

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, 2012 – June 30, 2013. 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, 2013 – 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):	PAYNESVILLE AREA SCHOOLS
District Number:	0741
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:	March 2012
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
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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.

In the past couple of years, our district has done the following in the technology arena: upgraded switches and closet speed, added Smartboards and projectors, added Wi-Fi, 100 workstations, and implemented a School Reach parent notification phone system. We continue to add educational applications, iPads, upgrade internet speed, and upgrade content filters. We are moving to more cloud based computing, such as email, document storage and backup. Our district has a District Wide Technology Committee which evaluates, analyzes and reviews the needs of the district. Members include a board member, administration, staff, support staff, community member, and a student.

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:

Goal	Related Strategies
Upgrade Technology Infrastructure	Upgraded switches and closet speed. Increased speed from 1.44 to 100 meg.
Added Smartboards and projectors	Each classroom in the elementary has a Smartboard and projector. We continue to add Smartboards and projectors to the secondary building.

Parent Notification System	Our district has purchased School Reach and continues to implement different features of this software.
Upgrading workstations	We have a 6 year cycle. Next summer we will upgrade 100 workstations in our labs. We utilize a 3 year lease payment. Once we have the labs paid for we will upgrade our staff workstations. So we upgrade every 6 years.
Commitment To Wireless Access	The district will be going wireless beginning with the 2012-13 school year.
iPads	The district have added iPads in the Special Education programs at the Elementary level The district is adding two 30 iPad rolling carts, one in the elementary and one in the secondary building for the 2012-13 school year.
On-line Learning	The district has added on-line learning to expand our class offerings.

- 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:

Our technology committee will continue to evaluate our technology needs. We work with Resource Training and Solutions for our Smartboard training. We also utilize our staff to train staff. We have committed to sending a representative from our technology committee to the TIES conference or similar training opportunities each year. Additionally, we commit time during our staff development days specifically to technology training. We also have had training from Smart Exchange and other workshops for implementing SmartBoards into the classroom environment.

- 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.

Technology is a great tool to increase student achievement and productivity. We believe technology plays a vital role in educating our youth today. Studies have shown that the integration of technology is having a positive impact on student achievement. Technology can complement and supplement models of instruction. Students today are growing up in the information age where they can access this information on a variety of electronic devices in seconds. We believe it is important that we train our staff on the many benefits of technology and how they can integrate technology into their classrooms. It is not only important to teach student to be good stewards of technology, but also encourage students to be producers of technology. Technology committee will continue to meet and evaluate goals and strategies on a yearly basis. We will also evaluate the impact technology is having on student achievement. Hardware goals are met by acquiring adequate funding or financing.

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.

(Expands as needed)

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://www.paynesvilleschools.com/LinkClick.aspx?fileticket=jPnxEnPLEfY%3d&tabid=799&mid=1918&language=en-US>

Children's Internet Protection Act (CIPA)

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

Yes-X

No

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

<http://www.paynesvilleschools.com/LinkClick.aspx?fileticket=jPnxEnPLEfY%3d&tabid=799&mid=1918&language=en-US>

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

Yes -X

No