

### Three-Year Educational Technology Plan Checklist

To comply with the E-Rate program, complete the components associated with the unshaded boxes in the REQ'D BY E-RATE column. Completion of other components are recommended but not required. Submission procedures found here: [Three-Year Educational Technology Plan Checklist Submission Procedure: 2013-2016](#)

Ed Tech Coordinator

**DIRECTIONS:** Place a check  in the unshaded **COMPLETED** column when the **TASK** has been completed.

TASK	Completed	
	Req'd by E-Rate	Not req'd E-Rate
<p><b>DATE:</b> Provide your educational technology plan's creation date (the date when the technology plan first contained all of the required elements in sufficient detail to support the products and services requested on the Form 470). (<a href="http://www.usac.org/sl/applicants/step01/default.aspx">http://www.usac.org/sl/applicants/step01/default.aspx</a>)</p> <p style="text-align: center;"><b>Tech Plan creation date:</b> _____</p>		

**DIRECTIONS:**

- Answers to questions regarding e-rate compliance: [http://www.usac.org/res/documents/sl/pdf/handouts/TechPlan\\_QuestionstoConsider.pdf](http://www.usac.org/res/documents/sl/pdf/handouts/TechPlan_QuestionstoConsider.pdf)
- Address the numbered items below in a separate District/Nonpublic School/Charter School educational technology plan document.
- Indicate in the *PAGE #* column, the page number where the corresponding information is found.
- For purposes of this document, "educators" are defined as school staff who teach children, including librarians and media specialists.
- Sample table templates are provided (see links embedded in this document) to assist in the development of the educational technology plan. Please use these table templates unless information is already in a digital form.

	Indicate in the unshaded spaces the page number where the corresponding information is found	
	Req'd by E-Rate	Not req'd by E-Rate
<p><b>TECHNOLOGY INVENTORY:</b></p> <p>1. Describe the technology inventory <u>needed to improve</u> student academic achievement in the 2013-2014 school year that informs the basis for the Form 470. Include in the description the internal connections and basic maintenance <i>for 12 months of the e-rate funded year</i>, such as the following areas:</p> <ul style="list-style-type: none"> <li>a) Technology equipment including assistive technologies</li> <li>b) Networking capacity</li> <li>c) Filtering method</li> <li>d) Software used for curricular support and filtering</li> <li>e) Technology maintenance and support</li> <li>f) Telecommunications equipment and services</li> <li>g) Other services</li> </ul>	6	
	Indicate in the unshaded spaces the page number where the corresponding information is found	

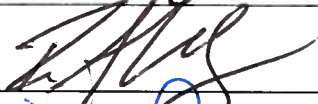





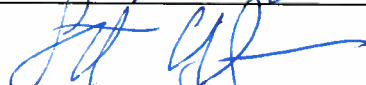


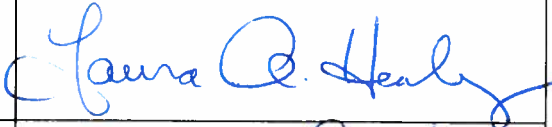


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	Req'd by E-Rate	Not req'd by E-Rate
<b>NEEDS ASSESSMENT:</b> 2. Describe the needs assessment process that was used to identify the necessary telecommunication services, hardware, software, and other services to improve education.	10	
<b>THREE-YEAR GOALS:</b> 3. List clear goals for 2013-2016 that address district needs. There must be strong connections between the proposed physical infrastructure (bandwidth, cabling, electrical systems, networks) and goals. Include goals for using telecommunications and technology that support 21 <sup>st</sup> century learning communities. E-Rate requirements: <a href="http://www.ecfr.gov">www.ecfr.gov</a>	15	
	<b>Indicate in the unshaded spaces the page number where the corresponding information is found</b>	
	Req'd by E-Rate	Not req'd by E-Rate
<b>THREE-YEAR IMPLEMENTATION AND STRATEGIES TABLE:</b>  4. Describe the realistic implementation strategies to improve education. Include in the description the timeline, person responsible and documentation (or evidence) that will prove the activity occurred. Address only 'a' and 'b' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment. <ul style="list-style-type: none"> <li>a. telecommunications,</li> <li>b. information technology,</li> <li>c. educational technology (including assistive technologies), and</li> <li>d. student technology readiness in preparation for online testing in 2014-2015.</li> </ul>	19	
<b>PROFESSIONAL DEVELOPMENT STRATEGIES:</b> 5. Professional development strategies should ensure that staff (teachers, school library media personnel and administrators) knows how to effectively use the technologies described in this plan to improve education, and will continue to support identified needs through 2016. <i>Address only 'a' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment.</i>  <ul style="list-style-type: none"> <li>• Describe the planned professional development strategies by addressing each of the following questions: <ul style="list-style-type: none"> <li>a) How will ongoing, sustained professional development be provided to all educators, (including administrators) that increases effective use of technology in all learning environments, models 21<sup>st</sup> century skills, and demonstrate learning experiences through global outreach and collaboration in the classroom or library media center?</li> <li>b) What professional development opportunities, resources and support (online or in person) exist for technical staff?</li> <li>c) How will professional development be provided to educators on the application of assistive technologies to support educating all students?</li> </ul> </li> </ul>	21	

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		Indicate in the unshaded spaces the page number where the corresponding information is found	
		Req'd by E-Rate	Not req'd by E-Rate
<b>EVALUATION PLAN:</b>		22	
6. Describe the evaluation process that enables the progress and effectiveness of goals to be monitored.			
7. Describe the process to make mid-course corrections in response to new developments and opportunities as they arise.		22	
<b>FUNDING PLAN (July 2013 – June 2014):</b>			23
8. Provide the anticipated costs for <b>2013-2014</b> by source of funds (federal, state, local and other) and include expenses such as hardware/software, digital curricula including <a href="#">NIMAS</a> compliance, upgrades and other services including print media that will be needed to achieve the goals of this plan. Allow specific provisions for interoperability among components of such technologies to successfully achieve the goals of this plan.			

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Title	Name	Signature
Superintendent	Raymond Gonzalez	
Board Member	Donald Pavlak	
Technology Coordinator	Joe Borchard	
Teacher	Matthew Agrati	
Teacher	Tom Mohan	
Teacher	Steve Viti	
Teacher	Scott Wagner	
District Tech	Jason Suter	
Library Media Specialist	MaryEllen Greer	
Library Media Specialist	Laura Healy	
Library Media Specialist	Maggie Carruthers	
Special Ed Specialist	Kim Ferrier	

### Technology Inventory

As Wayne Township Public Schools prepares its' staff and students for a 21st century learning environment, investments need to be made toward the foundations of the network which will assist in creating a personalized learning environment.

An integral component in preparing a 21st century learning environment is creating a ubiquitous Wi-Fi network to support both staff and students. For the 2013-2014 school year 150 Aruba access points will be installed in the secondary schools concentrated in are identified classrooms. The installation of these 150 access points will bring WTPS to 48% Wi-Fi coverage. In the 2014-2015 school year an additional 150 access points will be installed in the secondary schools bringing the district coverage to 83%. For the 2015-2016 school year, 150 access points will be installed in the elementary and secondary schools to provide for dense coverage. The installation of the access points will set the foundation for creating a seamless personalized learning environment.

While creating a ubiquitous Wi-Fi environment is critical to the success of a personalized mobile learning environment; equally important is to simultaneously leverage the installation of new Wi-Fi coverage with the use of Chromebooks. For the 2013-2014 school year, 250 Chromebooks will be purchased to be used for classroom instruction. By having Chromebooks utilized in the classrooms; this will assist students to prepare for the PARCC assessment by acclimating them to the process of taking an online exam and manipulating objects in a virtual environment. In the elementary schools, 100 iPads will be purchased to create a personalized learning space. The iPad devices will be infused into the teaching and learning process so that technology is no longer an add-on but rather another resource in the teachers 21<sup>st</sup> century tool box.

As the demand for Wi-Fi continues and additional devices are added to our network, we will need to upgrade our internet access from 200Mbps to 1Gbps. By increasing the bandwidth to our network, this will allow for a seamless online experience where students and staff will be able to harness the full potential of utilizing new digital tools to create new knowledge and experiences. While the creation of new knowledge through the use of educational technology is exciting, the district has a responsibility to ensure that students are provided a safe online experience. Wayne Township Public Schools currently utilizes a Barracuda Web Filter 910, with an Energizer Update subscription for content and category updates. The filter screens content based on URL categorization, custom URL white/black lists, forced safe-search capabilities, and MIME restrictions and IP/PORT Block Exemptions. The web filtering appliance is integrated with our Active Directory and filtering policies are enforced based on group membership. This method of hardware filtering by Barracuda Network provides CIPA compliant content filtering for all district users.

To support the explosion of new technologies and learning experiences, over the next 3 years we are planning to virtualize the data center. Virtualization of the data center will provide the district with the following benefits.

- More efficient use of server processing power. By combining servers in a virtual environment, server resources can be tailored to individual processing needs to support individual learning environment.
- Allow for services on demand from end users to access district resources from any device.
- Less energy consumption. One virtual server will replace 2 to 8 physical servers. Less cooling needed in the data center. Less power resources required for server uptime. UPS units will be reduced cutting the need for battery replacements.
- Lower cost of hardware purchases. All hardware is virtualized reducing the need for individual server purchases. Less switches needed for server network connections.

Currently our datacenter houses 75 servers. Virtualization will reduce the physical server need to 6 - 10 virtual servers.

The district will continue to monitor hardware and software purchases and the return on their investment. Software and hardware which no longer supports our curriculum will not be renewed and recycled.

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<b>Three-Year Educational Technology Plan Inventory Table</b>			
<b>Area of Need</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
Technology Equipment including assistive technologies	<p>Purchase of virtual servers and increase of server space.</p> <p>250 Chromebooks or equivalent devices for student use in secondary schools.</p> <p>100 iPads for use in elementary schools.</p>	<p>350 Chromebooks or equivalent devices for student use in secondary schools.</p> <p>150 iPads for use in elementary schools.</p>	<p>350 Chromebooks or equivalent devices for student use in secondary schools.</p> <p>150 iPads for use in elementary schools.</p>
Networking Capacity	<p>Internet access bandwidth: Increase bandwidth to 200 Mbps.</p> <p>Wireless LAN: Access points will be installed in the secondary schools, to increase coverage</p> <p>Virtualize Network Data Center Reduce the number of servers and consolidate into a virtual environment. 15 servers in year one.</p>	<p>Wireless LAN: Access points will be installed in the secondary schools, to increase coverage</p> <p>Virtualize Network Data Center Reduce the number of servers and consolidate into a virtual environment. 15 servers in year two.</p>	<p>Internet access bandwidth: With the increased demand for Wi-Fi and devices on the network, the bandwidth will be increased to 1Gbps</p> <p>Wireless LAN: Installation of access points identified in areas where more coverage is needed for weak signals or a denser to account for a higher demand of student use. Installation to all be completed in common areas.</p> <p>Virtualize Network Data Center Reduce the number of servers and consolidate into a virtual environment.</p>
Filtering Method	Barracuda Web Filter 910, with an Energizer Update subscription for content and category updates	No Change	No Change

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<p>Software used for curricular support and filtering</p>	<p>Academics:          Adobe Creative Suite Master Collection          Microsoft Office          Apple Final Cut Pro          Photo-Adobe CS5,          Adobe CS5</p> <p>Learn Key tutorials for Adobe certification*          TV-CS5          FileMaker Pro          CAD &amp; Robotics-Autodesk Suit          SolidWorks (rendering software)          Auto-All-Data (automobile service manuals)          3D Home          Google Earth          Google Apps for Education          Sibelius 6 (Music department)          VideoPad Video Editor          Audacity          PH Physical Science IST          Stagecast Creator          Inspiration 7.5          Scratch          UltraKey</p>	<p>No Change</p>	<p>No Change</p>
<p>Technical Support and maintenance</p>	<p>Personnel:          Educational Technology Coordinator          Administrative Assistant          Network Engineer          Network Administrator          1 Lead Technician / Network</p>	<p>No Change</p>	<p>No Change</p>

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	Support 4 Technicians 1 Technology Integration Specialist Data Systems Admin Data Programmer Data Specialist District Webmaster / Trainer		
Telecommunications equipment and services	<b>Wireless Access Points:</b> 150 Aruba 802.11ac wireless access points to be installed in secondary classrooms.	<b>Wireless Access Points:</b> 150 Aruba 802.11ac wireless access points to be installed in secondary schools to provide dense coverage not provided by previously installed access points.	<b>Wireless Access Points:</b> 150 Aruba 802.11ac wireless access points to be installed in elementary schools to provide dense coverage throughout the building.
Other Services:	Purchase of MyLearning plan software for use in implementation of AchieveNJ Stronge evaluation.	No change	No change



### **Needs Assessment**

Regular review of access logs and bandwidth indicate current 100 Mbps internet line is about 70% utilized throughout the day with peaks and valleys of about 10%. With the addition of more tablets in the classrooms to be used for instruction, the demand on the network will increase. In order to support Goal #1, there is a need to increase the internet line to a 1 Gbps connection.

The purpose of the staff technology survey was to measure where our staff's areas of strength are and identify professional development opportunities in the educational technology area. The survey was administered using Google forms and sent to the staff via email. Since the district moving toward using Google Apps for Education, the results clearly indicated a need to train on the use of Google Apps and ways to create online assignments. As we transition into a "cloud based" environment, the need to support our teachers and infuse new digital tools into the classroom is essential.

Ex: Which teacher tools would you like to learn more about? 74% of those who responded wanted to learn more about Google Apps.

Ex: 61% of those who responded have no knowledge about Edmodo. When asked what teacher tools they wanted to learn more about, 51% wanted to learn about Edmodo.

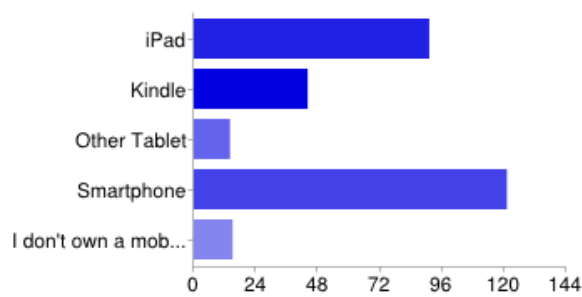
Ex: Only 8% of those who responded stated that access to laptops or tablets in class would be a distraction, the remaining 92% felt that they would cover more curriculum and students would be more in engaged.

As we move forward with the use of Google Apps For Education, we will address the staff needs by providing training on Google Apps for Education and how to integrate it with Edmodo. Over the next three years, the use of Chromebooks and iPads will allow teachers the ability to utilize new digital tools to further engage their students.

**Staff Needs Assessment**

1. What type of mobile device do you own?

What type of mobile device do you own?

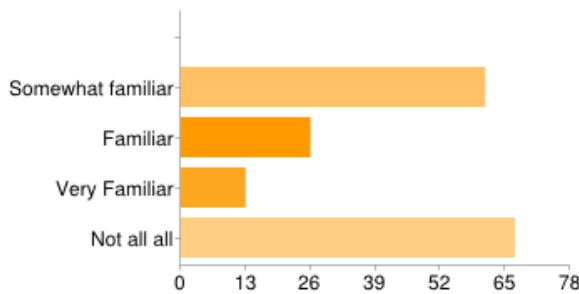


Device Type	Count	Percentage
iPad	91	55%
Kindle	44	27%
Other Tablet	14	8%
Smartphone	121	73%
I don't own a mobile device	15	9%

People may select more than one checkbox, so percentages may add up to more than 100%.

2. Are you familiar with "Cloud Computing"?

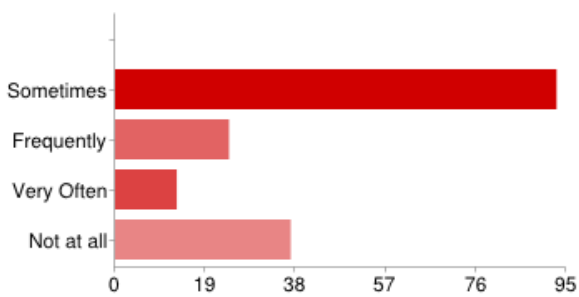
Are you familiar with "Cloud Computing"?



Familiarity Level	Count	Percentage
Somewhat familiar	61	37%
Familiar	26	16%
Very Familiar	13	8%
Not all all	67	40%

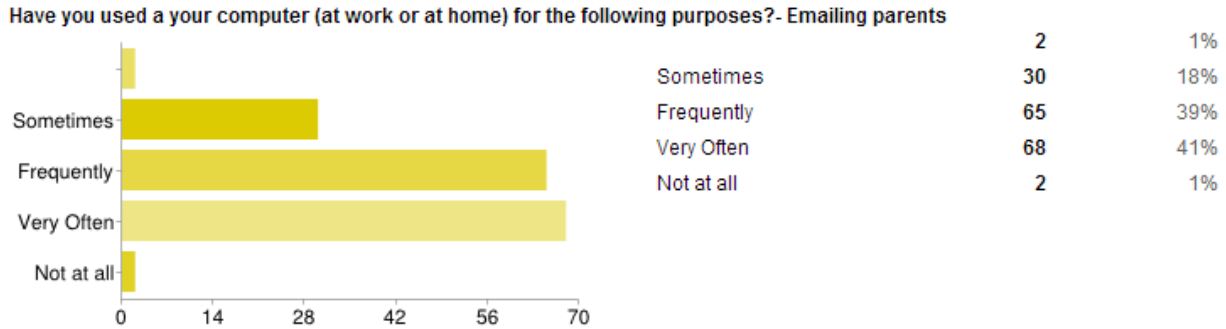
3. Have you used a computer (at work or at home) for the following purposes? –Emailing parents

Have you used a your computer (at work or at home) for the following purposes?- Participating in online PD (i.e. webinar)

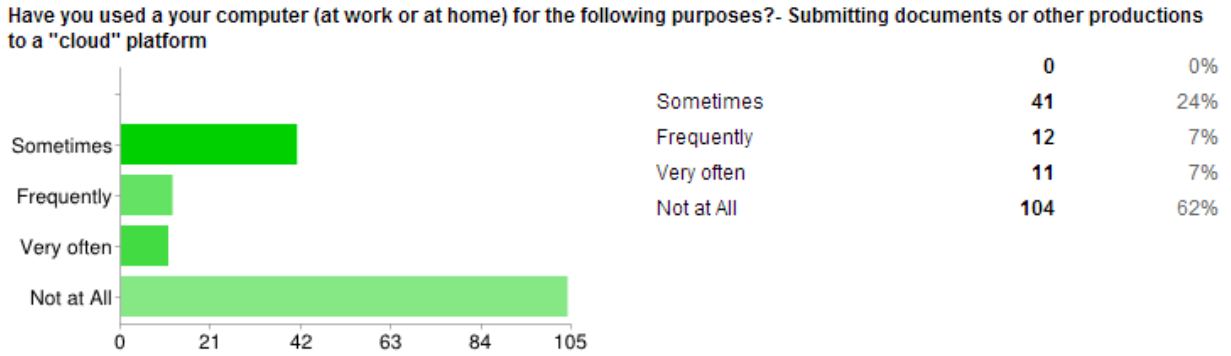


Frequency Level	Count	Percentage
Sometimes	93	56%
Frequently	24	14%
Very Often	13	8%
Not at all	37	22%

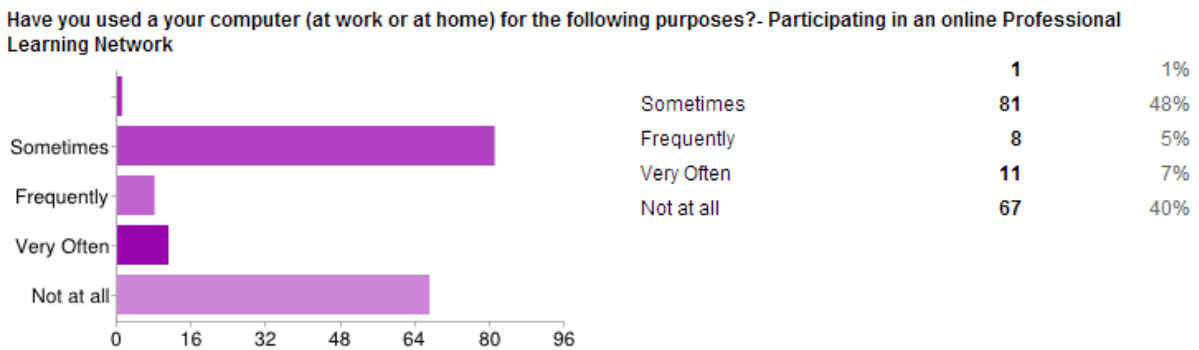
4. Have you used a computer (at work or at home) for the following purposes? –Participating in online PD (i.e. Webinar)



5. Have you used a computer (at work or at home) for the following purposes? –Submitting document or other files to a “cloud” platform

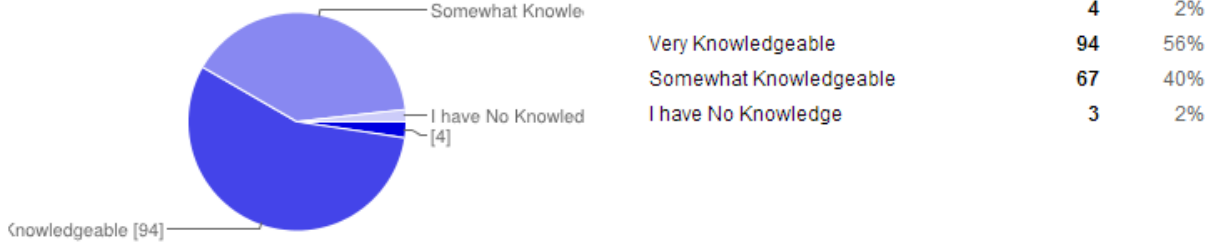


6. Have you used a computer (at work or at home) for the following purposes? –Participate in on online Professional Learning Network



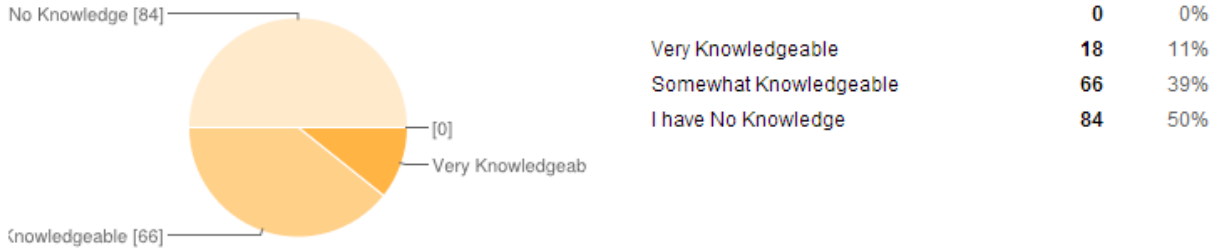
7. Please indicate your level of knowledge on each of the following programs.-Microsoft Office

Please indicate your level of knowledge on each of the following programs.- Microsoft Office



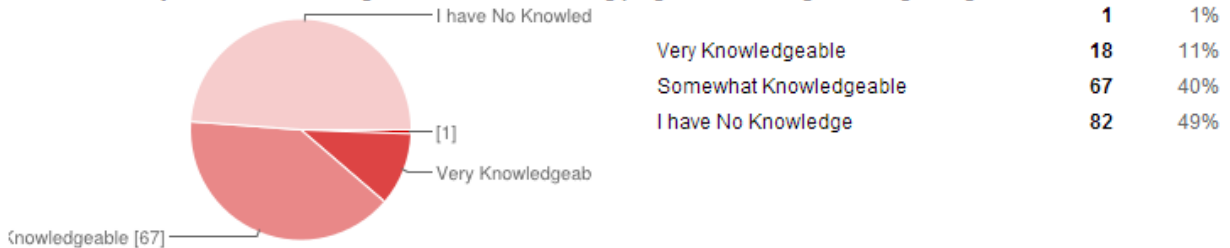
8. Please indicate your level of knowledge on each of the following programs.-Google Drive

Please indicate your level of knowledge on each of the following programs.- Google Drive



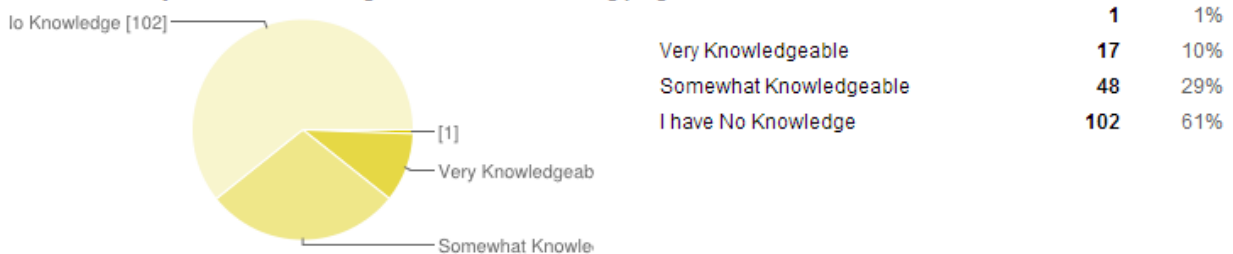
9. Please indicate your level of knowledge on each of the following programs.-Creating and using a blog

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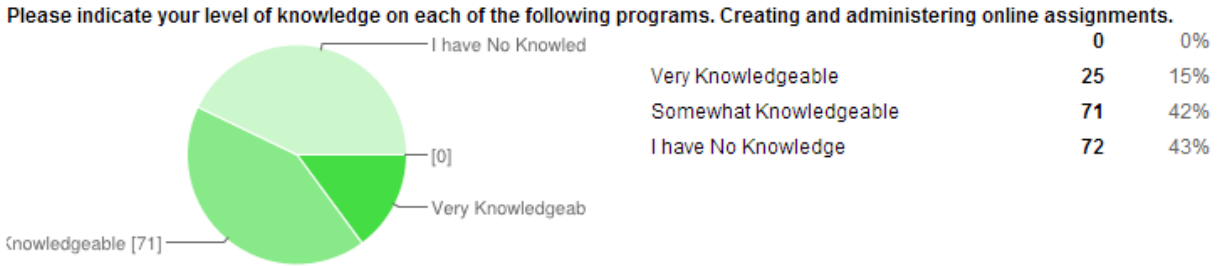


10. Please indicate your level of knowledge on each of the following programs.-Edmodo

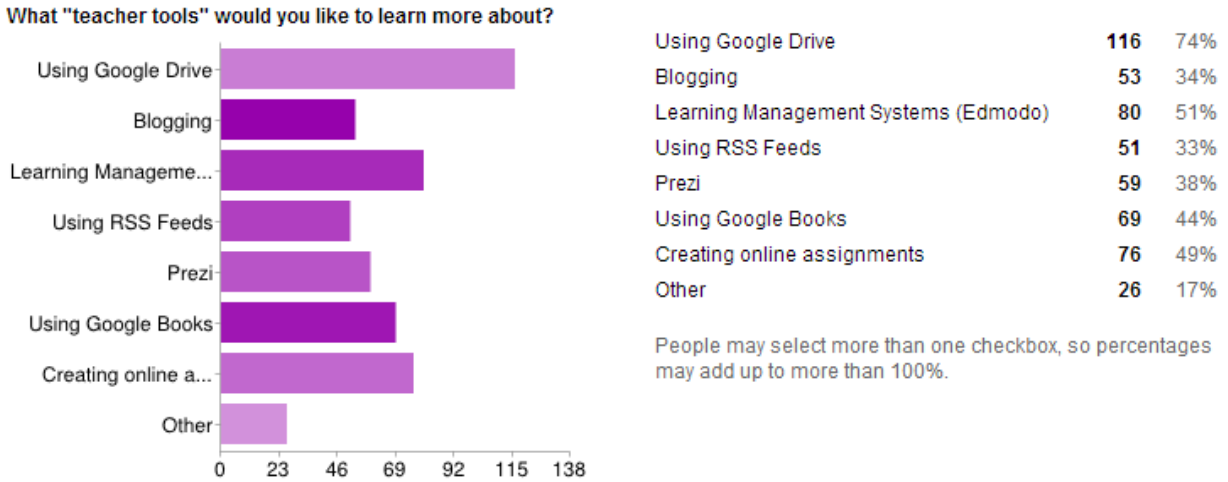
Please indicate your level of knowledge on each of the following programs.- Edmodo



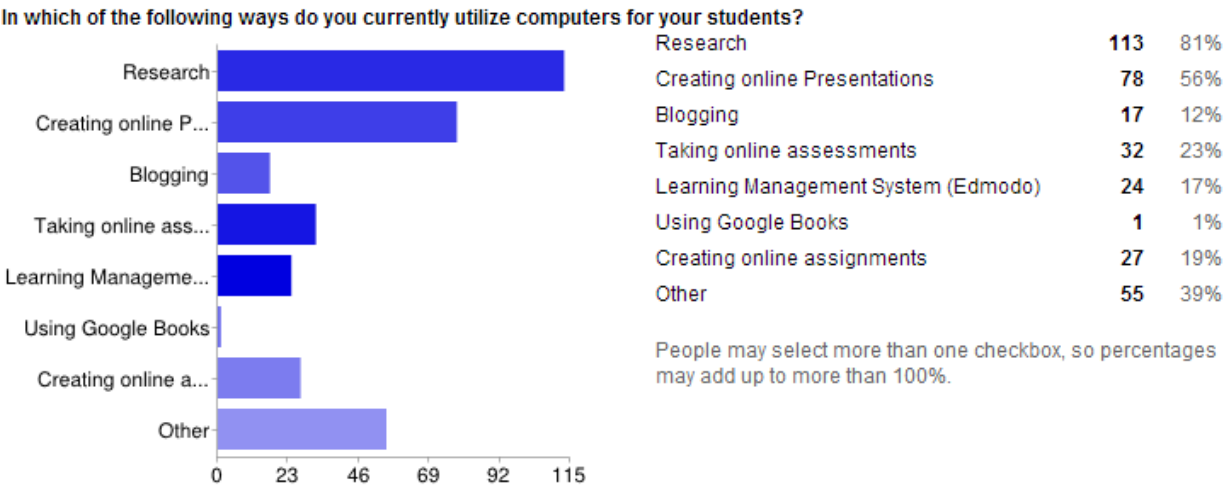
11. Please indicate your level of knowledge on each of the following programs.-Creating and administering online assignments.



12. What "digital tools" would you like to learn more about?



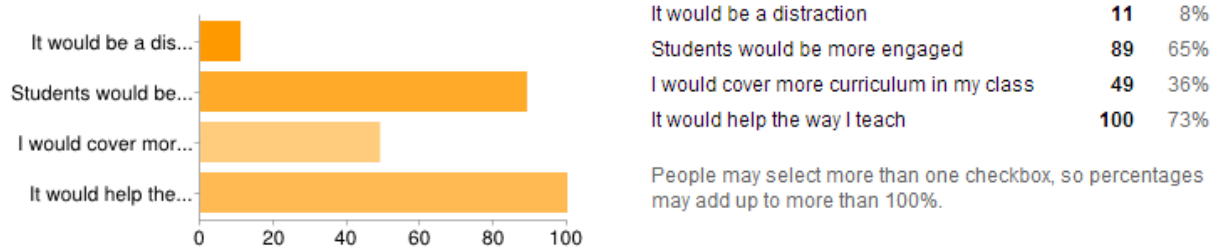
13. In which of the following ways do you currently utilize computer for you students?



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14. If students were to have access to laptops or tablets in your class:

**If students were to have access to laptops or tablets in your class:**



### Three –Year Goals

**Goal 1:** Design and implement a ubiquitous WiFi network to support a personalized mobile student centered learning environment.

Major Activities	Person(s) Responsible	Timelines	Indicators of Success
Increase WiFi in all elementary schools	Ed Tech Coordinator	SY 13-14	Testing of WiFi and AirWave report of signal strength and usage.
Increase WiFi in all secondary schools classrooms	Ed Tech Coordinator	SY 13-14	Testing of WiFi and AirWave report of signal strength and usage
Increase WiFi in all elementary schools to provide dense coverage	Ed Tech Coordinator	SY 14-15	Testing of WiFi and AirWave report of signal strength and usage
Increase WiFi in all secondary schools to provide dense coverage	Ed Tech Coordinator	SY 15-16	Testing of WiFi and AirWave report of signal strength and usage
Develop a tablet plan and institute appropriate policies for student use and hardware loss	Ed Tech Coordinator	SY 13-14	Adoption of a new Acceptable use policy and tablet policy

**Goal 2:** Create a pilot personalized mobile student learning environment with the use of Chromebooks or equivalent in the secondary schools, to prepare students for the PARCC assessment.

Major Activities	Person(s) Responsible	Timelines	Indicators of Success
Identify a select group of students and teachers in the secondary schools who will pilot a personalized mobile program.	Ed Tech Coordinator Directors Principal Selected teachers	SY 13-14	Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

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Establish a Google Academy for staff to be immersed in best practices in utilizing Google Apps for Education.	Ed Tech Coordinator Ed Tech Specialist	SY 13-14	Design of relevant learning experiences that incorporate digital tools and resources to promote student learning and creativity
Configuration of the Google Active Directory Sync to create Google Apps accounts for students in the secondary schools.	Ed Tech Coordinator	SY 13-14	Successful creation of student accounts in Google Apps
Create a process for staff and students at the secondary level to migrate data from H drive to Google drive.	Ed Tech Coordinator Ed Tech Specialist	SY 13-14	Successful migration of data from H drive to Google
Establish a pilot group of teachers to participate in Google Apps professional development.	Ed Tech Coordinator Ed Tech Specialist Directors Principal	SY 13-14	Teachers design, develop, and evaluate authentic learning experiences and assessment incorporating contemporary tools and resources to maximize content learning in context and develop the knowledge, skills, and attitudes identified in the NETS.s
Create lessons and units in various subjects for both staff and students to utilize digital tools to teach and learn in a digital environment.	Ed Tech Coordinator Ed Tech Specialist Directors	SY 13-14	Online modules, assessments and lessons.
Create a personal learning community of staff who are interested in continuously improving their professional practice and exhibit leadership in their school and professional	Ed Tech Coordinator Ed Tech Specialist	SY 15-16	Completion of Google certified training modules.



community by promoting and demonstrating the effective use of digital tools and resources.			
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**Goal 3:** Create a pilot personalized mobile student learning environment with the use of iPads in the elementary schools in the Math and Language Arts areas, to prepare students for the PARCC assessment.

Major Activities	Person(s) Responsible	Timelines	Indicators of Success
Identify a select group of students and teachers in the elementary schools who will pilot a personalized mobile program.	Ed Tech Coordinator Directors Principal Selected teachers	SY 13-14	Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
Establish a pilot group of teachers to participate in iBoot Camp, in ways to utilize the iPad for instructional purposes.	Ed Tech Coordinator Ed Tech Specialist Directors Principal	SY 13-14	Teachers design, develop, and evaluate authentic learning experiences and assessment incorporating contemporary tools and resources to maximize content learning in context and develop the knowledge, skills, and attitudes identified in the NETS.s
Create a process for staff to purchase apps from the Apple Volume Purchase Program.	Ed Tech Coordinator	SY13-14	A final list of approved purchased APPs from the Apple APP store.
Create lessons and units in various subjects for both staff and students to utilize digital tools to teach and learn in a digital environment.	Ed Tech Coordinator Ed Tech Specialist	SY 13-14	Online modules, assessments and lessons.

**Goal 4:** Increase teachers’ and administrators’ knowledge of effective use of educational technology to infuse it into the curriculum to prepare students for a 21<sup>st</sup> Century curriculum and the PARCC assessment.

Major Activities	Person(s) Responsible	Timelines	Indicators of Success
Create a 21 <sup>st</sup> Century district training lab at our Preakness building for staff to become active participants in setting and reaching their own educational goals	Ed Tech Coordinator	SY 13-14	Facilities use of building for the use of professional development.
Develop a technology professional development learning course outline for staff and admins to make use of existing and emerging digital tools and resources in support of student learning.	Ed Tech Coordinator Ed Tech Specialist	SY 13-14	Course outline and staff evaluations for participation in courses.
Creation of a technology professional blog to be used as a resource for relevant new trends in educational technology.	Ed Tech Coordinator Ed Tech Specialist	SY 13-14	Ongoing threaded discussions and post on blog.
Design and use of a Learning Management System to capture relevant learning experiences that incorporate digital tools and resources to promote student learning and creativity.	Ed Tech Coordinator Directors	SY 14-15	Use of LMS and the work created and completed.
Promote Digital Learning Symposium for staff and students to showcase best practices and exemplar artifacts	Ed Tech Coordinator Directors Ed Tech Specialist	SY 13-14	Staff and student participation at Digital Symposium.

**Three-Year Educational Technology Plan Checklist**

**Three-Year Implementation Activity Table**

<b>Three-Year Technology Implementation Activity Table</b>				
<b>District Goal and Objective</b>	<b>Strategy/Activity</b>	<b>Timeline</b>	<b>Person Responsible</b>	<b>Documentation</b>
1	Increase Wi-Fi in secondary buildings	13-14	Ed.Tech Coordinator	Purchase order for purchased and installed Wi-Fi access points
1	Creation of policy for appropriate use of guest network and technology devices	13-14	Ed.Tech Coordinator	Approved Board policy
2, 3	Create a group of pilot teachers and students in a personalized mobile learning environment	13-14	Ed.Tech Coordinator	Surveys and feedback from both staff and students
2,3	Conduct professional development for teachers who participate in the personalized mobile learning environment	13-14	Ed.Tech Coordinator	Staff will be offered 10 hours of professional development
4	Create a district training facility	13-14	Ed.Tech Coordinator	Completed facilities use permits for training lab
4	Creation of district technology training modules	13-14	Ed.Tech Coordinator	Completed course outlines
4	Use of a Learning Management System	14-15	Ed.Tech Coordinator	Created course and student work in LMS
4	Digital Learning Symposium	13-14	Ed.Tech Coordinator	Summary of completed presentations

## **Professional Development**

Building a network to sustain a personalized learning environment is only partially complete; the network is only as good as the support for the end users. With the new WiFi network, teachers will be asked to step out of their comfort zone to infuse new digital tools and methods into their classrooms to support 21<sup>st</sup> Century skills. The use of these tools and strategies will be supported in various ways through the use of a new district training lab, in-class coaching, online workshops, and other professional development opportunities. The technology department will create and host a series of professional development classes to be held throughout the school year at our new district training facility. Professional development will be offered to modify existing curriculum to infuse technology into units and lessons to include digital tools and 21<sup>st</sup> century skills.

Wayne Township Public Schools will look to partner with other districts that have successfully implemented a Chromebook program and follow some best practices as well as pitfalls to avoid. Provided that there is enough interest, the school district will partnership with New Jersey City University to offer a Masters in Educational Technology. This program will be offered by the University at a reduced rate and classes will be held in district.

## Three-Year Educational Technology Plan Checklist Professional Development Table

Professional development detail is needed for the first school year of the educational technology plan.

Educators' Proficiency/ Identified Need	Ongoing, sustained, high-quality professional development planned	Support
Ability to create cloud based assignments and courses	Creation of a series of classes conducted by district trainers who will work with staff from the creation of assignments to online delivery and assessment.	Staff release time to attend PD and support provided by Ed Tech Integration Specialists. A Technology Blog and online PLN will assist staff to reflect on lessons learned.
Google Apps for Education	Classes aimed at maximizing the potential of Google Apps from introduction to advanced classes.	Staff release time to attend PD and support provided by Ed Tech Integration Specialists. A Technology Blog and online PLN will assist staff to reflect on lessons learned.
Ability to transfer current knowledge to new technologies	Course for staff to transform existing lessons and use digital tools to incorporate 21 <sup>st</sup> century skills.	Staff release time to attend PD and support provided by Ed Tech Integration Specialists. A Technology Blog and online PLN will assist staff to reflect on lessons learned.
Effectively designing and facilitating a learning management system course.	Series of classes for staff to utilize a learning management system for course delivery.	Staff release time to attend PD and support provided by Ed Tech Integration Specialists. A Technology Blog and online PLN will assist staff to reflect on lessons learned.
Ability for technical staff to troubleshoot and maintain district systems	Provide professional development for maintenance of district systems.	Tech staff will have scheduled time for participation in PD and turnkey time share with the dept.
Using digital tools in the classroom	Mini-sessions to showcase how some digital tools can be used in the classroom.	This continuing online session will allow staff to attend PD afterschool as well access recorded sessions.

## Three-Year Educational Technology Plan Checklist Evaluation Plan

The evaluation narrative must include how telecommunications services, hardware, software and other services will improve education. Telecommunications services are leased, tariffed, contracted, or month-to-month services that are used to communicate information electronically between sites. The services **MUST** be provided by an eligible Telecommunications Service Provider. Examples of Telecommunications Services for E-Rate include T-1 lines, basic telephone service, and ISDN. Broadcast services (such as over-the-air radio and television) and cable TV are not considered Telecommunications Services.

The burden of proof for any federal inquiry lies with the district, and they should be able to support their process with methodology and documentation. The use of this table is optional and is provided as a convenience.

<b>Educational Technology Plan Evaluation Narrative</b>	
<b>Describe the process to regularly evaluate how...</b>	
<i>a. Telecommunication services, hardware, software and other services are improving education.</i>	Continually monitor usage reports and log files of data traffic. Evidence of integrated educational technology into the curriculum as shown in the student information system and or the learning management system.
<i>b. Effective integration of technology is enabling students to meet challenging state academic standards.</i>	Evidence of integrated educational technology into the curriculum as shown in the student information system and or the learning management system. Digital artifacts of student learning will be showcased at the District Digital Learning Day.
<i>c. The LEA is meeting the identified goals in the educational technology plan.</i>	The technology department will meet on a regular basis with the technology committee to review progress and identify areas of