**School Technology Plan Template**

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| **MISSION/VISION STATEMENT**A mission statement defines your school’s goals and objectives and its approach to reach those objectives. A vision statement describes the desired future position of the school.  |
|  | **Questions to consider:*** *Does your school/district already have a mission or vision statement?*
* *Does your district have a strategic plan? How does this connect to it?*
* *What motivates your staff to embrace change?*
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| **TECHNOLOGY PLAN COMMITTEE MEMBERS**The following people are acknowledged for their time, thoughtful contributions, and commitment to this learning. |
|  | **Questions to consider:*** *When/where will these meetings be held so that its available to all? (e.g., before school, after school, staff meetings, virtual/in person, etc.)*
* *How often will these meetings be held? How much additional effort is expected from staff?*
* *Is it mandatory or optional for staff?*
* *How to provide a space for safe conversation where people feel heard and valued?*
* *Have you included all stakeholders (e.g., teachers, educational assistants, students, parents, school trustee, district administrator, community members, etc.)?*
* *How is this information being communicated/shared out?*
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| **GUIDING PRINCIPLES – International Society for Technology in Education (ISTE) Standards**These standards are a road map to helping students become empowered learners. They will deepen educators’ practices, promote collaboration, and challenge them to re-think traditional approaches. |
| Diagram, text  Description automatically generated with medium confidenceTable  Description automatically generated | **Questions to consider:*** *How can this be used as a guide?*
* *Where are you seeing examples of this already?*
* *What are you trying to accomplish?*
* *If working in BC – can link to* [*BC Digital Literacy Framework*](https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/teaching-tools/digital-literacy-framework.pdf)*?*
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| **NEEDS ASSESSMENT AND ANALYSIS**Overall feeling from teachers and other stakeholders about educational technology in the school currently.  |
| **Samples:**The Organizational Climate Questionnaire ([OCDQ-RE](http://waynekhoy.com/pdfs/ocdq-re.pdf))Denison Organizational Culture Survey ([sample report](https://www.denisonconsulting.com/wp-content/uploads/2018/02/overall.pdf))Staff Technology Survey by Emily Miller ([Google Forms](https://docs.google.com/forms/d/e/1FAIpQLSebN_0DIIsMZYEKcxGoQUbjltJFGdPCqXN80v4f0DphqglqSA/viewform?usp=sf_link))Family & Community Members Technology Survey by Emily Miller ([Google Forms](https://docs.google.com/forms/d/e/1FAIpQLSdaJe_XrgyKB-hdVQsw-DFaKaHhAQoys4i_6Cxy3a8sdoqj9w/viewform?usp=sf_link)) | **Questions to consider:*** *Which different stakeholder groups need to be targeted with a need’s assessment?*
* *What is the best way to do this? (e.g., survey, interview, informal and formal observations, focus groups, etc.)*
* *What does the data show?*
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| **DISTRICT AND SCHOOL INFRASTRUCTURE**There are many things that need to be in place in order for a school to run a successful technology program. Outline your district and school’s infrastructure. |
|  | **Questions to consider:*** *What is the internet bandwidth in your building(s)?*
* *What is your device to teacher and device to student ratio?*
* *What district digital resources do you have access to? Are there guidelines?*
* *What is the district and school protocol for device maintenance and upgrades?*
* *Diagram  Description automatically generated with low confidenceWhat is the structure of support within the school/district?*
* *Is there a student support team?*

<https://tech.ed.gov/netp/graphics/> |

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| **PLAN AND PROCEDURE**In the tables below, list your school goals and specific information about how your school can achieve those goals |

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| **Goal #1:** | **Timeline:** | **Questions to consider:*** *How could this connect to the District Strategic Plan?*
* *How do you address perceptions of ease of use and usefulness when it comes to new technology?*
* *How to encourage innovation?*
* *What are the expectations of teachers in their use of technology?*
* *How to make the learning an authentic, hands-on, and a worthwhile experience?*
* *How to develop opportunities for capacity building for staff – small and large group?*
* *How to plan for a variety of learning experiences – formal and informal?*
* *Who will be providing those learning experiences? (e.g. district experts, colleagues, teacher in another school, observations, co-teaching, mentor, etc.)*
* *Who is going to be collecting the evidence?*
* *How do you track progress?*
* *How often do you build in reflective action to review the goals and progress?*
* *Is the timeline realistic?*
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| **Evidence:** | **Resources Needed:** |
| **Outcome(s):** |

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| **Goal #2:** | **Timeline:** | **Questions to consider:*** *How could this connect to the District Strategic Plan?*
* *How do you address perceptions of ease of use and usefulness when it comes to new technology?*
* *How to encourage innovation?*
* *What are the expectations of teachers in their use of technology?*
* *How to make the learning an authentic, hands-on, and a worthwhile experience?*
* *How to develop opportunities for capacity building for staff – small and large group?*
* *How to plan for a variety of learning experiences – formal and informal?*
* *Who will be providing those learning experiences? (e.g. district experts, colleagues, teacher in another school, observations, co-teaching, mentor, etc.)*
* *Who is going to be collecting the evidence?*
* *How do you track progress?*
* *How often do you build in reflective action to review the goals and progress?*
* *Is the timeline realistic?*
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| **Evidence:** | **Resources Needed:** |
| **Outcome(s):** |

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| **Goal #3:** | **Timeline:** | **Questions to consider:*** *How could this connect to the District Strategic Plan?*
* *How do you address perceptions of ease of use and usefulness when it comes to new technology?*
* *How to encourage innovation?*
* *What are the expectations of teachers in their use of technology?*
* *How to make the learning an authentic, hands-on, and a worthwhile experience?*
* *How to develop opportunities for capacity building for staff – small and large group?*
* *How to plan for a variety of learning experiences – formal and informal?*
* *Who will be providing those learning experiences? (e.g. district experts, colleagues, teacher in another school, observations, co-teaching, mentor, etc.)*
* *Who is going to be collecting the evidence?*
* *How do you track progress?*
* *How often do you build in reflective action to review the goals and progress?*
* *Is the timeline realistic?*
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| **Evidence:** | **Resources Needed:** |
| **Outcome(s):** |

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| **COMMUNITY RESOURCES AND SUPPORT**There are many ways to get technical and financial aid to support the success of a technology plan. Do some research into how the surrounding community can help support your specific school goals.  |
|  | **Questions to consider:*** *What is the process for requesting funding from the School District?*
* *How can your PAC help support your technology plan?*
* *Are there any businesses in your community…*
	+ *that offer technology grants?*
	+ *that are donating old technology?*
	+ *That can collect donations to support a technology fund?*

*If needed, use* [*this Technology Grant Application Template*](https://docs.google.com/document/d/1ZaAOQn6u8P8Xu_PIn9yQn7sKPVzd9ziXMjDjSG3Exsw/edit?usp=sharing) *to request district or community funding support. Please make a copy and customize as needed.* |