

# Technology Plan Submission Guidelines

**For Plans requesting an Effective Approval Date of July 1, 2014 through June 30, 2017**

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**Initial Submission Deadline: October 1, 2013**

**Final Submission Deadline: January 31, 2014**

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**New beginning E-rate Funding Year 2013 (July 1, 2013 through June 30, 2014):** A new technology plan is required only if your district or organization intends to request E-rate Priority 2 funding for internal connections and/or basic maintenance of internal connections. If your district or organization does not apply for Priority 2 E-rate funding, and applies for E-rate only for Priority 1 funding of telecommunications services and/or Internet access services, (or does not apply for E-rate at all), a district technology plan is no longer required.

The District Technology Plan is a document that guides the district in appropriating technology to teach students effectively, develop staff proficiencies, and maximize equipment usage.

The South Dakota Department of Education has developed the following **standardized organization** to assist school districts in developing/revising their plans. This standard template meets the E-rate program requirements. At a minimum, districts must provide the information required in the template. You may add additional components or information to make this a viable document individualized to your district.

Once submitted, if revisions are necessary to meet regulations; the district will need to resubmit the whole plan with the additions added in the appropriate places, thus submitting one complete plan upon approval.

For additional help see examples and resources at: <http://doe.sd.gov/ofm/techplans.aspx> or email [techplans@state.sd.us](mailto:techplans@state.sd.us) for assistance.

Technology plans and revision addendums should be submitted electronically (Microsoft Word, PDF) to:

[techplans@state.sd.us](mailto:techplans@state.sd.us)

## Technology Plan Sections

### 1. District Information:

School District Name and Number:

School District Mailing Address:

City:

Zip Code:

District Contact Person and Title:

Contact Phone:

Contact Email:

Date of Submission:

### 2. Technology Committee

- List the Technology Committee members and their title.

Committee Member	Title
<i>i.e. Margie Raymaul</i>	<i>school board member</i>
<i>i.e. Susie Racman</i>	<i>high school student</i>

### 3. Vision

- State the district's technology vision.

### 4. Needs Assessment *please obtain input from a variety of sources such as students, parents, staff, community members and former students.*

- List all groups that data was collected from in formulating the districts goals and objectives.
- Explain how collected data was summarized and results used in formulating the technology plan's goals and objectives.

### 5. Consolidated Application *District technology should support and integrate with the needs assessment goals of the consolidated application/school improvement plan for the district.*

- Explain how technology integration will support and help carry out the district's consolidated application/school improvement goals, objectives and strategies over the next three years.

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### 6. Three Year Goals. *State at least one goal for each of the following categories. If you need space for additional objectives or activities, please insert additional rows in tables.*

- Improving Student Academic Achievement
- Professional Development
- Improving Technology Integration into Curricula and Instruction
- Improving Infrastructure
- Expanding Distance Learning
- DDN Usage- the Digital Dakota Network (DDN) is a statewide interactive video **and** broadband Internet data communications system using compressed digital technology to provide an online "meeting pipeline" to School Districts.

**Three Year Goal(s) - Improving Student Academic Achievement.** This will include the use of technology to improve academic achievement of all students.

<b>Goal:</b>
Explain how the above goal addresses the ed tech state standards. See this link: <a href="http://doe.sd.gov/contentstandards/NCLB/index.asp">http://doe.sd.gov/contentstandards/NCLB/index.asp</a>

Each goal should have at least one objective. One line per activity

Objective	Activity	Timeline	Evaluation Method Benchmark
<i>Ex. Provide access, training, and time for wiki page design</i>	<i>purchase site license for wiki pages</i>	<i>2011-2014</i>	<i>Purchase, observation, survey</i>

**Three Year Goal(s) - Professional Development** This may include teachers, principals, administrators, school library personnel and support staff to further the effective use of technology.

<b>Goal:</b>
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Each goal should have at least one objective. One line per activity

Objective	Activity	Timeline	Evaluation Method Benchmark
Ex provide professional development opportunities which support the application of 21st century technology skills and tools in teaching and learning	Participation incentives for year long unit development	2011-2014	Evaluations

**Three Year Goal(s) - Improve Technology Education or Library Services.**

This may include software and electronically delivered learning materials.

<b>Goal:</b>
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Each goal should have at least one objective. One line per activity

Objective	Activity	Timeline	Evaluation Method Benchmark
<i>Ex Increase technology integration into core subject areas</i>	<i>Curriculum mapping professional development</i>	<i>2011-2014</i>	<i>Number of units created in system</i>

**Three Year Goal(s) - Distance Learning and DDN use.** Telecommunication technologies (via a networking system called DDN) are provided through state funds to local districts partially obtained through a statewide application for E-rate funding. In this section the district should list any goals, objectives and activities for educational usage of distance technologies (video-conferencing, virtual high school, and internet-based).

**Goal:**

Each goal should have at least one objective. One line per activity

<b>Objective</b>	<b>Activity</b>	<b>Timeline</b>	<b>Evaluation Method Benchmark</b>
Ex Increase student access to quality courses	Purchase distance courses from approved content providers	2011-2014	Course evaluations

**Projected DDN Usage**

<b>Activity</b>	<b>Timeline</b>
<i>Ex Principal meetings</i>	<i>2011-2014</i>
<i>State Department Web Conferences</i>	<i>2011-2014</i>

**Three Year Goal(s) - Improvement of Infrastructure and Technology.** This may include wiring, networking systems, connectivity, hardware, etc and needs to include all equipment that you intend to procure to achieve the goals and objectives set forth in this technology plan. Any equipment for which you intend to apply for E-rate should be included in this section.

**Goal:**

Each goal should have at least one objective. Fill out one line for each of your activities.

<b>Objective</b>	<b>Activity /item</b>	<b>Timeline</b>	<b>Evaluation Method Benchmark</b>
<i>Ex Increase wireless access for staff and students</i>	<i>Wireless Router</i>	<i>School yr 2010-2011</i>	<i>Hardware</i>
<i>Ex increase 21<sup>st</sup> Century Skill usage for staff and students</i>	<i>1 to 1 laptop initiative</i>	<i>School yr 2011-2012</i>	<i>Hardware</i>
<i>Ex increase 21<sup>st</sup> Century Skill usage for staff and student</i>	<i>Purchase Interactive Whiteboard</i>	<i>School yr 2012-2014</i>	<i>Purchase, Observation, usage logs</i>
<i>Ex increase 21<sup>st</sup> Century Skill usage for staff and student</i>	<i>Purchase 10 new tablets per year for the incoming freshman</i>	<i>2011-2014</i>	<i>Purchase, Observation, Survey</i>

**Three Year Goal(s) – Telecommunications Services and Equipment.** Explain the district’s plans for the future procurement and expansion of telecommunication services and equipment (data, voice, and video). Include all equipment and ongoing services that you intend to procure to achieve the goals and objectives set forth in this technology plan. Any equipment and/or new or ongoing services for which you intend to apply for E-rate should be included in this section. Provide funding source.

<b>Goal/objective</b>	<b>Services</b>	<b>Timeline</b>
<i>Ex Increase access to information technologies</i>	<i>Increase bandwidth between buildings</i>	<i>2011-2012</i>
<i>Ex Increase access to information technologies</i>	Cell Phone Service	2012-2013 School Year
<i>Ex Increase access to information technologies</i>	Add Handheld mobile computer devices	2013-2014 School Year

**Three Year Goal(s) - Use of Technology to Promote Parental Involvement and Increase Communications with Parents.** Explain how the district will use technology effectively to promote parental involvement and increase communication with parents.

**Goal:**

Each goal should have at least one objective. One line per activity

<b>Objective</b>	<b>Activity</b>	<b>Timeline</b>	<b>Evaluation Method Benchmark</b>
<i>Ex Increase open communication with parents</i>	<i>¼ staff position to create and maintain parent portal</i>	<i>2011-2014</i>	<i>Amount of use for portal/position evaluation</i>

**Three Year Goal(s) – (Optional) include any additional goals the district has written that do not fit into one of the above categories.**

**Goal:**

Each goal should have at least one objective. One line per activity

<b>Objective</b>	<b>Activity</b>	<b>Timeline</b>	<b>Evaluation Method Benchmark</b>

## 7. Inventories

- List the district's technology inventory (such items as computers, servers, hubs, cameras, graphing calculators, TV's, telecommunications equipment, distance learning equipment, etc.).

**Public School Districts** meet this requirement through the annual technology survey submitted to the K-12 Data Center at <https://members.k12.sd.us/in/DDNAdmin/DDNSurveys.asp>

\* if you are a public school that meets this section through the K12 data center please indicate so on your technology plan. If you did not file the technology survey it must be completed or inventories must be attached.

**Private Schools** who do not utilize the above site (which is available to them) for inventory will need to include this item in detail in their plan and **must be kept on file at the district for audits.**

\* if you are a public school that meets this section through the K12 data center please indicate so on your technology plan or attach the district's technology inventory to your plan.

- Describe what records management information you are maintaining on the district's technology equipment. (i.e. hard drive size, RAM, processor speed, video capability, networked, etc.).
- Explain the district's software review and new purchase plan to replace outdated software/licenses.
- List individual software programs, site licenses and indicate quantity of each.
- Explain the district's plan to review and update network and facilities.

## 8. Attach Acceptable Use Policy

The following must be in your policy:

- Explain how the district addresses personal use and access of online services for students and staff.
- Explain how the district addresses ownership of software and data.
- Explain the consequences for violating your Acceptable Use Policy for students and staff.

## 9. Attach Distance Learning Policy (identify in the plan if no policy exists)

## 10. Three Year Telecommunications Services and Equipment Policy.

- Explain your policy for usage/maintenance/upgrading of telecommunications equipment. Include information for each category:
  - **Voice**- cellular phones, pagers and paging services, telephone service, two-way radios, answering machines, voice messaging systems, alarm telephone lines, homework hotline services, long distance telephone service, etc.;
  - **Data**-routers, hubs, ATM switches, web servers, internal data lines, domain name registration, firewall service, WAN, access points, antennas, battery backup, etc.;
  - **Video**-ATM switches, Monitors, interactive televisions ITV, Video equipment, Video services, etc.)

## **11. E-rate Document Retention Policy** (if filing an individual e-rate application)

- Provide a copy of the district's E-rate document retention policy. **This applies to any school district that files its own E-rate application separate from the state. (Sample policy attached to these Guidelines).**

## **12. Attach Children's Internet Protection Information**

- Explain the district's CIPA safety policy, including the use of filters to protect against access to the visual depictions outlawed in the act.

Address:

- access by minors to inappropriate matter on the Internet and the web;
  - the safety and security of minors when using electronic mail, chatrooms and other forms of direct electronic communications;
  - unauthorized access, including so-called "hacking", and other unlawful activities by minors online;
  - unauthorized disclosure, use, and dissemination of personal identification information regarding minors;
  - measures designed to restrict minors' access to material harmful to minors.
- Describe the policy for monitoring and updating blocking/filtering software.
  - Explain how the district is educating minors about appropriate online safety behavior, including interacting with other individuals on social networking sites, chat rooms, and cyber bullying awareness and response. If no efforts are being made please indicate on plan.
  - Provide an explanation of your districts continuing efforts to provide the public (your parents) with information regarding internet safety and the use of technology. If no efforts exist please indicate so on plan.
  - If this is your first time submitting a plan for approval you must provide the date that a public meeting was held in regard to the CIPA requirements.

## **13. Collaboration with Adult Literacy**

- Describe your districts collaboration or development with adult literacy service providers to maximize the use of available technologies, training facilities, and project related resources. If this is not applicable, please state as such.

## **14. Evaluation**

- Describe the process for evaluating the district's overall Technology Plan. Note: Updates and addendums should be submitted yearly on a three year approved plan.
- Explain the measures taken for evaluating the impact of the plan on student performance.

(End of Tech Plan Guidelines)

## **Sample E-rate Records Retention Policy**

Policy: Retain the following documentation, to the extent applicable, for five years after the last date of service, pending any litigation or ongoing audit. Last date of service is the last day of the service delivery period of the E-rate funding year for recurring services. Last date of service for equipment purchases funded through E-rate is the latest date of (1) date of purchase of equipment; (2) installation date; or, (3) the date of the E-rate funding commitment decisions letter.

### **1. USAC Forms & Certifications**

- 1.1. Form 470, 470 Certification & delivery confirmations (if a form or certification was mailed to SLD).
- 1.2. Form 471, 471 Certification & delivery confirmations
- 1.3. Form 472 & delivery confirmations
- 1.4. Form 479 (*Consortium members & consortium leaders only*)
- 1.5. Form 486, Certification & delivery confirmations
- 1.6. Form 500 & delivery confirmations

### **2. USAC Letters**

- 2.1. Form 470 Receipt Notification Letter (RNL)
- 2.2. Form 471 Receipt Acknowledgment Letter (RAL)
- 2.3. Form 471 Out Of Window Letter (OOW)
- 2.4. Funding Commitment Decision Letter (FCDL)
- 2.5. Form 486 Notification Letter
- 2.6. Form 500 Notification Letter
- 2.7. BEAR Notification Letter
- 2.8. Quarterly Disbursement Reports (QDR)
- 2.9. Other USAC letters

### **3. Technology Plan & Approval Letter**

- 3.1. Written Technology Plan with Creation Date
- 3.2. Approved Technology Plan
- 3.3. Approved Technology Plan updates
- 3.4. Certified Technology Plan Approver Letter (or screen print if approval is maintained online)
- 3.5. Professional Development Training Logs
- 3.6. Technology Plan Training Sign In Sheets

### **4. Competitive Bidding, Vendor Evaluation & Contracts**

- 4.1. State and Local Procurement Regulations (printout or website reference)
- 4.2. RFP/ Public Notice/ Advertisement
- 4.3. All Vendor responses & Bids received (winning and losing)
- 4.4. Bid Evaluation criteria, Evaluation Matrix & Bid ratings (**Sample Available**)
- 4.5. Notice of Award letters
- 4.6. Miscellaneous documents (memorandums, board minutes, notes to file)
- 4.7. Signed and Dated Contracts/ Service Agreements/ Notice of Award Letters
- 4.8. Contract Amendments/Addendums/Extensions
- 4.9. State Master Contracts (printout or website reference)
- 4.10. Vendor Correspondence

### **5. PIA Review**

- 5.1. Letter of Agency (LOA) consortium
- 5.2. Consultant agreement or LOA
- 5.3. Responses to PIA inquiries (email, faxes, case numbers)
- 5.4. Entity eligibility documentation (state website printout, matching records, etc.)
- 5.5. Discount eligibility calculation documentation
- 5.6. Item 21 Attachment (online or paper)

- 5.7. Product Service Eligibility (warranties, product descriptions, network diagrams etc.)(for E-rate equipment)
- 5.8. Budget (Final approved, Superintendent Letter, draft budget, Grant Letters)
- 5.9. Request to Cancel Services

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

- 6.1. Undertaking Actions to comply with CIPA (e.g., public notice, public meeting or hearing minutes, etc.)
- 6.2. Filtering Documentation (purchase, installation, use)
- 6.3. Internet Safety Policy
- 6.4. Logs of filtering incidents

**7. Service Delivery & Inventory Management (Applicable for E-rate funded equipment or E-rate funded maintenance)**

- 7.1. Inventory/Asset Registry
- 7.2. Schematic of equipment
- 7.3. Receipt of service/ product and installation log (work orders)
- 7.4. Replacement Log (replacement or upgrades)
- 7.5. Maintenance Log
- 7.6. Equipment transfer log

**8. Invoicing & Payments**

- 8.1. Customer Bills
- 8.2. Calculation Workpapers for BEARs
- 8.3. Service Certifications
- 8.4. Proof of Payment of discount and non-discount amounts (cancelled checks, bank statements)
- 8.5. Reimbursement from vendor verification (BEAR only)
- 8.6. Miscellaneous (memos to vendors, notes to file, emails)

**9. Change Requests & Appeals**

- 9.1. Appeal Request
- 9.2. Appeals Delivery Receipt (proof of postmark, fax confirmation)
- 9.3. Service Substitution Request
- 9.4. SPIN Change Request
- 9.5. Documentation of Funds Returned to USAC
- 9.6. Invoice Deadline Extension Request
- 9.7. Service Deadline Delivery Request
- 9.8. Transfer of Equipment Notification

**10. Miscellaneous**

- 10.1 PIN mailer (For the authorized user)
- 10.2 Site Visit documentation
- 10.3 Audit documentation