Technology Planning Workshop

What Is The Texas e-Plan System?

- Texas e-Plan is the online system used in Texas for developing, submitting, reviewing, and approving district technology plans. Every district, charter school, and education service center in Texas—more than 1,400 entities—are required to submit their technology plans to TEA as of January 2004.

- SEDL worked with the Technology Planning and e-Rate Support Center at Region 12 under the direction of the Texas Education Agency to develop Texas e-Plan.

Technology Plan Timeline

- *Write a new tech plan if* your current tech plan *expires before the beginning of the next E-Rate program year.* Plan must be written before filing the Form 470.

- *Write a new tech plan if* your current tech plan *has major changes* that need to be made to reach your educational goals.

- *Update your tech plan if* your current multi-year plan expands through June of the next E-Rate program year or beyond and *needs minor editing* done to support services for E-rate requests., It is strongly recommended that you update your plan prior to submitting the 470.

- I don't do E-rate – *Do I need a plan?*

  You *must have* a TEA approved technology plan in e-Plan system *to receive Title II, D competitive and formula funding.*

Five Required Elements

- **Clear Goals and a Realistic Strategy -** The tech plan must include an assessment of the telecommunication services, hardware, software, and/or other services that will be needed to improve education or library services.

- **Professional Development -** The tech plan must have a professional development strategy to ensure that staff will know how to use these new technologies to improve education or library services.

- **Needs Assessment -** The tech plan must include an assessment of the telecommunication services, hardware, software, and/or other services that will be needed to improve education or library services.

- **Sufficient Budget -** The plan must provide a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development and other services that will be needed to implement the strategy

- **Evaluation Process -** The tech plan must include an evaluation process that enables the school or library to monitor progress toward specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

Five Required Elements

- **Clear Goals and a Realistic Strategy -** The tech plan must include an assessment of the telecommunication services, hardware, software, and/or other services that will be needed to improve education or library services.

- **Professional Development -** The tech plan must have a professional development strategy to ensure that staff will know how to use these new technologies to improve education or library services.

- **Needs Assessment -** The tech plan must include an assessment of the telecommunication services, hardware, software, and/or other services that will be needed to improve education or library services.

- **Sufficient Budget -** The plan must provide a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development and other services that will be needed to implement the strategy

- **Evaluation Process -** The tech plan must include an evaluation process that enables the school or library to monitor progress toward specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

1. Clear Goals and a Realistic Strategy - The tech plan must include an assessment of the telecommunication services, hardware, software, and/or other services that will be needed to improve education or library services.

Specific goals for using technology should identify:

- Improvement that should occur from the use of technology by students, teachers, parents, and/or library patrons
- Achievements and/or successes that can be attained using technology
- Increased staff and library patron competency with using technology
- Additional Internet and/or telecommunication options for classrooms or public areas of a library
- Accessibility to technology

Realistic strategies should identify:

- How the library will develop and integrate the technology (e.g., how many computers will have Internet access)
- Standards required for implementation of the technology
- Technology needed for the future to maintain or enhance the current instructional or library environment

2. **Professional Development** - The tech plan must have a professional development strategy to ensure that staff will know how to use these new technologies to improve education or library services.

Describe and list the professional development activities required of staff to train properly on the technology in the school or library:

- Details of training
- Methods of training to be used (classroom, seminars, Train-the-Trainer, etc.)
- How training supports the curriculum or library usage goals
- Documentation of training (sign-in sheets, computer lab logs, lists of in-service activities, etc.

3. Needs Assessment - The tech plan must include an assessment of the telecommunication services, hardware, software, and/or other services that will be needed to improve education or library services.

Provide a status of the existing technology, such as:

- Telephone system

- Building Infrastructure (e.g., electrical capacity, cooling system)

- Computer hardware and software

- Internet access

- Staff training

3. Needs Assessment - The tech plan must include an assessment of the telecommunication services, hardware, software, and/or other services that will be needed to improve education or library services.

Based on the current technology, describe new technology needs, such as:

- Adding a firewall or replacing servers
- Adding upgrades to phone system
- Adding network switches, cable drops
- Installing a new network or Classroom/lab materials
- Describe maintenance needed for new and existing equipment
- How often will the technology be serviced? (e.g., daily, weekly, monthly, etc.)
- What are the characteristics and capabilities of the equipment? (e.g., age, model, year, memory, etc.)

4. **Sufficient Budget** - The plan must provide a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development and other services that will be needed to implement the strategy

The tech plan budget must show how the school will:

- Pay the non-discount share of the cost

- Acquire and support the necessary resources (computers, training, electricity, software, etc.) needed to make effective use of the discounted services.

- Budgets can be projections

- Budgets should be based on reasonable expectations of receiving funding and incurring expenses

5. Evaluation Process - The tech plan must include an evaluation process that enables the school or library to monitor progress toward specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

Evaluation process should describe:

- How frequently the tech plan will be evaluated
- The person(s) responsible for updating the plan
- How progress toward the goals and objectives will be measured or monitored
- If and how goals were met
- Any unexpected outcomes
- Any new needs that emerged
- Any goals that are no longer relevant

5. **Evaluation Process** - The tech plan must include an evaluation process that enables the school or library to monitor progress toward specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

Through the evaluation process, the tech plan writer may discover that the tech plan may need revisions or mid-course corrections. For example, **if there are major changes,** such as:

- Budget Increase/shortfall

- New technology introduced

- New construction

- Mergers and closures

There Is No Hard, Fast Rule For How Long The Tech Plan Should Be

- If the **Goals and Strategies** written in element one are being supported by your **Needs Assessment**, **Budget**, **Professional Development Strategies**, and **Evaluation Process**, then you should have enough detail in your tech plan.

- Think about it as a **term paper**: **Topic** (goals and strategies), **supporting sentences** (professional development, need assessment, budget) and **conclusion** (evaluation)

Everyone Is Extra Sensitive About Public Spending Right Now!

- Before you add one more computer or one more software license to your stockpile, ask yourself how it fits into the larger picture and meets your goals.

- "How will this help raise test scores in math? How will this improve students' reading levels?"

- If there's no good answer to the question at hand, skip the initiative or move it down the priority list.

Everyone Is Extra Sensitive About Public Spending Right Now!

- From interoperability to true open source, the move is away from proprietary systems that force you to go back to one vendor for every new need.

- Always be on the lookout for ways to make your technology plan as open and flexible as possible

Everyone Is Extra Sensitive About Public Spending Right Now!

- Set aside a portion of your budget to **pilot new technologies**.

- Develop **stringent criteria** for selecting which new things you'll try, and **make sure that everyone, including your board, recognizes that you are serious about innovation**.

Everyone Is Extra Sensitive About Public Spending Right Now!

- You just can't have too much bandwidth these days, especially as the Internet and intraschool networking become essential parts of day-to-day activities.

- Upgrading your schools' connection to the Internet, linking your facilities together in a fast WAN, and beefing up your LANs should be near the top of your priority list every year.

Everyone Is Extra Sensitive About Public Spending Right Now!

- Remember, nothing pays off as well as properly structured, properly funded technology training for teachers.

- Some experts argue that unless 25 percent of the total technology budget is set aside for professional development, the plan is doomed.

- On top of that, don't forget to plan for staff to maintain and support the machines!

Everyone Is Extra Sensitive About Public Spending Right Now!

- When you start factoring in training, support, maintenance, and the inevitability of obsolescence, you're coming close to understanding what many experts now say is the real price tag for technology.

- For more information about total cost of ownership (TCO) for schools, visit "Taking TCO to the Classroom" at www.classroomtco.org on the Consortium for School Networking's Web site.

Technology Plan FAQs/Tips

1. **Typical course of events for Texas Schools follows:**

   1) Texas Teacher STaR Charts submitted
   2) Texas Campus STaR Charts submitted
   3) Creation and submission of technology plans in Texas e-Plan
   4) USAC Form 470 submission (certifying technology plans are written)
   5) Technology plans peer reviewed and approved by TEA
   6) USAC Form 486 submission (certifying technology plans were approved before services start date)

Technology Plan FAQs/Tips

2. To assure adequate timeline for the technology plan peer review process in Texas, plans must be submitted in the Texas e-Plan prior to March 31st.

Technology Plan FAQs/Tips

3. **Do I have to have my plan approved before I apply?**

- No. A technology plan **must be completed** at the time the FCC Form 470 is filed

  ...and **must be approved** before the start of service or the filing of the FCC Form 486, whichever is earlier.

- Applicants are required to formally certify on the FCC Form 486 that the technology plans on which they based their purchases were approved before they began to receive service.

Technology Plan FAQs/Tips

4. **Useful URLs**

- *Long-Range Plan for Technology, 2006-2020*

    - ➢ It's worth the read...;-)
    - ➢ http://ritter.tea.state.tx.us/technology/etac/LRPToct06.pdf

- *21st Century Skills*

    - ➢ http://www.21stcenturyskills.org/route21/index.php

- *STaR Chart*

    - ➢ http://starchart.esc12.net/default.html

Technology Plan FAQs/Tips

5. **What Others Are Doing**

- Cypress-Fairbanks ISD Technology Plan
  - http://www.cfisd.net/dept2/technology/2008-2011%20Technology%20Plan.pdf

- Web 2.0 Resource Page
  - http://school2.wikispaces.com/
  - How many of these are your staff using?

- NETS For Students
  - http://www.iste.org/Content/NavigationMenu/NETS/ForStudents/2007Standards/NETS_for_Students_2007_Standards.pdf

- NETS For Teachers
  - http://www.iste.org/Content/NavigationMenu/NETS/ForTeachers/2008Standards/NETS_T_Standards_Final.pdf

Technology Plan FAQs/Tips

6. Collaborate

7. Share

8. Be A Pal

9. It Takes A Village…

10. Ask Not What You Can…

Texas ePlan

http://tpesc.esc12.net/eplan/TexasePlan.html