Minnesota Department of
Education

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 LEAs with technology planning rather than prescribe a specific process.

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 470s 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.

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 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):	**MOORHEAD AREA PUBLIC SCHOOLS**
District Number:	**0152**
Technology Plan Status	**The District/Agency/School has an approved 2012 technology bridge plan:** **Yes X No □**
2013-2015 Technology Plan Date of Creation:	**April 2012**
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
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Moorhead Area Public Schools
2013-15 Technology Plan

1. **Technology Needs Assessment:** Describe the processes(s) used to determine the technology needs for the local education agency (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.

Planning for the 2012 Technology Bridge Plan as well as the 2013-15 Technology Plan involved several district committees, school and district administration, members of the technology department and media specialists. Additionally in spring 2011, Lakes Country Service Cooperative was contracted to conduct a comprehensive District Technology Audit, the findings of which serve as the guide of this plan as well as directly impacted priority areas within the district's 2011 Strategic Plan.

The Technology Audit included an assessment, findings and recommendations in the areas of:
1. Computer Network Infrastructure
2. Computer Hardware
3. Computer Software and Online Internet subscriptions
4. Classroom Audio-Visual Systems
5. District's Web Presence
6. Information Security Audit
7. Technology Department Operations
8. Telecommunications Systems
9. Technology Integration and Media Services
10. Administrative Information Systems

In preparation for the 2011 audit, two-thirds of the district's certified teaching staff completed the statewide Instructional Practices Survey and district technology staff compiled the annual Minnesota Technology Inventory Collection tool.

The district's Technology Committee meets bi-monthly and is responsible for preparation and submission of the three-year Technology Plan. The committee also assists with technology-related policy development, aids with professional development planning, and communicates key district technology information. As necessary, subcommittees are formed and charged with completing required tasks. Members of the 2011-12 District Technology Committee are:

Mike Siggerud – School Board
Wayne Kazmierczak – Assistant Superintendent
Dan Markert – Director of Information Systems and Instructional Support (ISIS)
Missy Eidsness – Director of School Improvement and Accountability (SIA)

Gay Galles – Program Manager of Media Services
Jeremy Larson – Assistant Principal
Pam Gibb – Communications Coordinator
Kathy Cole, Karen Grant, Louie Lauer, Kim Nelson and Ann Woell – Media Specialists
Tony Huseby – Technology Trainer
Alice Goodwin, Jacob Gunderson, Christy Leier, Ben Pederson and Kathi Salvevold – District
Teachers
Ed Breedon, Jon Carlson, Dale Cary, Young Choe, Lynn Day, Renee Grover, Pam Hancock,
Travis Henry, Curtis Ness, Lori Palmer, Eric Sanders, Jon Stein and John Stadter – Technology
Department staff

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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.

The technology program strives to address the program needs of students, the information delivery needs of teachers and administration, the data delivery requirements of government services, and the communication needs of district staff, parents and community stakeholders. To meet the constantly changing needs of the district and the fast-paced changes of technology, Moorhead Area Public Schools will make or has made the following adjustments:

∑ Promote, support and assist instructional staff to make data-driven decisions using student assessment information, including MCA, NWEA, AIMSWeb and common assessments.
∑ Promote, support and assist instructional staff with the use of electronic grade book, parent portal, student portal and classroom Web pages to expand home-to-school communication.
∑ Enhance, supplement and differentiate district curriculum and improve student achievement.
∑ Adopt an Instructional Management System and a Learning Management System for students and staff to drive instruction, guide curricular decisions, promote 21st Century skills and provide a consistent student experience.

List goals and planned strategies for implementing technology in the school/district.
1. Implement GoogleApps for Education districtwide.
2. Pilot several tablet initiatives, including iPads in middle school science classrooms, promotion of Bring Your Own Technology (BYOT), purchase of classroom carts of portable electronics for primary grades, and one-to-one classroom pilots that include take-home privileges.
3. Implement Schoolnet as a districtwide Instructional Management System.
4. Implement Haiku as a districtwide Learning Management System.
5. Increase Internet bandwidth as required to support district instruction and administrative operations. Strive to provide options to include bandwidth redundancy.
6. Replace the district's aged end-of-life telephone system during the summer of 2013.
7. Complete the four-year installation of building security systems, including districtwide digital IP surveillance cameras and expanded electronic keyless door locks.
8. Strive to adhere to the Technology Audit's recommendation to maintain a five-year desktop

and four-year portable computer replacement cycle.

9. Continue to promote and encourage staff to integrate technology into classroom instruction to improve teaching practices. Curriculum adoption cycles will include consideration of electronic textbooks, online resources and other technology-based supplemental materials.

Strategies

∑ The technology trainer, media specialists, curriculum adoption committees, instructional coaches, assistive technology staff and technology department members will prepare recommendations for districtwide solutions for administration and staff designed to help teachers apply new technologies in district classrooms.

∑ The district's Staff Development Committee and Technology Committee will identify and recommend professional development training needs.

∑ Individual- or department-specific technology will be discussed between the requesting party, building principals, Director of ISIS and Director of SIA. Some technology requests may warrant input and further discussion with the District Technology Committee and/or district administration.

∑ To improve teacher effectiveness, the district is intentionally integrating technology across curricular areas. The Director of SIA will ensure 21st Century skills are embedded in all curricular areas.

∑ The Director of ISIS will regularly evaluate infrastructure, data transmission technologies and end-user technologies.

∑ The Director of ISIS will ensure that the District Technology Committee, school administration and School Board are aware of necessary upgrades and improvements to ensure the uninterrupted delivery of needed services.

∑ The Director of ISIS is responsible for preparing the annual technology budget that will implement an end-of-life hardware replacement program to ensure that technology is cost effective and appropriate for the needs of users (students and staff), technical staff and other stakeholders.

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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:

∑ In previous years, the district made available the Technology Academy where district teaching and support staff had the opportunity to receive technical training (i.e., word processing, spreadsheet and presentation software among other things). This year Moorhead Area Public Schools has partnered with Fargo and West Fargo (N.D.) school districts to offer a June Tech Camp. The Tri-City Tech Camp offers more diversity in technology course offerings and also affords certified staff the opportunity to receive graduate credit if they choose. Based on the number of registered Tech Camp participants, Moorhead Schools expects this technology training collaboration to continue annually.

∑ The Director of ISIS will determine an annual technology department staff training plan that is positionally appropriate.

∑ The Directors of SIA and ISIS are responsible for determining and presenting staff training needs to the Staff Development Committee along with recommendations for implementing training programs. Staff training opportunities will include an evaluation tool to be completed by attendees.

∑ The Directors of SIA and ISIS will administer various tools to evaluate the level of staff competence in technologies. The results will be used to develop a staff training needs assessment. The Directors of SIA and ISIS will develop timetables for implementing a training plan based on the results of the assessment.

∑ The Directors of SIA and ISIS will determine a calculated training and districtwide implementation of Schoolnet Instructional Management System.

∑ The Directors of SIA and ISIS will determine a pilot program that strategically uses Haiku, a districtwide Learning Management System.

∑ The Directors of SIA and ISIS will determine a training plan for all staff that includes positionally appropriate components of GoogleEDU.

∑ The district's technology trainer will coordinate technology systems instruction and curricular integration for new certified staff as part of the district's teacher induction program.

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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.

Evaluation and assessment is an ongoing process that is dealt with differently in each section of this technology plan. The Directors of SIA and ISIS are expected to ensure that the Action Plan is carried out, appropriately evaluated and evidence is documented. District committees, including Staff Development, Literacy, Mathematics, Assessment, Assistive Technology, Curriculum Adoption and District Instructional Team are directly responsible for many facets of the plan. The District Technology Committee, Instruction and Curriculum Advisory Committee, Central Office Team and School Board will be kept updated on plan progress and plan modifications as appropriate. The District Instructional Team meetings frequently include important technology discussion items. District administration will work to formalize the consistent dissemination of this information to staff.

District certified staff will be surveyed using the state-developed Technology Instructional Practices (TIP) tool in Fall 2013. Results will be compared to the results from the TIP completed in Spring 2011. The technology trainer, media specialists/integrationists and instructional coaches along with the District Technology Committee will review the results of the TIP. The staff development plan will be modified to best meet the needs of the district and the staff at that time. If changes are warranted, the plan would adhere to state or federal guidelines and the changes would be communicated as appropriate to all stakeholders.

The District Technology Committee will evaluate the TIP survey results to benchmark all certified staff members' technical skills. Results will be shared with teaching staff and building

administration. As part of the district's redesign and further development of a system-wide staff evaluation model, personal goal setting involving technology integration and utilization will be included.

Additional surveys of certified and non-certified staff will be conducted for information discovery in the following areas:
1. Identify the technical level of all staff.
2. Confirm sufficient and adequate technical support is available to end users.
3. Confirm adequate technical resources are available to meet the needs and demands of the district's goals (instructional and operational).
4. Identify and promote the specific areas where technology is used frequently and successfully to assist the teaching and learning process.

To help ensure that the time and investment the district has made with technology remains beneficial, the district will continue the following on an annual basis.
1. Continue with a School Board approved technology budget as defined in the district's Annual Operating Plan.
2. Utilize staff development dollars and/or other general revenue funds to offer technical workshops and technical training to staff.
3. Regularly monitor and seek end-user feedback to make sure the technology implemented is benefiting the learning process of our students, and/or benefiting the district by saving staff time, increasing district effectiveness and/or increasing organizational efficiency.
4. Report to the School Board on the status of the Technology Plan.

This plan supports the district strategic plan, district improvement plan, school improvement plans, and the Reading Well by 3rd Grade plan.

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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.

District Strategic Plan:

https://www.moorhead.k12.mn.us/Documents/download/?ID=31659

District Technology Committee Meeting Minutes:

https://www.moorhead.k12.mn.us/TechCommittee/

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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.

https://www.moorhead.k12.mn.us/techplan/

7. **Children's Internet Protection Act (CIPA)**

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

Yes   **X**   No

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

https://www.moorhead.k12.mn.us/district/schoolboard/policies/view/?id=280

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

Yes   **X**   No