

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, 2011 – June 30, 2012. 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, 2012 – 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):	NORTHFIELD PUBLIC SCHOOLS
District Number:	0659
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 9, 2012
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
Name	MATT HILLMANN
Title	DIRECTOR OF HUMAN RESOURCES & TECHNOLOGY
Address	1400 DIVISION STREET S NORTHFIELD, MN 55057
Phone Number & E-mail	(507) 645-3458 MATT.HILLMANN@NFLD.K12.MN.US
TECHNOLOGY CONTACT INFORMATION	
Name	MATT HILLMANN
Title	DIRECTOR OF HUMAN RESOURCES & TECHNOLOGY
Address	1400 DIVISION STREET S NORTHFIELD, MN 55057
Phone Number & E-mail	(507) 645-3458 MATT.HILLMANN@NFLD.K12.MN.US

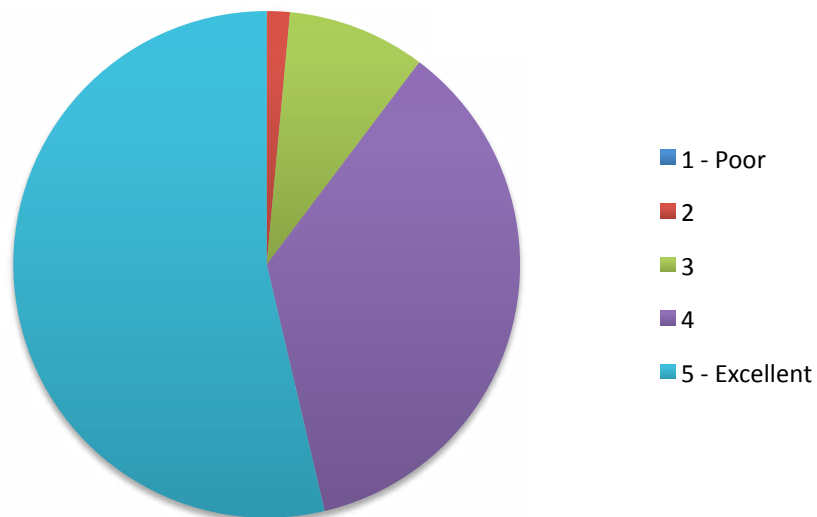
2013-15 Technology Plan Template

Instructions: Use the format below to complete your responses.

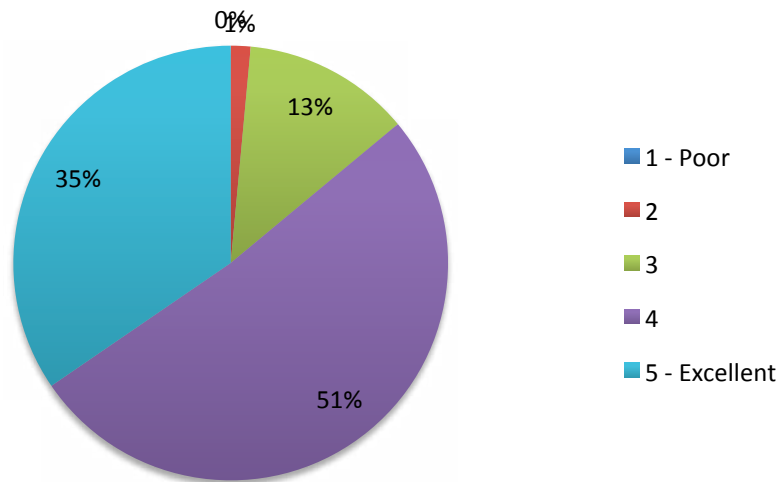
- 1. Technology Needs Assessment:** Describe the processes(s) used to determine the technology needs for the LEA for 2013-2015 and briefly summarize the needs that have been determined. Make sure to include any technology needs that will be supported through E-rate discounts, such as telephone, telecommunications access, Internet, and other E-rate eligible services.

The Northfield Public Schools conducts an annual technology survey that embeds a needs assessment in order to conduct long range planning and to adjust the plans during the duration of the plan. The most recent survey was conducted from June 3, 2011-June 12, 2011 using the District's Google Apps survey tool. 136 individuals completed the survey.

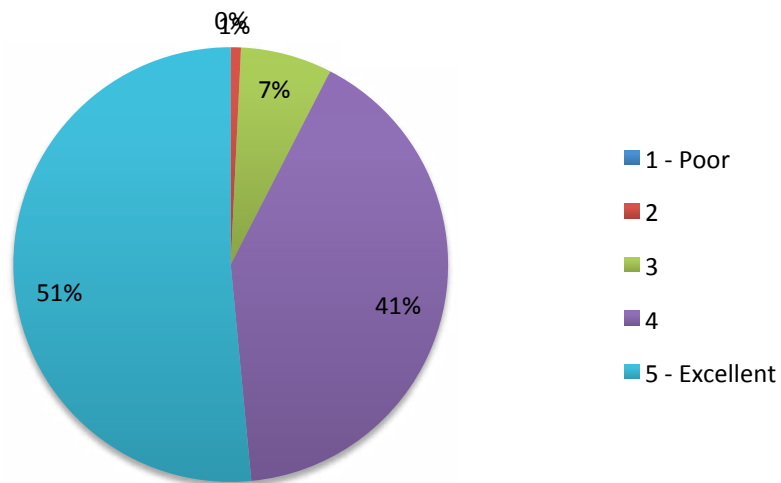
How would you rate the communication and responsiveness of the Technology Services Department to meet your daily needs?



How would you rate the reliability and stability of the district network and computers (i.e. the systems are up and running when you need them)?



How would you rate the effectiveness of the Technology Services Department in general to meet your daily needs (i.e. do we provide the technology support you need, when you need it, etc.)?



The survey also asked three open-ended questions:

- What are things that our department does well?
- How can we improve our services to better serve you next year?

- What types of technologies or support could be made available to help you do your job better?

The survey highlighted the following themes as needs:

- Stronger and more ubiquitous wireless network to support mobile devices.
- Faster and/or more direct service for “emergency” technology needs such as LCD projector failures or SMART Board issues. Ironically, many statements in the “what are things that our department does well” stated the department responds quickly and efficiently.
- Better communication regarding the status of some technical support requests.
- Additional, required training. Much of our District’s professional development plan includes sessions that are not mandatory. This has already been addressed through mandatory professional development during the 2011-12 school year.
- More access to computers for students – this was brought up through the concern over limited access to computer labs during testing cycles and the limited access to student classroom computers in some buildings.

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:

Belief statements

Educational Technology is designed to provide resources that can accelerate and personalize teaching and learning, foster the individual academic development of students at all skill levels, and develop higher order thinking skills that empower all learners to participate in our dynamic world.

Technology should be used to maximize the productivity of staff while providing cost effective strategies for the management of the school district so that the large majority of resources can be focused on teaching and learning.

Technology should be used to support ongoing communication with District stakeholders.

Goals

The following goals and strategies are overarching goals that facilitate the district's vision in using technology to deliver and facilitate educational services. Each year, the District Technology Steering Committee will develop SMART goals to enact the core strategies listed below.

Goal 1: District technology will be reliable and accessible.

Strategies

- Computers and related devices should be updated on a five-year schedule.
- Routine and preventative maintenance will be conducted in order to provide reliable equipment and networks to support educational services.
- Technical support will focus on responding to student and teacher technical support requests.
- Wireless networks will be expanded so that 100% of the District's "under roof" square footage will have coverage. Additional wireless nodes will be added to support areas of the greatest traffic.
- Backup and disaster recovery strategies will be reviewed annually.
- We will regularly review technology procedures that strive to foster simple computer, network, and Internet access. This includes preparing for more widespread use of student and staff owned computing devices.
- Develop strategies so that computer use is not limited during computerized assessment time frames.

Goal 2: The District will research, recommend, implement, and support technologies to personalize student learning and assessment.

Strategies

- The District Technology Steering Committee and Tech Champs team will regularly review emerging technologies and recommend potential uses within the District’s curriculum and pedagogical approaches to engage our learners.
- District technology and media staff will provide support to curriculum review committees in reviewing technologies that may be appropriate in delivering content or facilitating learning in that subject matter, striving to engage our learners.
- The District will support the review of technology during the IEP process in order to provide assistive technologies that are individualized to the student’s disability.
- The District will review the technology for assessment annually to determine its effectiveness in delivering assessments and reflecting upon student data.
- The District Technology Steering Committee will annually review technologies used for District communication and recommend new technologies to further support connection with District stakeholders.
- The District will offer a multi-faceted technology professional development program that uses a variety of modalities.
- The District Technology Steering Committee should establish a “research and development” budget to allow carefully selected pilot projects with emerging technologies.

Goal 3: The District will utilize technologies that make the administration of the school district more efficient.

Strategies

- The District will consider and implement technologies that streamline administrative tasks, reporting, and record keeping.
- The District will consider implement technologies that can maximize productivity in order to focus resources on teaching and learning.
- The District will focus on linking key data sources (student, financial, and HR data.)

Specific items to be addressed through annual goal setting process:

- Consider the place of student owned devices and/or individualized district owned tablets for students and develop a plan for implementation. Develop a plan for wireless infrastructure and network backbones that are robust enough to handle their continued and expanded use.
- Determine feasibility of leasing equipment vs. outright purchase in order to provide greatest flexibility in keeping up with the changes in computing devices.
- Consider and recommend strategies to replace textbooks with digital versions, as encouraged by the United States Department of Education.
- Consider additional cloud based computing strategies that require less district and building level technical support and maximize accessibility of curriculum and reconcile that with the need for locally hosted software
- Consider the District student information system: is our current vendor still the best for our District?
- Consider District policies regarding technology access and acceptable use
- Consider a supporting a core group of technologies and allow others as an “at your own risk” basis
- Consider continued implementation of computer-based assessment and its impact on accessibility of computer labs.
- Concrete support for elementary media centers to support technology
- Review the effectiveness of Human Resources and Financial information systems to determine their effectiveness and recommend
- Review the required levels of data security for K-12 schools. Recommend modifications as necessary.
- Continue to recommend strategies for PLCs to take advantage of technology for the acceleration of student learning.
- Reflect how technology can be leveraged to support individualized interventions through Response to Intervention.
- Continuously review cost effectiveness of current technology applications and recommend new strategies that reduce paper or other administrative costs.

- Consider electronic assignment submission to provide faster and more meaningful feedback for students while reducing paper use.
- Continue installation of classroom projection and audio enhancement systems in classrooms where necessary.

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 Northfield Public Schools believe that differentiation of instruction is as much for adults as it is students. We offer a technology focused professional development program to meet the needs of our staff at a variety of levels:

- “Tech Boot Camp” is a week-long summer in-service that has featured more than 20 sessions for staff to choose from. If staff attend a minimum of 15 hours, they can earn one credit toward a lane change.
- Our Media Specialists and Tech Champs facilitate regular training at the building level that is hyper-focused on a technology tip that can be used immediately in their classrooms.
- The District supports technology training during at least one scheduled professional development days during the school year.
- The District belongs to TIES, a consortium of schools in Minnesota dedicated to using technology to improve student achievement professional efficiency. District staff members have the ability to attend technology classes at the TIES training center in St. Paul.
- The District purchases an annual subscription to Atomic Learning, a web-based technology staff development portal. Staff can log on from any computer with Internet connectivity and view video tutorials on hundreds of software titles.

- Individual technology professional development is available on an as needed basis. Staff can schedule time with a technology services team member or a Media Specialist for personalized professional development.

Our professional development plan includes strategies for large groups, small groups, and individualized support.

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 District will develop an annual survey tool, based on the 2011 Technology Satisfaction Survey, to inform the Technology Steering Committee of the perception of the plan’s progress. The results of the surveys will be shared through the Technology Steering Committee web site.

Annual implementation plans will be developed in order to gauge progress of the plan.

Example implementation plan template:

Project	Project Lead	Target Completion	Needs for completion	Date Completed
NHS Wireless	Network Manager	8/1/2012	Order parts by June 1, electrician to wire access point locations by July 15	

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.

[2011 Technology Services Satisfaction Survey](#)

[Technology Steering Committee](#)

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://nfld.k12.mn.us/departments/technology/policies/>

Children's Internet Protection Act (CIPA)

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

Yes

No

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

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

Yes

No