**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?* |
| **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?* |
| **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?* |
| **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?* |
| **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.* |