Title Page. Delete all red guidance text.

Technology Plan

For

07/01/20## Thru 06/30/20##)

[Tech Plans should not cover more than three years]

School District or Library Name

City, State Zip Code

[If you have a logo, you might want to insert it here]

[insert URL for your School District or Library’s website]

Prepared by: [insert preparer’s name]

 [preparer’s title]

**This Technology Plan has been reviewed and submitted on behalf of [School District or Library Name].**

**Signatures:**

**School District or Library Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School District or Library Board Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other (as needed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR USE BY THE SOUTH CAROLINA STATE SCHOOL DISTRICT OR LIBRARY**

**This plan has been reviewed and certified by the South Carolina State School District or Library. This certification will be effective for the term of this plan, but not to exceed three years.**

**Approved by the SC State School District or Library:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This certification expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[This is an outline for the Technology Plan. Your plan should include all of these items.]

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Certification Page

Executive Summary

[Depending on your School District or Library’s size and the goals of this plan, the Executive Summary may run from a single paragraph to a full page.]

[The Summary should include a synopsis of the plan’s major recommendations and conclusions. It should hit the highlights.]

[Think of this summary as a handout to the major stakeholders. If you gave only this summary to one of your stakeholders, would they understand how you want to use technology to improve School District or Library services?]

Technology Plan Team Members:

**Background Information**

[Provide an overview of the School District or Library, its mission, and the community it serves. Discuss briefly how the plan was developed. You may want to credit the team that developed the plan.]

School District or Library Mission Statement: [**Including the School District or Library's mission statement helps support the E-rate requirement: using telecommunications and information technology to improve School District or Library service.]**

School District or Library Overview:

**Current State of Technology – Assessment and Needs**

[Describe what technology is in place and how it serves the School District or Library’s patrons and staff. An inventory will be appended. Items you might include are:

* Databases and Information Resources
* Servers
* PC Workstations
* Integrated School District or Library System (online catalog, circulation, etc.)
* Network Equipment and Software (hubs, routers, etc.)
* Telephone System
* FAX
* CCTV (Closed Circuit Television Equipment)
* Satellite
* Staff skills and competence levels]

[The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or School District or Library services.]

**Disaster Recovery Plan**

[Describe your districts Disaster Recovery Plan. You don’t need to add the entire plan but add a statement or so stating that you have a plan or acknowledge that you need to develop one.]

[In the review of the District Technology plan in the past, we noted that some districts stated they have a back-up system. Back-up data files are not adequate for a full recovery of most software applications. A typical back-up file is a limited, encrypted data set that merely replaces a lost file. For full recovery, a school system needs configurations and detailed set-up documentation.  A back-up file is also not in a format that can be shared with other applications or read successfully in the event the data must be imported into another application.

If your district does not have a disaster recovery plan, we stress that you begin to document a plan.  A disaster recovery plan should be mostly nontechnical. But you will need solid technical documentation to recover your systems, should your district face a disaster.  Items that can be included in your plan: a comprehensive inventory of all IT resources, data backup policies, vendor lists, service contract lists, diagrams and other technical specifications.]**The Technology Plan**

[Specific goals should be stated, with objectives and actions for accomplishing those goals listed. Staff training should be included in this section.]

**Technology Vision:**

**How the Plan Was Developed:**

**Goals and Objectives for Improving Services:** [**The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or School District or Library services.**a.    What goals have you identified in your School District or Library service improvement plan?
b.    What accompanying strategies have already been identified to reach those goals?
c.    What specific telecommunications and information technologies (such as access to the Internet, access to remote databases, distance learning, etc.) are useful in helping you reach those goals?
d.    What are the specific resources (e.g. trainers, selected curricular software, Internet access, links to subscribed databases, etc.) that you plan to help you reach your goals for improved teaching and learning or improved School District or Library service?]

Action Plan: (example)

|  |  |  |  |
| --- | --- | --- | --- |
| **GOALS** | **OBJECTIVES** | **ESTIMATED BUDGET REQUIRED** | **TARGET COMPLETION** |
|  |  |  |  |
|  |  |  |

**Staff Training/Professional Development Strategy:** [**The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education or School District or Library services;**a.    What are the specific resources and strategies that you plan to implement to ensure that your staff is ready to use and maintain the telecommunications and information technologies?
b.    Who will be in charge of coordinating the professional development activities?
c.    Are there in-service slots set aside for technology-related professional development?
d.    Will the professional development be required for all that use it, or is it optional? If optional, what incentives exist to encourage teachers and librarians to pick up these new skills?
e.    What models of professional development would work in your organization to train your staff?
f.    What professional development opportunities and resources exist for your technical staff?
g.    Do you have the resources in house to train these staff members or do they need to go to outside courses, or a combination of the two?
h.    What financial and time resources exist to keep the staff up-to-date in learning about new technologies?
i.    What professional development opportunities are available from outside sources (such as service providers, courses at institutions of higher education, conferences, courses delivered via distance learning or over the Internet: courses sponsored by your state education or School District or Library agency)?
j.    What professional development opportunities and resources exist for your professional staff (i.e., librarians) to ensure that they can not only use the new technologies, but to use them to deliver improved School District or Library service?
k.    What classes or seminars are available to your staff on an ongoing basis within your organization?
l.    Can your staff meet with others who are already further along in implementing technology in another School District or Library?
m.    What professional development is available from service providers?
n.    What professional development opportunities are available from outside sources (such as service providers, courses at institutions of higher education, conferences, courses delivered via distance learning or over the Internet: courses sponsored by your state education or School District or Library agency)?]

**Timeline**

[When do you propose to begin your plan? What will you do first, second and third, etc.? The timeline can be broad, i.e., first quarter FY, second quarter FY, or more specific, or both, depending on the technology. For example, you might want to purchase a web server in January, but training may take place throughout the third quarter of your FY. The goal may be to have your new web site up by the first quarter of the next fiscal year. ]

**Ongoing activities:**

*

**Activities by Fiscal Year:**

* **Budget Summary**

[The plan includes an estimated budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy. Think about the following:

* Planning and consulting fees
* Computer hardware and peripheral equipment
* Application and network software
* Cabling and telecommunications
* School District or Library database conversion
* Security
* External databases and systems
* Training
* Support and maintenance

It is recommended that you include initial costs, recurring costs and additional costs for each goal.]

[Indicate where the funding will come from. E-Rate discounts are NOT considered funding resources.]

**Ongoing Budget Expenses:** [include automation system, maintenance contracts for hardware & software, computer replacement or lease, database license fees, etc.]

**New Budget Expenses:** [funds needed to meet goals and objectives contained in this plan, including staff training]**Evaluation**

[The plan must include an evaluation process that enables the school or School District or Library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.
a.    How frequently will you update the plan?
b.    Who is responsible for updating the plan?
c.    How will you determine if the technology plan was successful in meeting the goals of your institutional plans, i.e your School District or Library service plan? e.g. Interview/survey staff, patrons, other stakeholders; measuring progress made towards the benchmarks you set out in your goals; observations
d.    What goals and objectives of the Technology Plan were you able to meet? To what extent?
e.    Were there any unexpected outcomes or benefits to having the technology in place?
f.    What goals and objectives of the technology plan did you not meet? Why? Are there ways to overcome these barriers?
g.    What is the plan for meeting unmet goals and objectives?
h.    Are there other needs that have emerged since you last wrote/revised your plan? If so, what are they?
i.    Are there any goals and objectives that are no longer relevant to your situation and should be deleted from the plan?
j.    What developments in technology have emerged that you can take advantage of to improve School District or Library service for your community? How do you identify potentially useful new technologies (e.g. attending conferences, reading publications, networking with peers)?

[Consider OBE (outcome-based evaluation) measurement. An outcome is a benefit that occurs to participants in a program. Outcomes represent an achievement or change in behavior, skills, knowledge, attitude, status or life condition. For more information, access  [http://www.imls.gov/grants/current/crnt\_outcomes.htm](http://www.imls.gov/grants/current/cmt_outcomes.htm).]

**Attachment 1: Technology Inventory & IT Skills Inventory**

[This table is one way to present the inventory. Your inventory might simply be a list, a spreadsheet or other format, and can be attached in that format. Add or delete cells as needed.]

|  |  |  |
| --- | --- | --- |
|  | How many? | Date Obtained |
| **1. Client Devices & Software** |  |  |
| **Client Devices** |  |  |
| Public PCs |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Staff PCs |  |  |
|  |  |  |
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| **Client Software** |  |  |
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|  |  |  |
| **2. Servers and Printers** |  |  |
| **Servers** |  |  |
| Function:  |  |  |
|  Processor type and speed |  |  |
|  RAM |  |  |
|  Disk space available |  |  |
|  Operating System |  |  |
| Function: |  |  |
|  Processor type and speed |  |  |
|  RAM |  |  |
|  Disk space available |  |  |
|  Operating System |  |  |
| Other |  |  |
| **Printers** |  |  |
| Function |  |  |
|  |  |  |
| Networked (Y/N): |  |  |
| Color (Y/N): |  |  |
|  |  |  |
| **Telecommunications Services** |
| **Telecommunications lines (voice and data)**  |
| Voice/fax telephone |  |  |
| Wireless service telephone (cellular phones, pagers, etc.) |  |  |
| Computer workstations with modems (dial-access) |  |  |
| Leased data circuits (i.e., WAN & Internet) |  |  |
|  |  |  |
| **Special telecommunications equipment (TDD – telecommunications devices for the deaf)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Distance Learning** |
| High bandwidth, video conferencing links |  |  |
| Video retrieval service providers |  |  |
| Satellite service providers for distance learning |  |  |
|  |  |  |
| **Internal Connections** |
| Equipment |
| Switches – # |  |  |
| Routers - # |  |  |
| Data wiring – what kind? |  |  |
| Network servers - # |  |  |
|  |  |  |
| **Internet Access** |
| Direct connections (MPLS) |  |  |
| Direct connections (T1, 56kbs, ISDN lines) |  |  |
| Satellite |  |  |
| Modem |  |  |
|  |  |  |
|  |  |  |

**Technology Staff Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ability** | **Skill needed** | **Skill Available In-House?** | **Contracted additional tech support?** |
| **Technical Staff Skills** |  |  |  |
| **PC Skills** |  |  |  |
| Install & Configure hardware |  |  |  |
| Load & update software |  |  |  |
| Troubleshoot & repair problems |  |  |  |
| **LAN Skills** |  |  |  |
| Design Network |  |  |  |
| Install & configure hardware |  |  |  |
| Load & update software |  |  |  |
| Troubleshoot & repair problems |  |  |  |
| **WAN Skills** |  |  |  |
| Install & configure hardware |  |  |  |
| Load & update software |  |  |  |
| Troubleshoot & repair problems |  |  |  |

**Attachment 2: Network Diagram**

[This is probably the most difficult part. This can be hand-drawn, or you can use a software package to create your diagram.

<http://www.more.net/technical/netserv/diagrams/documenting/index.html>]

**Attachment 3: Internet Use Policy**

[A Board-approved Internet Use Policy is required in South Carolina. It is also required for CIPA compliance and E-Rate discounts. The policy should be reviewed in light of evolving technologies, such as chat. Attach a copy, with the approval date, here.]