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School Technology Plan Template

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?*

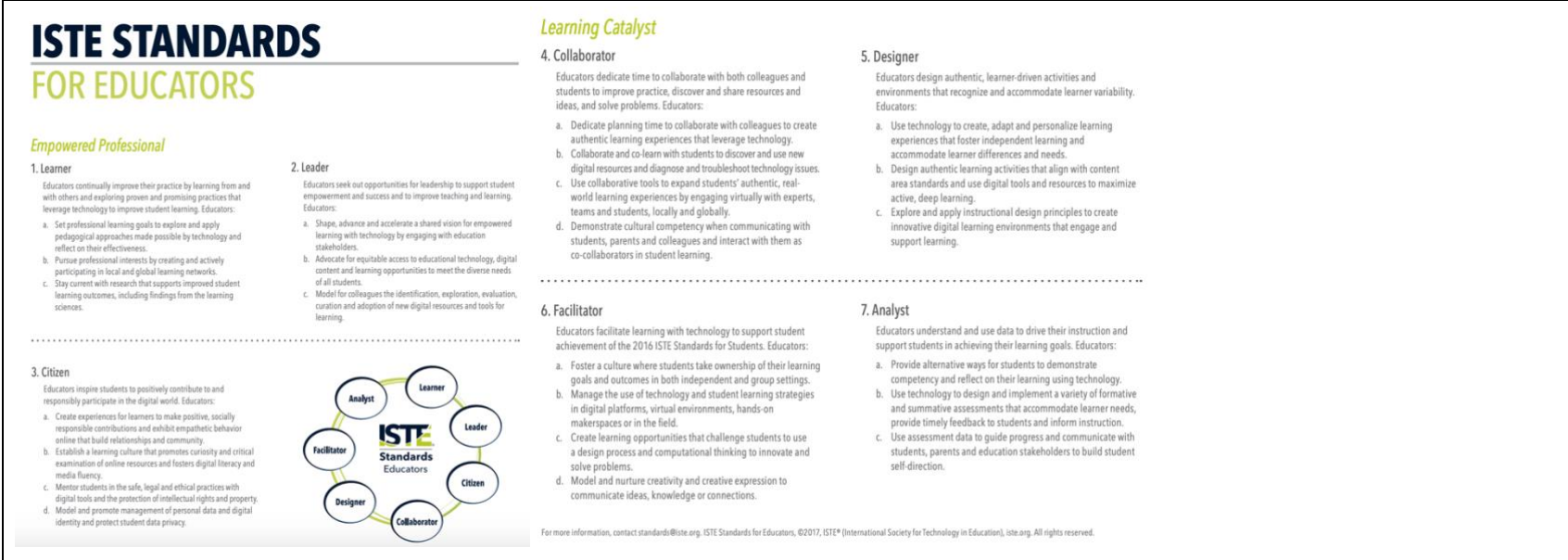| **TECHNOLOGY PLAN COMMITTEE MEMBERS**	
The following people are acknowledged for their time, thoughtful contributions, and commitment to this learning.	
	Questions to consider: - *When/where will these meetings be held so that its available to all? (e.g., before school, after school, staff meetings, 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.

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?*

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)
Denison Organizational Culture Survey (sample report)
Staff Technology Survey by Emily Miller (Google Forms)
Family & Community Members Technology Survey by Emily Miller (Google Forms)

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?*
	- *What is the structure of support within the school/district?*
	- *Is there a student support team?*
	https://tech.ed.gov/netp/graphics/
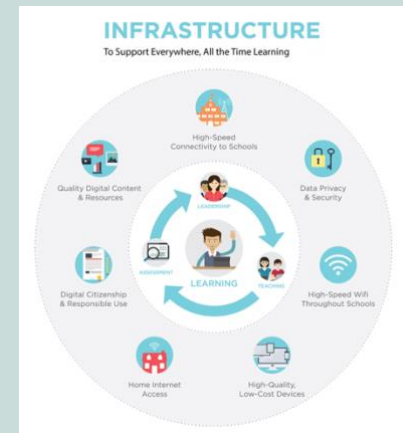
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PLAN AND PROCEDURE
In the tables below, list your school goals and specific information about how your school can achieve those goals

Goal #1:	Timeline:	Questions to consider:
		- *How could this connect to the District Strategic Plan?*
Evidence:	**Resources Needed:**	- *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?*
Outcome(s):		- *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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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?*
Evidence:	**Resources Needed:**	- *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?*
Outcome(s):		- *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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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…*
o *that offer technology grants?*
o *that are donating old technology?*
o *That can collect donations to support a technology fund?*

If needed, use this Technology Grant Application Template to request district or community funding support. Please make a copy and customize as needed.