

## **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, must develop their next technology plan to cover July 1, 2012 – June 30, 2015. Completion of this 2013-2015 technology plan and submission to MDE for approval will maintain the LEA's eligibility for state and federal programs for 2013-2015.

### **Plan Development**

Technology planning should be an integral part of the strategic planning process of LEAs; therefore, MDE has compiled resources to assist with the technology planning process rather than prescribing a specific process.

### **Plan Requirements**

The following requirements are imposed by the federal E-rate program and must be met for technology plans submitted for E-rate program eligibility:

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 include a professional development strategy to ensure that staff know how to use these new technologies to improve education services.
3. The plan must also 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.
5. 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.
6. School districts and charter schools receiving E-rate discounts on Internet access must filter Internet access in order to prevent students from accessing material that may be pornographic or otherwise harmful to them.

7. Plans need to include any E-rate eligible services for which a school district is seeking E-rate discounts.
8. The 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.

[Read more about the E-rate program](http://www.usac.org) (<http://www.usac.org>).

## **Plan Submission and Review**

The 2013-15 Technology Plan may be submitted at any time before 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 before 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 and approve 2013-2015 Technology Plans as they are received. Approval letters will be sent to LEAs as soon as they are approved.

To view approved technology plans and approval letters, please visit the Data Center: Data Reports and Analytics: School Technology Plans and Approval Letters.

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.

Please type information directly into the template, as indicated.

LEAs should post their full 2013-2015 plan to their website and provide a link to the full plan in the appropriate space in the template. Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to: [mde.schooltechplan@state.mn.us](mailto:mde.schooltechplan@state.mn.us).

## **Technology Plan Cover Sheet**

2013-2015 (July 1, 2013 – June 30, 2015)

### ***Organization Information***

District/Agency/School (legal name): Pillager Area Charter School

District Number: 4080

### ***Technology Plan Status***

The District/Agency/School has an approved 2012 technology bridge plan:

Yes       No

2013-2015 Technology Plan Date of Creation: Nov. 6, 2012

### ***Identified Official with Authority***

Name: Mark Wolhart

Title: Director

Address: PO Box 130, Pillager, MN 56473

Phone: 218-746-3875

E-mail: pacs4080@yahoo.com

### ***Technology Contact***

Name: Jennifer Miller

Title: Technology Support

Address: PO Box 130, Pillager, MN 56473

Phone: 651-245-4697

E-mail: jmiller@pillagercharter.org

## 2013-15 Technology Plan Template

Instructions: Add your responses by typing into the document below.

**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:

*A visual inspection of infrastructure was conducted by our Technology Support person, Jennifer Miller, and a survey of the staff was taken to determine need.*

*Needs being already met were telecommunications and internet access. It was determined that the school would need a new access point, and keep in place OpenDNS, which is the cloud-based firewall that protects the network and is used to protect students from undesirable content.*

*The school's computers using Windows XP (approximately 17) will need to be upgraded or replaced, as XP is losing support in the summer of 2014. The plan is for these computers to be replaced one or two at a time over the next year.*

*Other needs include maintenance of computers, printers, the server, and router.*

**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:

*The computers that the students must use current technology to provide a meaningful learning experience. Computers that are reaching end of life must be replaced. It cannot be done all at once, so the strategy is to replace them slowly over the 2013-2014 school year. Our goal is to have them all replaced by the end of April, 2014.*

*After the replacement of the XP computers, the staff computers will need to be upgraded, and the server. It is planned for these replacements to occur over the following year.*

**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 school uses Google Apps for Education. There has been one staff development session on using Google Apps, and at least two more are planned. The goal is to train staff to use Google Apps for Education with their students to enhance the learning process.*

*The school also uses Atomic Learning for training on such technology topics as Google Docs, Microsoft Office, Youtube, and others.*

**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 school board will provide oversight on the technology plan progress. There will be a review at the July 2014 board meeting to document the XP computer replacement results.*

**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:

*Survey Monkey was used to collect survey responses. The responses can be found here:*  
<http://pillagercharter.org/technology-plan-2012-2015>

**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://pillagercharter.org/technology-plan-2012-2015>

**Children’s Internet Protection Act (CIPA)**

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

x Yes  No

If yes, please provide a link to access the policy at the LEA website: The Internet Safety/Acceptable Use Policy will be here: <http://pillagercharter.org/internet-policy>

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

x Yes  No

*Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to:*  
[mde.schooltechplan@state.mn.us](mailto:mde.schooltechplan@state.mn.us).