 plan to their website and provide the link in the appropriate space in the template. The template can be submitted to mde.schooltechplan@state.mn.us.

Technology Plan Cover Sheet
2013-2015 (July 1, 2013 – June 30, 2015)

ORGANIZATION INFORMATION	
District/Agency/School (legal name):	ROSEVILLE AREA SCHOOLS
District Number:	623
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:	September 2011
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
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2013-15 Technology Plan Template

Instructions: Use the format below to complete your responses.

1. **Technology Needs Assessment:** Describe the processes(s) used to determine the technology needs for the LEA for 2013-2015 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.

Technology is increasingly a means for empowering students. It is no longer simply a vehicle used to enhance learning. Technology today affects the way we learn, the way we communicate, and the way we socialize. It is imperative that students be provided equitable access to technology along with technology literacy skills that are critical for our 21st century global society.

In order to provide students with these opportunities, our school district must create and maintain a sustainable technology infrastructure that can support emerging technologies. Teachers must be given staff development opportunities to become proficient using new technologies and support for technology integration.

To assess the current staff development and infrastructure needs, our district participated in the *Technology Infrastructure Inventory* and *Technology Instructional Practices Survey* provided by MDE in the Spring of 2011. The District Media/Technology team, District Administration, and School Board have reviewed the results of these surveys.

In addition to the MDE survey tools, the district System Outcomes and Accountability Review Cycle committee (SOARC) is evaluating media/technology curriculum in 2011 school year. Following similar district curricular cycles, the backward design process was used, culminating in three “essential understandings.” These Enduring Understandings (EU’s) focus on information literacy as a framework for a lifetime of learning, the acknowledgement of the value of intellectual work, and the need for using technological tools to enhance work and communication. The district technology goals and strategies are designed to support these core understandings.

2. **Goals and Strategies:** List the specific goals and strategies for 2013-2015 that address how your LEA will use technology to deliver education and assist with school administration:

Improve and enhance network infrastructure to support emerging technologies.

- Expand fiber area project in conjunction with the City of Roseville to provide redundant fiber wide area connections to all schools and the Internet.
- Upgrade network infrastructure to support wireless access at the classroom level. This will involve replacing network switches with newer models that support POE (power over Ethernet) for wireless access points.
- Enhance wireless access capacity to support classroom sets of mobile devices. Our infrastructure must have the capacity to support “one to one” student mobile devices.
- Expand server virtualization to reduce data center power consumption and increase energy efficiency. Our goal is reduce the current number of physical servers by 50% over the next three years.
- Research and develop a plan to expand voice over IP telephony (VOIP) services to all schools.

Explore cloud computing storage options that will allow document access anywhere.

- Pilot Google document accounts for student and staff and develop a plan for migration to cloud document storage for all students. Google accounts will allow users to access documents from outside the school network, easily collaborate with other students, and communicate with teachers within a single web based interface.
- Explore additional options for creating and storing multimedia content from mobile devices- i.e. Drop box, iCloud.

Provide online learning management tools and electronic curriculum resources

- Provide resources for classroom teachers to offer online learning options by implementing a Moodle, online content management server. A hybrid course for Physical Education is scheduled for the 2012-2013 school year. This will involve online coursework within the traditional classroom environment.
- Research electronic textbook options and develop a plan to integrate into the curriculum review cycle. As curriculum areas are reviewed electronic textbook options will be considered as an alternative to the traditional textbooks. This will provide a cost savings in addition to continually updated content.

Improve access to technology tools that engage students and allow flexibility within the learning environment.

The Technology Instructional Practices Survey showed that although 76% of staff responded that they had adequate access to technology, 40% of teachers responded that their students did not.

- Expand the use of mobile devices such as iPads, E-Readers, tablets, and Smartphones to enable flexible access and provide individualized curriculum support.
- Expand assistive technology options for students with disabilities.
- Increase use of technology tools such as student response systems and web sites that allow cell phone responses that provide immediate student learning feedback.
- Provide support for “bring your own technology” programs that will allow students to use mobile devices they already own to securely use in the classroom.
- Develop funding sources to help low income students obtain access to technology resources either in the school or through direct grants to students.
- Maintain or accelerate replacement of old equipment to accomplish above goals and allow for greater student access to technology at all schools.

Enhance web presence to utilize web 2.0 tools and improve communication with families and the community.

- Implement social networking tools such as Facebook, Twitter, Linked-in, to keep parents and community informed of events and school activities.
- Create interactive media center websites that encourage online learning and provide access to resources that stimulate virtual classroom environments.
- Enhance web design to enable better access to translation tools that allow information to be accessible to non-English speaking families.
- Increase parent awareness of the Genesis student information system portal. The portal allows parents to view current assignments, attendance, grades, and course history information.

Provide staff development opportunities to train staff on new technologies

- Offer building level training sessions on emerging technologies such as iPads, E-Readers, tablets, Smartphones and other mobile devices.
 - Plan to offer advanced technology training at the annual Back to School workshop.
 - Develop a staff development plan that identify, prioritizes, and addresses technology integration and emerging technologies.
 - Work closely with the technology leaders throughout the district who are piloting new technology tools to share their experiences with other teachers.
 - Enhance the current staff development web site to showcase examples of innovative technology integration methods.
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3. **Professional Development Plan:** Describe the professional development strategies you have in place for 2013-2015 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

The most requested teacher training needs from the Instructional Technology survey include:

- Advanced Smartboard training
- Podcasts and Video Editing software
- Classroom Response Clickers

We plan to strategically address these needs along with other technology integration training that will focus on emerging technologies. We will raise awareness of the Atomic learning resources. The Atomic Learning web site provides staff access to tutorials in all of the above areas. The tutorials can be accessed from anywhere and anytime convenient for staff. We also plan on using Moodle courses to expand our technology integration training opportunities.

Also, staff members have the opportunity to attend classes at TIES classes at no charge to the employee during the summer months. We will research the possibility of creating customized classes for Roseville staff.

Media specialists offer specific building level training and assistance using new technology tools within the curriculum on a regular basis.

Each summer an optional two-day technology camp is offered. The focus is on providing teachers the opportunity to integrate new technology tools into their curriculum with individualized support available.

4. **Evaluation:** Explain the evaluation process for your technology plan for 2013-2015, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met.

The Administrative Technology Committee consisting of the Director of Teaching and Learning, Instructional Media Coordinator, Technology Supervisor, Staff Development Coordinator and building leadership representatives meet regularly to review and revise the district technology plan. The Admin Tech Committee works closely with the District Media team to ensure that the technology plan is supporting curriculum needs and provides the vision necessary to support changes in technology

5. **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.

Horizon Project Technology Report

The *2011 Horizon Report*, examines emerging technologies for their potential impact on and use in teaching, learning, and creative inquiry.

<http://wp.nmc.org/horizon2011/>

ISTE National Education and MEMO (Minnesota Educational Media Organization) Technology Standards for students, teachers, and administrators

ISTE NETS for Students

<http://www.iste.org/standards/nets-for-students.aspx>

ISTE NETS for Teachers

<http://www.iste.org/standards/nets-for-teachers.aspx>

ISTE NETS for Administrators

<http://www.iste.org/standards/nets-for-administrators.aspx>

MEMO Standards

<http://memotech.ning.com/page/memo-information-and>

Roseville Schools Media/Technology Curriculum Outcomes

<http://www.isd623.org/edc/media/curriculum/>

District Professional Development technology training opportunities

<http://www.isd623.org/edc/media/Teachers/mtprofdev.cfm>

Acceptable Use Policy

<http://www.isd623.org/schoolboard/documents/623Policies/400PAcceptableUse.pdf>

Media/Technology Policies

<http://www.isd623.org/edc/media/Teachers/mediatechpolicies.cfm>

Media/Technology District Handbook

This handbook contains procedures regarding software and hardware purchasing, Internet acceptable use guidelines, and staff technology resources.

<http://www.isd623.org/edc/media/documents/MediaTechServicesHandbk.pdf>

Technology Integration resources

<https://rahs.wikispaces.com/>

Minnesota Instructional Technology Survey Spring 2011

Roseville Area Schools Results

Respondent Category	Total
Certified Teacher	119
Media Specialist	5
Other	6
Special Education Teacher	18
Grand Total	148

Respondents by grade level summary

Category	High School	Intermediate	Middle School	Primary	Grand Total
Certified Teacher	41	21	13	42	117
Media Specialist	2	2	1		5
Other	3	2		1	6
Special Education Teacher	5	2	4	7	18
Grand Total	51	27	18	50	146

Technology Level	Percent
I am a technology leader. I use technology efficiently, effectively and in creative ways to accomplish my job. I often teach others to use technology resources.	12%
My skills are very good. I use a variety of technology tools and I use them efficiently for all aspects of my job.	46%
I consider myself about average. I have enough skills to complete the management and communication tasks expected of me and occasionally will choose to use technology to accomplish something I choose.	42%
I consider myself a novice user. I accomplish assigned tasks, but I am more efficient when I don't use technology to do a job.	2%

What best describes your use of technology?	High School	Intermediate	Middle School	Primary	Grand Total
I almost exclusively facilitate student learning by encouraging students to use information resources and hands-on activities.	8%	7%	6%	6%	7%
I almost exclusively use whole group presentation style either using an interactive whiteboard, PowerPoint or other instructional software to explain or demonstrate concepts or instructions.	27%	19%	11%	22%	22%
I often use whole group presentation style, but sometimes facilitate students in their use of a variety of information resources and hands-on activities.	47%	67%	72%	54%	56%
I seldom use technology to deliver instruction.	14%	4%	11%	8%	10%
(blank)	4%	4%	0%	10%	5%

Do you feel the technology tools you have available allow you to do your complete your work both efficiently and effectively	Yes	NO
Teachers	76%	25%
Do your students have tools they need?	51%	40%

Do you feel prepared to use the following software?	Fully Prepared	Somewhat Prepared	Not prepared	NA
Accessing or creating podcasts	5%	29%	62%	3%
/editing (Audacity, GarageBand, iMovie, MovieMaker, etc.)	8%	36%	55%	2%
Classroom Response Clickers	24%	40%	33%	3%
Classroom voice amplification	17%	35%	35%	10%
Content management websites	30%	38%	26%	3%
Content Specific Applications	36%	50%	11%	1%
Database software	15%	48%	25%	8%
Drill and practice	24%	47%	15%	5%
Email Students	64%	20%	3%	10%
Image Photo editing	30%	45%	23%	1%
Integrated Learning systems	1%	12%	62%	15%

Do you feel prepared to use the following software?	Fully Prepared	Somewhat Prepared	Not prepared	NA
Interactive whiteboards	44%	37%	15%	4%
Internet Resources	69%	29%	0%	0%
Library Catalog	54%	38%	5%	2%
Online research through media center	49%	42%	7%	1%
Presentation Software	46%	34%	16%	2%
Simulations	10%	21%	51%	12%
Spreadsheets	28%	51%	17%	3%
Tutorials	21%	47%	26%	3%
Video Conferences	10%	28%	51%	10%
Video streaming _ Discovery Software etc	41%	38%	18%	1%
Visualations- graphic organizers	26%	45%	24%	5%
Web portals	9%	26%	51%	9%
Word processing	89%	10%	0%	0%

Which areas would you like more training	Need training %				
Accessing or creating podcasts	41%				
/editing (Audacity, GarageBand, iMovie, MovieMaker, etc.)	38%				
Classroom Response Clickers	36%				
Classroom voice amplification	12%				
Content management websites	18%				
Content Specific Applications	34%				
Database software	9%				
Drill and practice	8%				
Email Students	3%				
Image Photo editing	18%				
Integrated Learning systems	22%				
Interactive whiteboards	40%				
Internet Resources	14%				
Library Catalog	5%				
Online research through media center	10%				
Presentation Software	19%				
Simulations	13%				
Spreadsheets	12%				
Tutorials	8%				
Video Conferences	16%				
Video streaming _ Discovery Software etc	16%				
Visualations- graphic organizers	19%				

Web portals	12%				
Word processing	4%				

6. **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.

<http://www.isd623.org/edc/media/index.cfm>

Children’s Internet Protection Act (CIPA)

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

Yes X No

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

<http://www.isd623.org/schoolboard/documents/623Policies/400PAcceptableUse.pdf>

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

Yes X No