

**Name School
Technology Use Plan**

**School
Logo
Goes Here**

July 2003 - June 2008

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1. Plan Duration

A. Plan Duration

This plan was written during the 2002-2003 school year and covers the 5 year period from July 2003 to June 2008.

2. Stakeholders

A. Stakeholders

The extensive planning process served to engage all stakeholders responsible for plan implementation.

Planning team representatives included:

Person

Position

3. Curriculum

A. Teachers', Students', and Parents' Access to Technology

The plan describes the technology access available in the classroom, media center, or labs for all students, teachers, parents, and community both during the school day and outside of school hours.

Start Here!

B. School's Curricular Goals

The plan references other site and District documents that guide the curriculum and/or establish goals and standards.

Start Here!

C. Focus Content Areas

The plan identifies grade levels, subjects, or student populations that will be the focus for the length of the plan. The plan delineates clear, specific, and realistic goals for using technology to support the school's curriculum goals.

Start Here!

D. Classroom and Workplace Skills

The plan delineates clear, specific, and realistic goals for using technology to help students acquire technology and information literacy skills.

Start Here!

E. Record Keeping and Assessment

List of clear goals and a specific implementation plan to utilize technology to make student record keeping and assessment more efficient.

Start Here!

F. Parental Access to Teachers and Administrators

List of clear goals and a specific implementation plan to utilize technology to make teachers and administrators more accessible to parents.

Start Here!

G. Timeline

Timeline for implementing planned goals.

Start Here!

4. Professional Development

A. Professional Development Needs Assessment

The plan provides a clear summary of the teachers' and administrators' current technology skills and needs for Professional Development. Sixty percent of the teachers must complete annually both online modules of the [California Technology Assessment](#) Profile (Proficiency Assessment and Technology Use Survey).

Start Here!

B. Goals and Implementation Timeline

List of clear goals and a specific implementation plan for providing Professional development opportunities based on the needs assessment and the Curriculum goals and timeline.

Start Here!

C. Timeline

Timeline are specific and realistic. Teachers and administrators implementing the plan can easily discern what steps will be taken, by whom, and when.

Start Here!

5. Infrastructure, Hardware, Technical Support, and Software

A. Needs

The site's technical support must participate in the District's Technology Support Group or other acceptable system for site technology support.

Infrastructure needs should include consideration for computer management, thin-client, or netbooting technology to reduce the need for technology support.

The plan also includes a list of items to be acquired with TUP funds provided by the District and the school's match.

Start Here!

B. Timeline

Clear timeline for obtaining the hardware, infrastructure, learning resources, and technical support required to support the other plan components.

Start Here!

6. Funding and Budget

A. Funding Sources

The plan contains a list of established and potential funding sources and cost savings, present and future.

Site fundraising for technology should be included in this section.

Start Here!

B. Costs

Cost estimates are reasonable and address the total cost of ownership, maintenance, upgrade, software, and support.

Start Here!

C. Technical Support

The plan describes the level of technical support that will be provided for implementation given current resources and describes goals for additional technical support should new resources become available. The level of technical support is based on some logical unit of measure, such as number of computers.

Start Here!

D. Replacement Policy

The plan recognizes that equipment will need to be replaced and outlines a realistic replacement plan that will support the Curriculum and Professional Development goals. We would expect that computers have a useful life of about 4 years, so replacement options need to be planned.

Start Here!

7. Monitoring and Evaluation

A. Evaluation of Impact of Plan on Student Learning and Management

Description of how technology's impact on student learning and attainment of the school's curricular goals, as well as classroom and school management, will be evaluated.

Start Here!

B. Use of Monitoring and Evaluation Information

A process to monitor and evaluate the plan. Each year the site will be required to submit an evaluation of the current years progress in meeting the plan's goals and a description of what is planned for next year to move towards the goals of the plan. This includes a report from the [California Technology Assessment](#) Profile showing the percentage of staff that has completed both modules.

We expect that this evaluation will be about 1 page in length and upon receipt and approval, the next years Technology Upgrade allocation will be made.

Start Here!