NJ Department of Education
District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan Checklist

DIRECTIONS: Place a check ☑ in the unshaded **COMPLETED** column when the **TASK** has been completed.

TASK	Completed	
	Req'd by E-Rate	Not req'd E-Rate
DATE: Provide your educational technology plan's creation date (the date when the technology plan first contained all of the required elements in sufficient detail to support the products and services requested on the Form 470). (http://www.usac.org/sl/applicants/step01/default.aspx) **Tech Plan creation date**: **April 10, 2013**	✓	

DIRECTIONS:

- Answers to questions regarding e-rate compliance: http://www.usac.org/_res/documents/sl/pdf/handouts/TechPlan_QuestionstoConsider.pdf
- Address the numbered items below in a separate District/Nonpublic School/Charter School educational technology plan document.
- Indicate in the *PAGE #* column, the page number where the corresponding information is found.
- For purposes of this document, "educators" are defined as school staff who teach children, including librarians and media specialists.
- Sample table templates are provided (see links embedded in this document) to assist in the development of the educational technology plan. Please use these table templates unless information is already in a digital form.

	Indicate in the unshaded spaces the page number where the corresponding information is found	
[Inventory Sample Table]	Req'd by E-Rate	Not req'd by E-Rate

TECHNOLOGY INVENTORY:
 1. Describe the technology inventory <u>needed to improve</u> student academic achievement in the 2013-2014 school year that informs the basis for the Form 470. Include in the description the internal connections and basic maintenance *for 12 months of the e-rate funded year*, such as the following areas:
    a) Technology equipment including assistive technologies
    b) Networking capacity
    c) Filtering method
    d) Software used for curricular support and filtering
    e) Technology maintenance and support
    f) Telecommunications equipment and services
    g) Other services
 NOTE: If this plan is intended to be used for three years of E-Rate funding, provide anticipated inventory information for all three years. See Inventory Sample Table. Definitions of items eligible for e-rate discounts: http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services/default.aspx
	Pg. 5	

NEEDS ASSESSMENT: 2. Describe the needs assessment process that was used to identify the necessary telecommunication services, hardware, software, and other services to improve education.	Pg. 6	

	Indicate in the unshaded spaces the page number where the corresponding information is found	
	Req'd by E-Rate	**Not req'd by E-Rate**
THREE-YEAR GOALS: **3.** List clear goals for 2013-2016 that address district needs. There must be strong connections between the proposed physical infrastructure (bandwidth, cabling, electrical systems, networks) and goals. Include goals for using telecommunications and technology that support 21st century learning communities. E-Rate requirements: www.ecfr.gov	Pg. 6	
THREE-YEAR IMPLEMENTATION AND STRATEGIES TABLE: Implementation Activity Sample Table 4. Describe the realistic implementation strategies to improve education. Include in the description the timeline, person responsible and documentation (or evidence) that will prove the activity occurred. Address only 'a' and 'b' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment. a. telecommunications,	Pg. 7	
b. information technology,	Pg. 7	
c. educational technology (including assistive technologies), and		Pg. 7
d. student technology readiness in preparation for online testing in 2014-2015.		Pg. 7
PROFESSIONAL DEVELOPMENT STRATEGIES: Professional Development Sample Table 5. Professional development strategies should ensure that staff (teachers, school library media personnel and administrators) knows how to effectively use the technologies described in this plan to improve education, and will continue to support identified needs through 2016. *Address only 'a' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment.* Describe the planned professional development strategies by addressing each of the following questions: a) How will ongoing, sustained professional development be provided to all educators, (including administrators) that increases effective use of technology in all learning environments, models 21st century skills, and demonstrate learning experiences through global outreach and collaboration in the classroom or library media center?	Pg. 8	
b) What professional development opportunities, resources and support (online or in person) exist for technical staff?		Pg. 8
c) How will professional development be provided to educators on the application of assistive technologies to support educating all students?		Pg. 8
EVALUATION PLAN: Evaluation Plan Sample Table 6. Describe the evaluation process that enables the progress and effectiveness of goals to be monitored.	Pg. 9	
7. Describe the process to make mid-course corrections in response to new developments and opportunities as they arise.	Pg. 9	
FUNDING PLAN (July 2013 – June 2014): Funding Plan Sample Table 8. Provide the anticipated costs for **2013-2014** by source of funds (federal, state, local and other) and include expenses such as hardware/software, digital curricula including NIMAS compliance, upgrades and other services including print media that will be needed to achieve the goals of this plan. Allow specific provisions for interoperability among components of such technologies to successfully achieve the goals of this plan.		Pg. 10

NJ Department of Education District/Nonpublic School/ Charter School
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Review Procedures for District/Nonpublic School/ Charter School Educational Technology Plan

Educational Technology Plan Review and Approval:

The County Office of Education will set the timeline for review, submission and approval of district and Charter School educational technology plans. The County Office of Education will complete an online form by June 15th indicating the districts and Charter Schools with approved educational technology plans. Nonpublic School Educational Technology Plans may be reviewed and letters issued by the Certified Technology Plan approvers found on the Universal Service Administrative Company web site: http://www.sl.universalservice.org/reference/tech/default.asp.

Notification of Approval:

The NJDOE's Office of Educational Technology will send a notification of approval to the Chief School Officers of the approved districts and Charter Schools. Nonpublic School Educational Technology Plan approvals are not listed on the NJDOE website. Therefore, their approval letters do not have to be submitted to the NJDOE.

Posting your plan:

The NJDOE's Office of Educational Technology suggests that school districts, nonpublic schools and Charter Schools post the approved educational technology plan on their web site.

For Assistance:

To answer questions or concerns, contact the district or Charter School's County Office of Education (contact information found at http://www.state.nj.us/education/counties) or e-mail the NJDOE's Office of Educational Technology at edtech@doe.state.nj.us .

District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan
The use of this table is optional and is provided as a convenience.

Stakeholder Table

Stakeholder Table		
Title	**Name**	**Signature**
Superintendent	Dr. Barbara R. Morella	
Principal	Theodore Peters	
Technology Coordinator	Kevin Thibault	
Curriculum Director	Gary Goldberg	
Library Media Specialist	Kristi Monaghan	
Teacher	Donna Harrison	
Teacher	Kathy Higginson	
Teacher	Kaitlyn Masotti	
Teacher	Melissa Scully	
Teacher	Jennifer Smith	
Teacher	John Stagliano	
Technology Staff	Christina Murray	

District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan

Inventory Table

The table below may be used to describe the district, nonpublic or charter school's technology inventory used to improve student academic achievement. The use of this table is optional and is provided as a convenience.

Three-Year Educational Technology Plan Inventory Table			
Area of Need	**Describe for erate funded year 1 2013-2014**	**Describe for erate funded year 2 2014-2015**	**Describe for erate funded year 3 2015-2016**
Technology Equipment including assistive technologies	120 - Teacher Desktops 370 - Classroom Desktops 85 - Lab Desktops 18 - Office Desktops 60 - Chromebooks 58 - Student Netbooks 9 - District Servers	120 - Teacher Desktops 370 - Classroom Desktops 90 - Lab Desktops 18 - Office Desktops 90 - Chromebooks 58 - Student Netbooks 9 - District Servers	120 - Teacher Desktops 370 - Classroom Desktops 90 - Lab Desktops 18 - Office Desktops 120 - Chromebooks 58 - Student Netbooks 9 - District Servers
Networking Capacity	• 100 mb Ports with 1 gb fiber trunk • BlueSocket Wireless G Access Points	• 1gb ports with 10gb fiber trunks • Meraki Wireless N Access Points	• 1gb ports with 10gb fiber trunks • Meraki Wireless N Access Points
Filtering Method	Firewall/Filter (Meraki,Smoothwall, ETC	Firewall/Filter (Meraki,Smoothwall, ETC)	Firewall/Filter (Meraki,Smoothwall, ETC)
Software used for curricular support and filtering	• Realtime • Study Island • Destiny • OnCourse • Microsoft School Agreement • School Dude	• Realtime • Study Island • Destiny • OnCourse • Microsoft School Agreement • School Dude	• Realtime • Study Island • Destiny • OnCourse • Microsoft School Agreement • School Dude
Technical Support and maintenance	• Shared Services Agreement with Delsea Regional HS District • Subscriptions to various support/maintenance contracts (3com, Dell, ETC)	• Shared Services Agreement with Delsea Regional HS District • Subscriptions to various support/maintenance contracts (3com, Dell, ETC)	• Shared Services Agreement with Delsea Regional HS District • Subscriptions to various support/maintenance contracts (3com, Dell, ETC)
Telecommunications equipment and services	• 3Com VCX Phone System • School Messenger Services • Comcast Phone and Internet (35mb connection per building) • Windstream Phone Services	• 3Com VCX Phone System • School Messenger Services • Comcast Phone and Internet (50mb connection per building) • Windstream Phone Services	• 3Com VCX Phone System • School Messenger Services • Comcast Phone and Internet (75mb connection per building) • Windstream Phone Services
Other Services:			

District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan

Needs Assessment Process

A needs assessment was conducted through two separate processes.

1. A formal inventory of equipment and services was undertaken to determine gaps between current status and 2013 expectations.
2. An anonymous survey of all staff was undertaken to assess perceptions of needs within the district to improve technology readiness and use.

From that feedback, goals were established, implementation plans were devised, and the remained of the plan was developed.

Three Year Goals

1. To update and upgrade connectivity services and classroom technology portal devices to close the gap between existing components within the district and expected standards for 2013 and PARCC readiness in 2015.

2. To establish an ongoing and comprehensive series of professional development programs utilizing all components of teacher availability, teacher interest, and instructional needs to close the gap between the skills of the professional staff and the instructional needs of 2014 learning programs and students.

3. To move toward increased reliance upon on-line resources, digital textbooks, and electronic services to reduce overall costs and improve universal access to learning resources for students.

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Three-Year Implementation Activity Table

Strategies and activities that relate to the district, nonpublic or charter school's goals and objectives may be completed on the sample implementation table. If the goals and objectives were numbered in the THREE-YEAR GOALS section of this checklist, use corresponding numbers in the table below. The use of this table is optional and is provided as a convenience.

Three-Year Technology Implementation Activity Table				
District Goal and Objective	**Strategy/Activity**	**Timeline**	**Person Responsible**	**Documentation**
Outfit classrooms with new computers	Budget for, purchase and install: **310** new classroom computers	2013	Tech Coordinator Principals	Budget Purchase orders
All school labs Relocate and increase number of computers	Budget for, purchase and install: **90** new lab computers Budget for, purchase and install: **65** new classroom computers Relocate any existing and new computers to new room within the building	2014	Tech Coordinator Janvier Principal Building Tech Staff	Budget Purchase orders Blue prints or floor plans
Offer more and differentiated staff development in technology integration	Offer classroom or subject specific professional development opportunities: Examples as listed on Professional Development page	2013 through 2016	Supv Curr & Inst Principals Tech Dept. Building Tech Staff	Surveys Offerings Lists Sign In Sheets Teachers' lesson plans
Upgrade both wired and wireless network	Budget for, purchase and install: **33** access points **3** servers **15mb** increased bandwidth from ISP **20** switches **25mb** increased bandwidth from ISP	2013 2014	Tech Coordinator and Department	Budget Purchase Orders
Align all technology with Core Standards	Budget for, purchase and implement necessary hardware and services and maintain current technology: Example**:** video streaming licenses	2013	SCI Tech Coordinator Principals Building Tech Staff	Budget Purchase Orders Teachers' lesson plans
Increase technology integration for all, but focusing on special needs students	Budget for, purchase and implement assistive technology devices as IEP mandated Example: Smart Pens	2013 through 2016	Principals Tech Coordinator	Budget Purchase Orders Teachers' lesson plans
Convert to increased digital delivery for curriculum	Budget for, purchase and implement: licenses to curricular software and/or services or related materials to augment text books for selected subject areas	2015	SCI Principals Tech Coordinator	Budget Purchase Orders Teachers' lesson plans

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Professional Development Table

Professional development detail is needed for the first school year of the educational technology plan. The use of this table is optional and is provided as a convenience.

Educators' Proficiency/ Identified Need	Ongoing, sustained, high-quality professional development planned	Support
Computer and Web Basics	How to efficiently utilize the computer and web to maximum potential: • organize and save files • Google docs ; Dropbox, • Shared Drive • Searching for content on web	September 2013 In-Service and ongoing
Presentation and Implementation of Lessons	How to efficiently present material using 21st century skills to students of all learning modalities: • SmartBoard (leveled sessions) Smart Exchange • Prezi • Powerpoint, • Windows Media • Skype • PARCC Assessment	Summer 2013 November 2013 Before and after school and ongoing
Enriching Educational Websites and Sources	How to enrich your classroom using educational sources: • Webquests • Blackboard • Wikis and Blogs • Wordle • Vokis, etc.	Summer 2013 November 2013 and ongoing
Assistive Technology for all students but focus on Special Needs students	Adaptive software Smart Pens	February 2014 In-Service and ongoing
The district contracts for technology support services and does not currently have technology staff to train.		

Participation in all programs compensated at contractual rate.

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Evaluation Plan Table

The evaluation narrative must include how telecommunications services, hardware, software and other services will improve education. Telecommunications services are leased, tariffed, contracted, or month-to-month services that are used to communicate information electronically between sites. The services MUST be provided by an eligible Telecommunications Service Provider. Examples of Telecommunications Services for E-Rate include T-1 lines, basic telephone service, and ISDN. Broadcast services (such as over-the-air radio and television) and cable TV are not considered Telecommunications Services.

The burden of proof for any federal inquiry lies with the district, and they should be able to support their process with methodology and documentation. The use of this table is optional and is provided as a convenience.

Educational Technology Plan Evaluation Narrative	
Describe the process to regularly evaluate how...	

a. *Telecommunication services, hardware, software and other services are improving education.*	• In January, June, and September of each year of the plan, telecommunication services, hardware, software, and other services will be formally reviewed and reported**:**
	   o for their functionality
	   o for their meeting the intended goals of its implementation elements
	   o for their continued feasibility
	• For elements found to be in need of remediation or if an element creates unintended consequences:
	   o The district technology committees will be convened to reassess the implementation and develop an activity plan for addressing the issues
	   o The criteria for success and goals of the activity plan will be reviewed in the indicated timeframe for effectiveness and the process above will be repeated as needed.

b. *Effective integration of technology is enabling students to meet challenging state academic standards.*	The technology plan focuses on two key academic areas that will be addressed over the next three years:
	   o The district will provide instruction aligned to the CCSS and the NJCCCS/Technology standards that will prepare students to succeed in computer literacy assessments in Grade 4 and in preparation for Grade 8.
	   o The district will provide instruction on technology as well as technology integration into daily instruction in order to prepare students for 21st century skills and the upcoming PARRC Assessment.
	
	The Technology Committee will annually measure the success of technology integration into instruction through a variety of measures including, but not limited to:
	   o Teacher, student, community surveys
	   o Student Technology Assessments/Portfolios
	   o Student Work Samples
	   o Classroom Walkthrough Evaluation Data, and
	   o Formal/Informal feedback from teachers, students, parents, community
	
	A remediation action plan will be drafted in the case of the Technology Committee determining elements of the plan have not been implemented as anticipated in the plan.
	
	It is recognized that new enhancements in technology may be introduced during the life of this Technology Plan. The Technology Committee, through its evaluation cycle, will be

	encouraged to research new technological devices that may enhance student learning and plan to integrate these items into classroom instruction, as appropriate.
c. The LEA is meeting the identified goals in the educational technology plan.	• Each year the technology plan for the district will be evaluated through technology inventories, professional development plans, and administrative supervision. • If goals are unmet and/or obstacles arise, remediation may be in the form of reallocating funding, developing partnerships between the district and outside resources, updating and maintaining the existing technology, communication within the staff, or other applicable changes as needed.

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Funding Plan Table

Complete this table to indicate the funding source of anticipated costs of technologies to ensure that students have access to technology. The use of this table is optional and is provided as a convenience.

	Three-Year Educational Technology Plan Anticipated Funding Table (First Year)				
ITEM	**DESCRIPTION OF ITEM TO BE PURCHASED** Examples provided:	**FEDERAL FUNDING**	**STATE FUNDING**	**LOCAL FUNDING**	**MISC. (e.g. Donations, Grants)**
Digital curricula (see NIMAS)	On-line resources Student learning systems, Digital textbooks, Literature	0	0	21,000	0
Print media needed to achieve goals	Subscriptions, Professional development materials, Manuals	0	0	0	0
Technology Equipment	Network Servers, Computers, Portable devices, Assistive technology	0	0	139,273	0
Network	Switches, Wireless access points	17,645	0	20,713	0
Capacity	Connectivity bandwidth	2,760	0	3,240	0
Filtering	Filtering software	1,370	0	1,630	0
Software	Office, OS, Academic systems and products	0	0	36,125	0
Maintenance	Repairs	0	0	17,500	0
Upgrades	Ongoing services	0	0	0	0
Policy and Plans		0	0	0	0
Other services		0	0	91,800	0
Further Explanation:					