

# KANSAS LOCAL TECHNOLOGY PLAN RUBRIC

## BOARD APPROVED DISTRICT POLICIES

1. The district has Appropriate Use Policies that address network use, copyright issues, software agreements and policy, and governs the use of all technologies including Internet access by students, teachers, staff, administrators, and community. The policies are reviewed with students and staff yearly.

YES  NO

If not, what plans does the district have to address the lack of such a policy? Include a timeline for completion.

2. Has the district installed, and does it regularly update, a technology filtering software application, a technology filtering service, or a technology hardware device, which filters access to obscene, pornographic, and other inappropriate materials as mandated by the Children's Internet Protection Act, in order to qualify for federal e-rate funds and other federal grant programs?

YES  NO

If not, what plan does the district have to address CIPA compliance? Include a timeline for completion.

3. Are district policies in place that address state and federal requirements to educate students regarding Cyberbullying, Internet Safety and Digital Citizenship and appropriate online behavior—including interactions in social networking sites, forums and chat rooms?

YES  NO

If not, what plans does the district have to address the lack of such a policy? Include a timeline for completion.

4. Does the district have policies clearly articulating both gift acceptance of technology hardware and software and the disposal process for unused, outdated, or inoperable technology hardware and software? Are the policies evaluated and updated yearly?

YES  NO

If not, what plans does the district have to address the lack of such a policy? Include a timeline for completion.

5. Does the district maintain a concise, complete technology inventory that includes software licensing, hardware, and where the items are located or can be accessed?

YES  NO

If not, what plans does the district have to address the lack of such an inventory? Include a timeline for completion.

6. Does the district have a plan and an adequate budget for the regular upgrading of technology hardware and software, and plans for electrical upgrades that relate to technology, that is evaluated and updated yearly?

YES  NO

If not, what plans does the district have to address the lack of such a policy? Include a timeline for completion.

7. Does the district have a plan that addresses the equitable distribution of available technologies, including hardware and software, and technology integration into the learning environment for all students?

YES  NO

If not, what plans does the district have to address the lack of such a policy? Include a timeline for completion.

8. Does the district have a plan and adequate budget to consider accessibility and compliance with Section 508? Answering 'no' will not negatively affect District Technology Plan approval—the district should be aware of the compliance requirements that can be found on the Kansas Partnership for Accessible Technology (KPAT) website: <http://www2.da.ks.gov/kpat/>.

YES  NO

If not, what plans does the district have to address Section 508 requirements? Include a timeline for completion.

**COMMITTEE MEMBERSHIP / STAKEHOLDER REPRESENTATION (This section is no longer scored)**

Identify contributors to the plan. Consideration should be given to include representation from all constituencies: students, teachers, administrators, parents, educational institutions, and the community.

List the members of your committee, their titles, and identify the constituency each member represents:

*Narrative entered here...*

Are all recommended constituencies represented?

YES  NO

If no, explain here:

*Narrative entered here if 'No' is selected.*

**MISSION AND VISION (This section is no longer scored)**

*The school district mission statement is used to focus the vision for instructional technology. All school improvement initiatives across the district are tied to the overall mission of the school district.*

Please state your School District Mission Statement:

*Mission Statement entered here...*

**INSTRUCTIONAL TECHNOLOGY VISION (This section is no longer scored)**

*Vision is an integral part of implementing the school district mission statement. The vision is not only aligned to the District Mission Statement but supports student learning outcomes, enables students to transfer their knowledge to new, emerging technologies and provides for 21<sup>st</sup> Century teaching and learning opportunities.*

Please describe the district vision for the use of Instructional Technology:

*Vision Statement entered here...*

**DISTRICT SUMMARY OF PROGRESS**

**Summary of Previous Technology Plan (This section is not scored)**

Briefly describe your progress toward meeting the goals and objectives in your previous technology plan:

*Narrative entered here...*

**TECHNOLOGY NEEDS ASSESSMENT**

This section identifies and explains the technology needs assessment process that is used to drive acquisition, upgrades/replacements and the deployment of technology resources in support of the educational and administrative needs of the district.

- What evaluation process is the district using to make decisions regarding the needs for purchasing telecommunications, hardware, software, and other technology resources and services?
- What target groups are surveyed and how often?
- How does the district ensure equitable distribution of technologies throughout the district?
- How does the collected data influence planning for future use of resources, and acquisition of new technologies?

Quality district-wide technology needs assessments should be completed yearly and be aligned with district-wide strategic plans and school improvement criteria, plans, and progress reports. A summary of this information should be included in the plan.

**Approaches Requirement**

School district staff is surveyed to determine hardware needs in their classrooms. It is not evident that surveys are conducted on an annual basis or how results influence acquisitions and the deployment of technology resources.

**Meets Requirement**

A variety of instruments are used to evaluate technology needs on an annual basis. A summary of the

results is provided, and includes the needs identified for the following groups: student; staff & administration; parent & community; and district. The results are used to influence decisions related to acquisitions and deployment of technology resources.

**Exemplary**

Data is collected and analyzed on an ongoing basis and is in addition to the annual technology needs surveys. Technology related decisions are based on a wide range of data which is collected dynamically through district/school information systems, websites, and/or events. Data is gathered from a variety of stakeholders in a variety of ways, including students; staff & administration; parent & community; and district.

Enter a summary of the district process for determining technology needs, drive acquisition/upgrade/replacements, and deploy technology resources in support of the educational and administrative needs of the district.:

*Narrative entered here...*

**DISTRICT TECHNOLOGY INFRASTRUCTURE GOALS AND OBJECTIVES**

This section is for districts to provide specific, measurable, District Technology Infrastructure Goals and Objectives, and a narrative description **For e-rate purposes, districts should specifically mention erate eligible services that the district will leverage to support the educational and administrative needs of the district. Kan-Ed members should include a reference to Kan-Ed provided services when addressing this goal.**

**Approaches Requirements:** Objectives are not linked to goals or are absent. Objectives do not appear to be measurable or attainable. Infrastructure, telecommunications, hardware, software, Internet access, services and resources are mentioned but it is not clear how these support the educational or administrative needs of the district.

**Meets Requirements:** Measurable objectives for each goal have been established. Infrastructure, telecommunications, hardware, software, Internet access, services and resources clearly support the educational and administrative needs of the district. E-rate eligible services, including Kan-Ed services, if a member of Kan-Ed, are addressed.

**Exemplary:** Measurable objectives for each goal have been established. Objectives are identified as being integrated into building-level school improvement plans to improve student learning. District goals & objectives support 21st Century Teaching and Learning. District educational priorities clearly drive decisions related to district technology infrastructure, telecommunications, hardware, software, Internet access, services, and resources. E-rate eligible services, including Kan-Ed Member Services, if a member of Kan-Ed, are addressed. Hardware, software and infrastructure purchases clearly support the school improvement plans of the district.

**District Technology Infrastructure Goals/Objectives:**

- **Required Goal:** District technology infrastructure, telecommunications, hardware, software, Internet access, services and resources support the educational and administrative needs of the district.
  - *Enter your Objective(s) here...*
- *Enter additional local goals and objectives as needed*

**District Technology Infrastructure Narrative Description:**

Provide a description of the infrastructure, telecommunications, hardware, software, Internet access, services, support, and resources the district will leverage to support the educational and administrative needs of the district:

*Narrative entered here...*

**Evaluating District Technology Infrastructure Goals And Objectives**

This section is for districts to identify how they will measure the successful completion of Infrastructure Goals and Objectives. How will districts know when these goals/objectives are successfully achieved?

**Approaching Requirements:** Measurements are mentioned but it is not clear what will be measured to identify whether goals and objectives are met

**Meets Requirements:** A plan for measuring the goals and objectives identified in 4A is described. It clearly defines how the district will assess and monitor annual progress toward these goals and objectives.

**Exemplary:** A plan for measuring the Infrastructure goals and objectives identified is described. It clearly defines how the district will annually track progress and measure growth toward these goals and objectives. Specific examples of Quantitative and Qualitative methods used for evaluating goals and objectives are identified.

Outline specifically how the district intends to measure success related to District Technology infrastructure Goal(s) and Objectives:

*Narrative entered here...*

## CURRICULUM INTEGRATION

In this section the district will outline the District Goals and Objectives related to Curriculum Integration--specifically, how the district will leverage technology to support the teaching and learning mission of the district.

**Approaches Requirements:** Objectives are not linked to goals or are absent. Objectives do not appear to be measurable or attainable. The plan mentions curriculum integration but lacks details for one or more of the goals.

**Meets Requirements:** Measurable objectives for each goal have been established. The plan describes the current district-wide curriculum, efforts and initiatives for technology integration into the curriculum. It is evident that technology use is expected and planned in curriculum and instruction. A detailed summary of how the district will address the Curriculum Integration Goals and Objectives are identified.

**Exemplary:** Measurable objectives for each goal have been established. Objectives are identified as being integrated into building-level school improvement plans to improve student learning. District goals & objectives support 21st Century Teaching and Learning. The plan describes the current district-wide curriculum, efforts, and initiatives for integrating technology into the curriculum. It is evident that technology use is expected and planned in curriculum and instruction. A detailed summary of how the district will address the Curriculum Integration Goals and Objectives is identified and utilizes researchbased strategies for teaching and learning.

### Curriculum Integration Goals and Objectives:

- **Required Goal:** Increase Student Achievement through the effective use of technology.
  - *Enter your objective(s) here...*
- **Required Goal:** Ensure that students are technology literate by the end of the 8th Grade.
  - *Enter your objective(s) here...*
- **Required Goal:** Progress is being made toward fully integrating technology into the curriculum.
  - *Enter your objective(s) here...*
- *Enter Additional Local goals and objectives as needed*

### Curriculum Integration Narrative:

Please outline how the district will meet the Curriculum Integration Goals and Objectives outlined above:

*Narrative entered here...*

### Evaluating Curriculum Integration

Curriculum integration should be carefully and thoughtfully evaluated. This section should clearly outline measures that will be used to determine:

- How the district measures student technology literacy by the end of 8th grade;
- How the district will measure the effective use of technology in teaching/learning; and
- How the district will measure the impact technology has on student academic achievement.

**Approaching Requirements:** It is unclear how the district will assess their achievement of the outlined Curriculum Integration Goals and Objectives. Details are lacking for 1 or more of the goals/objectives outlined.

**Meets Requirements:** Curriculum integration assessment plans are described in detail to support the Curriculum Integration Goals and Objectives, and include baseline data.

**Exemplary:** Curriculum integration assessment plans are described in detail and include baseline data, as well as a description of how the data will be used to improve student achievement and the other outlined. Please outline how the Curriculum Integration Goals and Objectives will be evaluated:

*Narrative entered here...*

## TECHNOLOGY PROFESSIONAL DEVELOPMENT

In this section the district will outline the District Goals and Objectives related to Technology Professional Development--including professional development required to support the teaching and learning mission of the district, and to support the operational/administrative aspects of this plan.

It would be appropriate to include how the professional development will specifically support Curriculum Integration Goals and Objectives including:

- Increasing student academic achievement through the use of technology.
- Ensuring all students are technology literate by the end of 8th grade.
- Cyber bullying/Internet Safety/Digital Citizenship (to meet federal requirements to address educating students about these issues and appropriate online behavior including interactions in social chat rooms).

**Approaches Requirement:** Objectives are not linked to goals or are absent. Objectives do not appear to be measurable or attainable. Technology professional development plans are unclear or not fully developed. Lacks detail for addressing 1 or more Professional Development Goals and Objectives

outlined above.

**Meeting Requirement:** Measurable objectives for each goal have been established. Technology professional development is described in detail to support the outlined Professional Development Goals and Objectives, and directly supports the district Curriculum Integration Goals and Objectives.

**Exemplary:** Measurable objectives for each goal have been established. Objectives are identified as being integrated into building-level school improvement plans to improve student learning. District goals & objectives support 21st Century Teaching and Learning. The district provides technology professional development that incorporates high levels of support for teachers, such as on-going professional support through instructional technology coaching, mentor teacher strategies, etc.,. Technology professional development includes multiple strategies, incentives, and resources. A clear alignment with the district professional development plan is articulated. Technology is embedded in professional learning. Technology professional development is ongoing and is applied to student learning activities in the classrooms.

**Technology Professional Development Goals and Objectives:**

- **Required Goal:** Improve the capacity of teachers to integrate technology effectively into the curriculum and instruction.
  - *Enter your objective(s) here...*
- **Required Goal:** Encourage effective integration of technology through teacher training and curriculum development to establish replicable best practices.
  - *Enter your objective(s) here...*
- **Required Goal:** Improve the capacity of classified staff to effectively use technology to fulfill their duties.
  - *Enter your objective(s) here...*
- *Enter Additional Local goals and objectives as needed*

**Technology Professional Development Narrative:**

Please provide an overview of how the district will meet the outlined Professional Development Goals and Objectives here.

*Narrative entered here...*

**Evaluating Technology Professional Development**

Technology professional development should be carefully and thoughtfully evaluated, with the goal of supporting teachers and administrators in using technology to improve student learning. In this section, the district should summarize:

- How will the district know that current professional development offerings have an impact in the classroom?
- How will the district know that knowledge/skills from professional development opportunities have been transferred to classroom practice?
- What evidence will show results of the professional development activities?

**Approaching Requirements:** Technology professional development sessions are evaluated in some way, such as post-training surveys that are filled out by participants.

**Meets Requirements:** Technology professional development is evaluated in more than one way. Evidence is provided to show data are utilized to inform future planning or improvement.

**Exemplary:** Technology professional development is evaluated in more than one way. Qualitative and quantitative data is used to drive decision making and to inform future planning or improvement. Data is gathered to show level of implementation [application] and changes in student learning [impact]. . Evidence of systemic classroom technology integration is provided.

Please describe how the district will evaluate the outlined Professional Development Goals and Objectives:

*Narrative entered here...*

**DISTRICT TECHNOLOGY PLAN VERIFICATION FOR ERATE PURPOSES**

**Please check the statement that applies to your district:**

*Please note that although districts may already have an approved technology plan on file with KSDE, the following statements provide KSDE with verification of whether the district needs to file an addendum to the original technology plan to comply with the SLD criteria that technology plans include all Form 470 items (except for basic phone service). **Please check only one box.***

- Our district **has not submitted** an E-rate application for Funding Years covered by this technology plan.
- Our district **has filed or intends to file** only for basic Telecommunication services (POTS--basic local/long distance only, not including voice mail, Centrex, etc.) for Funding Years covered by this technology plan.
- Our district **has filed or intends to file a Form 471** for more than basic Telecommunications for Funding Years covered by this technology plan.

**DISTRICT TECHNOLOGY PLAN BUDGET**

Enter the projected budget amounts for the three years that your plan covers (optional).

School Year: 2011-2012

<u>Budget Area</u>	<u>Costs</u>	<u>Funding Sources with amount per Sources</u>
Professional Development	\$0	_____
Telecommunications and Internet Access	\$0	_____
Materials and Supplies (i.e. Software)	\$0	_____
Equipment (i.e. Hardware)	\$0	_____
Maintenance and Support	\$0	_____
Other	\$0	_____
Total	\$0	

School Year: 2012-2013

<u>Budget Area</u>	<u>Costs</u>	<u>Funding Sources with amount per Sources</u>
Professional Development	\$0	_____
Telecommunications and Internet Access	\$0	_____
Materials and Supplies (i.e. Software)	\$0	_____
Equipment (i.e. Hardware)	\$0	_____
Maintenance and Support	\$0	_____
Other	\$0	_____
Total	\$0	

School Year: 2013-2014

<u>Budget Area</u>	<u>Costs</u>	<u>Funding Sources with amount per Sources</u>
Professional Development	\$0	_____
Telecommunications and Internet Access	\$0	_____
Materials and Supplies (i.e. Software)	\$0	_____
Equipment (i.e. Hardware)	\$0	_____
Maintenance and Support	\$0	_____
Other	\$0	_____
Total	\$0	