

Independent School District #2859  
Glencoe-Silver Lake Public Schools



Technology Plan  
2013 - 2015

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## **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 LEA's with technology planning rather than prescribe a specific process.

Please visit the [MDE Technology Planning Toolkit](#) for more information and resources about technology planning.

### **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 470's can be filed by LEAs any time after July 1 for the following program year.

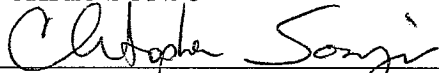

MDE will review 2013-2015 Technology Plans as they are received, and approval letters will be issued. The 2013-15 Technology Plans and approval letters will be posted to the MDE Website as they become available.

[View the approved 2008-11 Technology Plans, the 2012 Technology Bridge Plans and approval letters currently available on the MDE Website.](#)

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](mailto:mde.schooltechplan@state.mn.us).

**Technology Plan Cover Sheet**  
**2013-2015 (July 1, 2013 – June 30, 2015)**

<b>ORGANIZATION INFORMATION</b>	
District/Agency/School (legal name):	INDEPENDENT SCHOOL DISTRICT 2859 GLENCOE-SILVER LAKE SCHOOLS
District Number:	2859
Technology Plan Status	The District/Agency/School has an approved 2012 technology bridge plan: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2013-2015 Technology Plan Date of Creation:	
<b>IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION</b>	
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<b>TECHNOLOGY CONTACT INFORMATION</b>	
Name	JEFFERY JENSON 
Title	DIRECTOR OF INFORMATION & TECHNOLOGY
Address	1621 16 <sup>TH</sup> STREET EAST GLENCOE MN 55336
Phone Number & E-mail	320 – 864 – 2407 JJENSON@GSL.K12.MN.US

## 2013-15 Technology Plan Template

Instructions: Use the format below to complete your responses.

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1. **Technology Needs Assessment:** Describe the processes(s) used to determine the technology needs for the 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.
  - A. The Technology needs for the 2013-2015 Technology Plan were determined from the following data:
    - Evaluation of our School District's previously approved 2008-2011 Technology Plan and the 2012 Technology Bridge Plan.
    - Feedback from current staff using data collected from our websites E-form area in the form of on-line survey's.
    - Feedback from staff development.
    - Feedback from the Technology Committee.
    - Administrative consideration of specific requests as needs arise.
  - B. The following needs have been identified:
    - Increased access to Internet enabled and Interactive technology devices for the students of our district.
    - Increased access to digital content.
    - Increased integration of technology into the classroom.
    - Digital curriculum management system.
    - Continued staff development.
    - Better access for parents to school information.
    - Improved camera security in all buildings.
    - A high speed wireless backbone, (MESH) to support the expansion of mobile computing throughout the schools.
    - Hire additional Technology staff.
    - Implementing Alexandria, (our Library data system) district wide.
    - Continue the integration of Interactive Technology to **ALL** district classrooms.

- Continue to work with our partners in Technology, LCTN (Little Crow Telemedia Network) and SW / WC (Southwest/West Central Service Cooperative) to insure the needs of our district are met and maximized.
- Survey our parents and students to insure we are meeting their needs.

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:

A. **GOAL:** Increase access of staff and students to updated mobile technology devices.

- Transition staff from desktop computers to laptops.
- Create a replacement lifecycle for computers that reduces the number of desktops and increases the number of mobile devices.
- Provide 1 or 2 iPad / iPod (\*other device) carts in every district building for student use.
- Begin the process of planning for the 1 to 1 or BYOD initiative in K-12 during the 2013-2015 school years.
- Investigate and explore the use of e-readers in the libraries across our district.

B. **GOAL:** Increase the meaningful use of data in decision making and classroom teaching.

- Continue to utilize our districts Data Warehousing solution. (\*Tableau)
- Create “Data Integrationalist” position(s) to facilitate the use of data in the classrooms.
- Provide training for staff on the meaning of and use of data gathered.

C. **GOAL:** Increase technology integration into the curriculum via the development of digital content that is fluid, student-centric and collaborative and that incorporates ISTE (International Society for Technology in Education) standards and 21<sup>st</sup> century skills.

- Development of a digital content portal / wiki for staff and students.
  - Media / Tech curriculum team scheduled to work on folding ISTE (International Society for Technology in Education) standards into the K-12 curriculum areas.
  - Provide curriculum-writing time to teams as per the review cycle to replace traditional materials with digital content.
  - Create a pilot PLC (Personal Learning Community) to implement a unit using Challenge-Based Learning.
  - Insuring that our Elementary buildings will have a Smart board in every classroom.
  - Continue the process of placing Interactive boards in the classrooms of our Lincoln JH and High School buildings.
- D. **GOAL:** Continue to offer multiple and varied opportunities for technology integration training.
- Creation of a tech integration team of “lead” tech teachers.
  - Continued technology application training.
  - Continued iPad / iPod (\*Other device) training sessions.
  - Development of training in using Challenge-Based Learning in the classroom.
- E. **GOAL:** Provide information to parents that will enhance their ability to assist in their students learning experience.
- Develop a parent wiki which will include videos at a variety of levels designed to teach parents strategies and techniques to help their students succeed.
- F. **GOAL:** Improved camera security.
- Continue to add IP based camera systems in all district buildings.
- G. **GOAL:** Teachers will focus on curriculum integration of technology and effective formative and evaluative assessments including rubrics.
- Personal Learning Communities, (PLC’s) will focus on encouraged teachers to promote effective technology integration through increased technology skills. NWEA and other online testing including online MCA testing will provide individualized feedback throughout the year for teachers to adjust individual learning plans for all of their students.



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:

A. Our teachers are expected to use technology daily for effective communication, classroom instruction and increased productivity. Staff development to support technology skills occurs in a variety of formats.

Strategies include:

- Built-in staff development days and / or early-outs will be used to provide technology application training and data warehousing training for all staff.
- Regularly scheduled before and after school technology training will be available to staff on an optional basis at a district level.
- Each buildings tech integration team will plan building-level tech training, including iPad / iPod (\*other device) training.
- Tech integrationalists will be available to work one-on-one with teachers requesting assistance with tech integration.
- PLC-type training will be developed for 'big-picture' 21<sup>st</sup> century skill integration strategies, such as Challenge-Based Learning and Teaching Creativity.
- Plans will be made to provide a Summer Tech Academy for interested teachers.
- Online tutorials for staff to use independently.
- Professional development to evaluate and assess online test results.

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.

A. Each year, the district will access the technology plan and make adjustments as needed. The process will be completed in conjunction with the staff development committee, teacher feedback, administrative input and technology staff. Strategies to be used:

- The plan will be reviewed monthly at our Technology Committee meetings.

- The plan will be reviewed quarterly at our Administrators meetings.
- The plan will also be a part of a year-end review with the Superintendent and the Director of Information and Technology of Glencoe-Silver Lake Public Schools.
- It will be the role of the building Administrators, Director of Information and Technology, and Superintendent to finalize budgets, teacher workshops, and implementation strategies to actualize the districts technology goals and objectives.

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.

- A. Horizon Project Technology Report: The 2011 Horizon Report.  
Examines emerging technologies for their potential impact on the use in teaching, learning, and creative inquiry.
  - <http://wp.nmc.org/horizon2011>
- B. ISTE National Education and MEMO (Minnesota Educational Media Organization) Technology Standards for students, teachers, and administrators.
  - ISTE NETS for students
    - <http://www.iste.org/standards/nets---for---students.aspx>
  - ISTE NETS for Teachers
    - <http://www.iste.org/standards/nets---for---teachers.aspx>
  - ISTE Nets for Administrators
    - [http://www.iste.org/standards/nets---for--  
-administrators.aspx](http://www.iste.org/standards/nets---for--<br/>-administrators.aspx)
- C. MEMO Standards
  - <http://memotech.ning.com/page/memo---information---and>
- D. Acceptable Use Polies
  - <http://tinyurl.com/gslacceptuse>
- E. LCTN (Little Crow Telemedia Network)
  - <http://www.lctn.org>
- F. SWWC (SW / WC Service Cooperative)

- <http://www.swsc.org/swsc/site/default.asp>

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.

A. 2008-2011 Technology Plan

- <http://tinyurl.com/gsltechplan13-15>

### **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.

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

Yes  No

### Implementation Plan 2012 - 2013

A proposed implementation schedule for upgrading networking, computers and other technology related equipment is shown below in year one of our 2012 – 2015 Technology Plan.

Technology Use Categories	When	Cost	Source
<b>Annual Cost:</b>			
Consulting Fee / Services	2012-2013	\$2,500	Annual Tech. Budget
Repair & Maint. Service	2012-2013	\$10,000	Annual Tech. Budget
Supplies	2012-2013	\$2,550	Annual Tech. Budget
Hardware Equipment	2012-2013	\$100,00	Annual Tech. Budget
Software	2012-2013	\$30,000	Annual Tech. Budget
<b>New Equipment:</b>			
HB Smart boards (*Three)	2012-2013	\$15,000	Bldg. Budget
LS Smart boards (*Three)	2012-2013	\$15,000	Bldg. Budget
HS / LN Smart boards	2012-2013	\$5,000	Bldg. Budget
1 Classroom set iPod's	2012-2013	\$10,000	Bldg. Budget
Security Camera Upgrades	2012-2013	\$25,000 (3 yr. plan)	Safe Schools Levy
Computer Upgrades	2012-2013	\$50,000 (50% of 555)	Annual Tech. Budget
Switches / Wireless Mesh	2012-2013	\$50,000 (50% of 555)	Annual Tech. Budget
<b>E-Rate:</b>			
Local and Long Distance Services	2012-2013	E-Rate Eligible Items	Schools & Libraries Progr
Cell Phones	2012-2013	E-Rate Eligible Items	Schools & Libraries Progr
E-Mail (Student)	2012-2013	E-Rate Eligible Items	Schools & Libraries Progr
Point to Point Data Links	2012-2013	E-Rate Eligible Items	Schools & Libraries Progr
PRI ISDN/T1	2012-2013	E-Rate Eligible Items	Schools & Libraries Progr
Webhosting	2012-2013	E-Rate Eligible Items	Schools & Libraries Progr.
Wireless MESH	2012-2013	E-Rate Eligible Items	Schools & Libraries Progr.

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Hardware Equipment	2013-2014	\$100,00	Annual Tech. Budget
Software	2013-2014	\$30,000	Annual Tech. Budget
<b>New Equipment:</b>			
HB Smart boards (*Music)	2013-2014	\$5,000	Bldg. Budget
LS Smart boards (*Three)	2013-2014	\$15,000	Bldg. Budget
HS / LN Smart boards	2013-2014	\$5,000	Bldg. Budget
1 Classroom set of iPad's	2013-2014	\$30,000	Bldg. Budget
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<b>E-Rate:</b>			
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Cell Phones	2013-2014	E-Rate Eligible Items	Schools & Libraries Program
E-Mail (Student)	2013-2014	E-Rate Eligible Items	Schools & Libraries Program
Point to Point Data Links	2013-2014	E-Rate Eligible Items	Schools & Libraries Program
PRI ISDN/T1	2013-2014	E-Rate Eligible Items	Schools & Libraries Program
Webhosting	2013-2014	E-Rate Eligible Items	Schools & Libraries Program
Wireless MESH	2013-2014	E-Rate Eligible Items	Schools & Libraries Program

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PRI ISDN/T1	2014-2015	E-Rate Eligible Items	Schools & Libraries Program
Webhosting	2014-2015	E-Rate Eligible Items	Schools & Libraries Program
Wireless MESH	2014-2015	E-Rate Eligible Items	Schools & Libraries Program

## Technology Infrastructure, Management, and Support

The LCTN manages the Internet access from our school District LAN to the Internet Point of Presence (POP). The LCTN leases video and data services from Windstream Communications providing ITV, video conferencing and WAN services.

The LCTN provides the following video services:

- \* Manages the Audio/video router distributing signals for each class on the ITV network.
- \* Manages the cross connect channels to CMDLN and other PSEO sites.
- \* Creates and manages the joint ITV schedule
- \* Provides access to other K-12 schools for classes, meetings, staff development and Special Education services.
- \* Promotes and creates connections to other sites for video field trips with codecs.
- \* Provides connections to IP video and Internet 2 connections

The data services provides a 1000 mpbs WAN which connects up the 18 other Public School Districts and allow us to share the Internet access. This lease is in effect until June 2014. The LCTN puts out the RFP for the Internet POP and through a committee and the Governing Board of LCTN & MRVED, selects a vendor. The LCTN then configures and manages all IP traffic, including routers, DNS servers, and other servers for the Districts. Currently the District shares 200 mbps of broadband Internet access with other schools.

The District is responsible for the LAN up to the edge switch, but can receive assistance from the LCTN on LAN issues. The LCTN provides the following:

- \* Manages WAN edge Switches (HP Procure gig)
- \* Manages the Border router to Internet
- \* Manages Cisco CSA firewall between the schools and Internet
- \* Manages connection to Internet 2 and video services thru Ridgewater, CMDLN and OET.
- \* Provides mail scanner for schools to eliminate viruses.
- \* Provides expertise on Linux based content filters and firewalls.
- \* Manages the WAN and Access to the Internet so all schools have an equal and fair share of bandwidth, and will increase bandwidth when growth dictates it.

**Districts:**

Agree to follow Children's Internet Protection Act, CIPA that includes,  
To provide for the education of minors about appropriate online behavior, including  
interacting with other individuals on social networking sites and in chat rooms, and cyber  
bullying awareness and response.

The districts will maintain records on Acceptable use policy, open meetings, training and  
changes related to the AU policy.

Districts will manage filter to comply with CIPA.

Districts will agree to a Letter of Agency for the LCTN to hold an RFP, conduct bids and  
manage contract for WAN and Internet as well as apply for Erate and Telecom Aid on the  
districts behalf.