

# Technology Plan Cover Sheet

2016-2018 (July 1, 2015 – June 30, 2018)

## Organization Information

District/Agency/School (legal name): Norman County West

District Number: 2527-01

## Technology Plan Status

The District/Agency/School has an approved 2013-15 technology plan:

Yes No

2016-2018 Technology Plan Date of Creation: June, 2015

## Identified Official with Authority

Name: Kevin Hedstrom

Title: Superintendent

Address: PO Box 329 Hendrum, MN 56550

Phone: (218) 456-2151

E-mail: khedstrom@ncw.k12.mn.us

## Technology Contact

Name: Ron Gotteberg

Title: Technology Coordinator

Address: PO Box 329 Halstad, MN 56548

Phone: (218) 456-2151

E-mail: rgotteberg@ncw.k12.mn.us

## 2016-18 Technology Plan Template

Instructions: Add your responses by typing into the document below.

**Technology Needs Assessment.** Describe the processes(s) used to determine the technology needs for the LEA for 2016-2018 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:

*We have an active technology committee that meets 3-4 times each year. Committee membership includes staff, administration, and school board members. During these meetings, we assess the technology in each of our buildings to help make determinations for the future.*

*The results of the meetings this year are summarized below:*

- Norman County West needs to update security cameras in the high school and install a system in the elementary.
- Norman County West will continue its 1-1 initiative. We currently have devices through 10<sup>th</sup> grade and need to expand to include 11-12<sup>th</sup> grade as well.
- Norman County West needs to update at least one server during the next three year period and increase its bandwidth to support 1-1 devices.
- Norman County West also needs to begin updating phones in both sites and preparing a plan to update 1-1 devices as they wear out.
- Norman County West needs to continue to provide professional development to staff on technology use and integration. This continued training and support will enable staff to effectively use the technology to improve student achievement and increase efficiency.

**Goals and Strategies.** List the specific goals and strategies for 2016-2015 that address how your LEA will use technology to deliver education and assist with school administration:

Our goal at Norman County West is for students, staff, and administration to integrate technology effectively and efficiently into the administrative and instructional applications of the school day. That will allow us to promote learning, enhance communication, and collaborate among students, staff, administrators and parents.

The purpose of technology in our schools is to increase student achievement by:

- Preparing students to use technology skills to compete, thrive, participate, and contribute in employment, educational and community endeavors (technology skills for life)
- Preparing teachers, staff, and students to work more efficiently and effectively. (technology as a productivity tool)
- Using collection, analysis and sharing of data between stakeholders (administration, staff, teachers, parents, students, and the communities) to improve instruction and student success(technology as a communication tool).

#### **A. Goals**

- The District Technology Coordinator and Administration will annually determine together what the district hardware and infrastructure needs are and build an adequate technology budget to meet those needs.
- The district will ensure that there is equitable access in all classrooms and labs to effectively utilize technology integration strategies into all aspects of learning.
- Each fall the district does a Data Retreat with all certified staff to look at the previous year's assessment data. District and building goals are set based on data weaknesses. Professional development for the school year is based on these goals and incorporates training in technology tools and skills available to assist in meeting the goals.
- Administration will make technology integration a priority for certified staff by encouraging technology training both within our school and with outside resources.
- The District Technology Committee will investigate the use of other technology based tools in science and technical courses with the goal of integrating these tools into the curriculum.

- District administration will continue to apply for E-rate funding to provide adequate telecommunications services to the district.

### **B. Strategies for Implementing the District Goals**

- Administration and District Technology Coordinator will adjust the number of computers in district classrooms each summer based on student numbers and needs to ensure equitable access for all students and staff.
- Administration and District Technology Coordinator will present a list of technological needs and a budget to the Technology Committee on a yearly basis.
- Staff Development Committee, Technology Committee, and Administration will plan yearly Professional Development in the area of technology in September of each school year.
- Administration will disseminate information regarding regional and state level technology trainings.
- Certified staff will be provided training in the summer of 2015 on how to setup Google Site, Google Classrooms, and useful apps for education. They are also able to set up support with the district technology coach for additional assistance. Staff will also be provided additional opportunities to attend training during the summer at offsite locations.
- Administration and District Technology Committee will continue to investigate additional funding sources to allow the use of mobile device in our school to expand learning opportunities for our students.

*Enter your goals and strategies; document will expand to fit.*

**Professional Development Plan.** Describe the professional development strategies you have in place for 2016-2018 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

School Board and Administration at Norman County West have made a commitment to staff development. School year calendars have approximately 7 workshop days and 4 early out each year that are used for professional development opportunities. Opportunities are provided for staff development to improve technology skills based on requests made by staff members and needs determined by the technology committee. Additionally, one of the workshop days is used together with an adjoining district. Together, we combine staff to provide training relevant to both schools. This opportunity is also used for staff to share amongst themselves ideas and technology they have had success with.

After the district wide data retreat each fall, the district staff development committee and administration will meet to determine the professional development for the school year. The professional development will be implemented for the purpose of assisting the staff in integrating technology with instruction and increasing educator proficiency with technology tools currently owned by the district.

Informal training sessions will take place throughout each school year on an as needed basis. They will be conducted by administration, technology coordinator, technology coaches, and teachers. Administration will encourage staff to attend workshops and conferences that meets their technological needs and teaching styles.

*Describe your professional development plan; document will expand to fit.*

**Evaluation.** Explain the evaluation process for your technology plan for 2016-2018, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met:

Evaluation of the 2016-2018 technology plan will be conducted by the technology committee with support from administration and the technology coordinator. The superintendent will be responsible for documenting the progress toward meeting the goals on the technology plan. Progress will be documented on a yearly basis so necessary adjustment can be made. This will ensure that Norman County West will continue to move forward in the area of technology. The action plan listed below indicates how the evaluation process will take place.

Goal	Information needed	Information sources	Proposed methods/analysis	Staff	Timeline
The District Technology Coordinator and Administration will determine together what the district hardware and infrastructure needs are and build an adequate technology budget to meet those needs.	Annual purchases  Replacement plan  Repair information	Technology budget and purchases  Replacement cycle  Repair log	Committee review  Technology committee meeting minutes  Annual technology budget	Administration  Technology coordinator  Technology committee	Annually in the spring
The district will ensure that there is equitable access in all classrooms and labs to effectively utilize technology integration strategies into all	Lists of class sizes  Proposed room assignments  List of devices	Technology inventory  Class lists  Room lists	Technology coordinator and administration review	Technology coordinator  Superintendent	Annually in the spring

aspects of learning.					
Professional development for the school year is based on these goals and incorporates training in technology tools and skills available to assist in meeting the goals.	Goals from data retreat  District and building goals  Action plan	Data retreat notes  Staff development committee notes	Staff development committee review	Administration  Staff development committee  Tech Coach	Annually in the fall
Administration will make technology integration a priority for certified staff by encouraging technology training both within our school and with outside resources.	List of training opportunities  Staff attending	Local advertisements and information sent to schools regarding training opportunities  Staff development committee notes	Disperse flyers  Attendance records  Evidence of training	Administration  Staff development committee  Tech Coach	On-going
The District Technology Committee will investigate the use of other technology based tools with the goal of integrating these tools into the curriculum.	List of new technologies	Flyers, meetings, ads	Technology committee review	Administration  Technology committee	On-going

District administration will continue to apply for E-rate funding to provide adequate telecommunications services to the district.	E-rate information	USAC	Complete and submit plan	Administration  Technology committee	Annually

*Explain your evaluation process; document will expand to fit.*

**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:

*Provide additional links to support your technology plan; document will expand to fit.*

**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:

<http://www.ncw.k12.mn.us/district-office/technology-plan>

**Children’s Internet Protection Act (CIPA)**

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

Yes No

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

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

Yes No

*Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to:  
mde.schooltechplan@state.mn.us.*