

2013-2016

District Technology Planning Worksheets

K-12 Public Schools & ESDs

Bellingham School District

July 1, 2013 to June 30, 2016

Worksheet — E-rate Priority 1

Network & Telecommunications Plan	
<p>E-rate Priority 1</p> <p>Provide sufficient detail to support and validate the services you request.</p> <ul style="list-style-type: none"> Can include local and long distance telephone service, data — Internet and intranet — K-20 network VC infrastructure, cellular voice service, network capability and non-basic telecom services, such as Centrex. <i>Optional—fill in budget details and how to plan to fund your voice, data & video needs.</i> 	
Voice, Data & Video	<i>Optional—Budget & Potential Funding Sources</i>
<p>Detail your goals and strategies. List the equipment and services you plan to acquire. Make it clear that this equipment acquisition and the services you need are part of a bigger picture that positions your district as a highly productive, technology-enriched setting for teaching, learning, administration and operations.</p>	<ul style="list-style-type: none"> <i>Provide a high-level budget overview that aligns your Priority 1 telecom and network services with actual and potential revenue streams.</i> <i>Remember to cost out the human resources necessary to support these infrastructure services.</i> <i>List the funding sources and amounts.</i>
How will these services support your district's learning goals?	Brief statement that makes the connection between the technological infrastructure you describe here and the district's educational goals.

Worksheet – Technology Needs Assessment (District Technology Standards)

Detail your district’s standards for network infrastructure and technology.

- Provide a status of your existing technology, for example, telephone system, network infrastructure and Internet access.
- *Optional—fill in budget details here or attach your budget spreadsheet.*

District Standards for Technology & Maintenance	<i>Optional—Budget</i>

Worksheet – Technology Needs Assessment (Maintenance & Tech Support)

Equipment Plans	Timeline
<p>Describe the technology and network maintenance schedule.</p> <ul style="list-style-type: none"> ▪ List the equipment and software you plan to upgrade or replace. For example, firewalls or servers, upgrades to the phone system, network switches and cable drops, a new network, instructional technology, computer replacement. Remember that equipment plans must align to district or state standards for technology. ▪ Explain how your maintenance plan addresses the need for hardware/software upgrades, re-assignments and end-of-life replacement. 	<p>Summarize your maintenance, upgrade and tech support plan relative to the current 3-year cycle of district technology planning.</p> <ul style="list-style-type: none"> ▪ How often do you service the telephone system, computer hardware/software and district network? Daily, weekly, monthly? Connect the maintenance schedule to how you maintain it — in-house or by contract. <p>Describe your timeline for upgrades and new equipment.</p> <ul style="list-style-type: none"> ▪ How frequently do you upgrade or replace?
<p>How will these services support your district’s learning goals?</p>	<p>Brief statement that makes the connection between the maintenance strategy you describe here and the district’s educational goals.</p>

Worksheet – Professional Development

Equipment Plans & PD Strategy	Timeline
<ul style="list-style-type: none">▪ Describe the professional development strategy necessary to train staff on the technology and meet the increasing demand for sophisticated tech support.▪ Use position titles to describe individual training plans for key tech support staff.	
How will these services support your district's learning goals?	Brief statement that makes the connection between the professional development strategy you describe here and the district's educational goals.

Worksheet – Technology Plan Review & Update

Strategies for Review & Update	Person or Responsible Team	Timeline
<p>Summarize your annual strategy for review and update. How will you will review, evaluate and update your district technology plan?</p> <ul style="list-style-type: none"> ▪ Identify the tools for this process —district- and state-level surveys, assessments that capture technology integration, literacy and proficiency data, student test scores. ▪ Explain how you will reconcile outcomes – better or worse results relative to the 2010-2013 technology plan. ▪ Describe how you will monitor the outcomes of your professional development activities and fine tune strategies if progress falls short. ▪ Are district teachers using the state’s standards for educational technology? How are you assessing student progress? 	<p>Who leads your evaluation and revision work?</p> <p>Who will do the work?</p>	<p>List your review, evaluation and update process by activity and timeframe.</p>