

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):	MINNEWASKA AREA SCHOOL DISTRICT
District Number:	2149
Technology Plan Status	The District/Agency/School has an approved 2012 technology bridge plan: <p style="text-align: center;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
2013-2015 Technology Plan Date of Creation:	1/12/2012
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
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Minnewaska Area Schools

2013-15 Technology Plan

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 Minnewaska School District 2149 has been assessing the technology needs of the district through collaboration of the Technology Committee, administrator and staff discussions, and with a newly created Technology Vision Team made up of district teachers with the assistance from an outside consulting team. With the Bridge plan in place we have upgraded some wiring, network switches and brought on line a district SharePoint server. With continued discussions of the above listed groups we have come up with the following assessment of district needs:

1. The district buildings need the network wiring updated to Cat6 from Cat5 to better handle network traffic and new technologies.
2. The upgrading of the buildings network switches needs to be continued.
3. District wide implementation of a wireless network.
4. Increase the data and telecommunication bandwidth between district buildings.
5. Increase internet speeds to all buildings.
6. Research and invest in mobile labs and/or tablets.
7. Lab computers to meet state testing requirements.
8. Computer replacement on at least a 5 year cycle.
9. Continue with the rebuilding of the district website including access for staff to independently update their content on their class pages.
10. Continue to improve telecommunication services through local phone companies.
11. Setup teleconference communications for district staff and students for better communications and distance learning.
12. Staff accessibility to school files from home through secure VPN or terminal session.
13. Research web based software access such as MS Office 365 and upgrade the MS SharePoint server.
14. Monthly technology meetings to review technology needs and practices.
15. Research funding through grants, local business contributions, and special vendor programs.
16. Build program for increased staff development with technology focus.
17. Software that meets license requirements.
18. There is a need to save money on printers, toners, and paper.

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:

Minnewaska Area School District will continue to upgrade district wiring, patch panels, and switches in all buildings to Cat6 standard through a three year project plan.

Install district wide wireless network by purchasing wireless equipment through a three year lease program.

Upgrade data and telecommunication connections between buildings to 10 Gig. through E-rate program.

Setup a more efficient staff and administration communication with implementation of Microsoft Lync solution.

Bring online a new district website using MS Expression Web allowing staff with access to their own classroom pages.

Create department programs using teleconferencing equipment to extend and enhance the classroom experience.

Move towards the use of tablets, E readers, or digital text books in classrooms by using text book funding for hardware and subscription service.

Increased staff development and training in the use of technology in the classroom.

Evaluate the district video distribution system, United Streaming.

The district will research current technology trends and practices.

Continuous evaluation, feedback and revision of the district technology plan.

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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 local Staff Development Committee requests feedback from staff on their training needs.

Utilization of staff development dollars to provide training.

Follow up training

Site visits

Offsite training – Workshops and Conferences

District trainers and mentors

Summer training

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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 evaluation process is on a continuous ever-evolving timeline. The technology committee along with all district employees can be key players in the constant evaluation of what is working in technology and what is not. The needs and goals can be created and revised at any given time. Hardware and software should be evaluated annually to see what is being used. The success of online

classes should be evaluated each semester. The evaluation process can include electronic or written surveys, verbal discussions, and end user feedback.

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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.

www.minnewaska.k12.mn.us/district

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.

www.minnewaska.k12.mn.us/district

Children's Internet Protection Act (CIPA)

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

Yes XX No

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

www.minnewaska.k12.mn.us/district

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

Yes XX No