



## **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, 2012 – June 30, 2013. 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. 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**

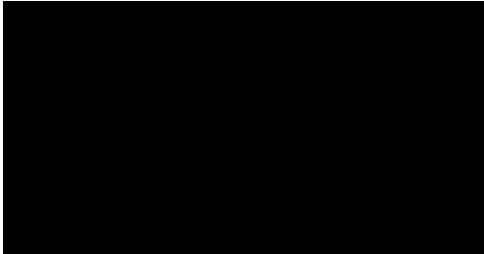
The MDE has compiled resources to assist with the technology planning process. Technology planning should be an integral part of the strategic planning process of LEAs; therefore, MDE is providing resources to assist LEA's with technology planning rather than prescribe a specific process.

[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>	
<b>District/Agency/School (legal name):</b>	<b>NORTHLAND LEARNING CENTER</b>
<b>District Number:</b>	<b>6076</b>
<b>Technology Plan Status</b>	<b>The District/Agency/School has an approved 2012 technology bridge plan: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>
<b>2013-2015 Technology Plan Date of Creation:</b>	<b>October 10, 2011</b>
<b>IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION</b>	
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## 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 curriculum committee consisting of the Principal, Special Education Teachers, and Area Learning Center Teachers met and spent a few days in August discussing and planning on ways to improve and expand on technology in the classroom. Topics included on-line learning, technology needs, software programs, hardware needs and including the use of ipads for students in the classroom.

The Northland Learning Center will be adding more laptops and desktops for student use in hopes of providing better communication and services to expand learning opportunities beyond the traditional classroom. Curriculum development at the school will dictate the need for more units for students to access. Current student laptops on the mobile cart will need to be replaced and updated with the most current operating system. The plan is to replace the servers and switches as well; they were last replaced in July 2009. January 2012 the Northland Learning Center will be able to upgrade to a faster fiber optic connection through the Northeast Service Cooperative.



Purchase more instructional software to help students with the core subject areas. Explore and purchase additional software programs for the students with special needs, especially the non-verbal students we serve in our building. This will also include adaptive devices to allow students hands on with these programs. Skills Tutor is an on-line instructional tool designed to improve student achievement in grades 3-12. This on-line teaching program was initiated during the 2004-2005 school year and has been used each school year since.

(Expands as needed)

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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:

The Northland Learning Center has prioritized technology when taking into account students learning. Administration will be encouraging of teachers who expose students to technology as a tool to learn. To do this, teachers will be encouraged to be trained in the latest teaching methods and electronic curriculum that engages students. The Northland Learning Center will increase tele-practice that allows specialized services to be delivered over the computer. This is where an educational professional work, such as a speech clinician, with a student one on one.

Teachers will be asked to look into on-line curriculum and each teacher will be asked to identify a subject area to make recommendations to the administration by the end of 2012-2013 school year.



(Expands as needed)

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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:

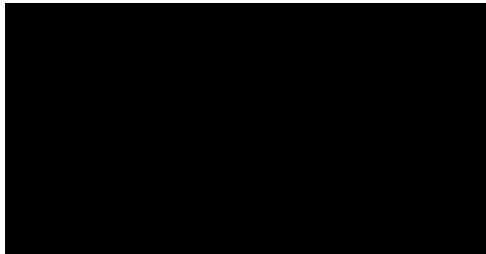
The Northland Learning Center is currently revising curriculum and one of the recommendations is that teachers increase the delivery methods that include technology. The teachers are currently required to review their curriculum with their teams and report to administration. The plan by 2013 is that all teachers will need to submit a professional goal that involves the inclusion of technology. This will also give baseline data that can be applied for the ensuing year.

We encourage staff to take technology training courses offered through the district's affiliation with the Northeast Service Cooperative (NESC) educational support center. We encourage the district to promote more workshops and in-service on the uses of technology in specific curriculum areas. Communication within the district and with schools within the Northland Special Educational Cooperative is also essential. In-service training needs to continue on programs such as SpEd Forms. Staff will also continue to be in-serviced on the use of the district's website and how to use the valuable information contained on the website.

Support staff utilizing technology for administrative reporting need to be trained to make efficient use of hardware and software specific to their responsibilities.

(Expands as needed)

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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.

All of the Northland Learning Center teaching faculty will have to present their projects to the faculty and administration during staff meeting times. Discuss needs and concerns during weekly staff meetings, and through technology surveys to staff.

(Expands as needed)

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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.

The Northland Learning Center has in place a policy that meets requirements of the Internet Children's Protection Act (CIPA). Also, we have an Internet Policy User Agreement that is signed by the student, parent, and supervising teacher on proper and appropriate use of the Internet.

Our filtering program in place is Cymphonix.





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

Yes

No