Minnesota Department of Education

Technology Plan Cover Sheet

2013-2015 (July 1, 2013 – June 30, 2015)

Organization Information

District/Agency/School (legal name): Delano Public Schools

District Number: ISD 879

Technology Plan Status

The District/Agency/School has an approved 2012 technology bridge plan:

☒ Yes ☐ No

2013-2015 Technology Plan Date of Creation: December 19, 2013

Identified Official with Authority

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2013-15 Delano Technology Plan

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:

During the 2012-13 school year, Delano Schools conducted several strategic plan focus sessions with employee groups and community members to determine the needs and direction for the district over the course of the next five years. While these sessions did not specifically target technology needs, the enhancement and expansion of technology access in the district was identified as a priority by employee groups and community members alike. Subsequent discussions with and surveys of employee groups identified technology priorities to be the upgrade of the Wi-Fi system throughout the district, the expansion of device access for students, and an increase in professional development activities focused on instructional technology. E-Rate discounts will support our telephone and internet services.

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:

Through the strategic plan process, Delano schools developed the following vision for technology: A mobile, digital learning environment that enhances learning, curriculum, instruction, assessment, and professional development. The following goals are established to move towards our vision.

Goal 1: A robust Wi-Fi system supporting a 1:3 user to device ratio is available in each district building.	
Objectives	Strategies/Outcomes
1.1 Implement a reliable, expandable, and upgradable wi-fi network.	1.1a: Assess current wi-fi coverage and strength in each building to determine expansion needs.
	1.1b: Install upgraded/additional hardware throughout district to maximize wi-fi output.
	1.1c: Partition network into subnets to manage various user group capacities.
Goal 2: Re-establish a district-wide and building level technology committees.	
Objectives	Strategies/Outcomes
2.1 Form a district level committee of technology leaders and stakeholders to oversee the long-range technology needs of the district.	2.1a: Solicit membership from each building, employee group and community to serve on the District Technology Committee,
	2.1b. Hold monthly meetings throughout the school year to plan and assess technology needs/direction.
2.2 Form or re-form building level	2.2a: Solicit membership representative of each curriculum area, grade level

technology committees to establish building level goals and objectives for technology.	or department
	2.2b: Hold monthly meeting throughout the school year to establish building level technology goals
Goal 3: Professional development Academy class offerings include classes on technology related topics.	
Objectives	Strategies/Outcomes
3.1 Staff development activities provide staff with opportunities to enhance or expand technology skills and knowledge	2.1a Technology focused classes are offered through the Academy Class program
	3.1b: Train the trainer opportunities will be presented to technology-minded staff.
3.2 Online learning modules through Moodle deliver point of need professionals development opportunities	3.2a Develop a collection of online learning modules to deliver point of need/self-paced instruction.
Goal 4: Technology is utilized to enhance instruction and learning.	
Objectives	Strategies/Outcomes
4.1 Investigate how technology is currently being utilized to enhance instruction.	4.1a: Survey faculty on current practices, hardware and software used in instruction
4.2 Investigate and identify new technology for instructional settings	4.2a Identify new hardware, software or apps to be used in classroom instruction 4.2b: Identify teachers to pilot new technologies in the classroom.

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:

We will provide technology training from within utilizing the knowledge and skills of technology leaders across the district. Formal training session will be offered in the form of Academy Classes throughout the school year and will be centered on teacher requests and perceived needs of the district. Informal training sessions will be conducted in one-to-one situations as needs arise and at the request of individuals. We will employ a train-the-trainer strategy when exploring and implementing new technology, software and apps in instructional settings. We will explore the development of an online professional development modules that will allow district employees to select an area of interest and to learn at their own pace. We encourage the consumption of free webinars to enhance personal understanding and skills with technology.

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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:

Goal 1: A robust Wi-Fi system supporting a 1:3 user to device ratio is available in each district building.					
Objectives	Strategies/Outcomes	Timeline	Responsibility	Data Collection	Assessment
1.1 Implement a reliable, expandable, and upgradable wi-fi network.	1.1a: Assess current wi-fi coverage and strength in each building to determine expansion needs.	Summer 2013	District IT	Wi-fi test	Identification of weak/dead zones in instructional areas and public use spaces.
	1.1b: Install upgraded/additional hardware throughout district to maximize wi-fi output.	March 2014	District IT	Wi-fi test	Additional coverage with improved/additional hardware eliminated identified deadzones.
	1.1c: Partition network into subnets to manage various user group capacities.	March 2014	District IT	Network usage reports	Staff, students, and guest users have separate subnets on district network.
Goal 2: Re-establish district-wide and building-level technology committees.					
Objectives	Strategies/Outcomes	Timeline	Responsibility	Data Collection	Assessment
2.1 Form a committee of technology leaders and stakeholders to oversee the long-range technology needs of the district.	2.1a: Solicit membership from each building, employee group and community to serve on the District Technology Committee,	September 2013	Superintendent, District Technology Committee Chair	Committee Membership	All buildings and employee groups represented.
	2.1b. Hold monthly meetings	Sept-May	District	Meeting agendas	Goals, objectives, strategies written and

	throughout the school year to plan and assess technology needs/direction.		Technology Committee Chair	and minutes	shared with district constituents.
2.2 Form or re-form building level technology committees to establish building level goals and objectives for technology.	2.2a: Solicit membership representative of each curriculum are, grade level or department	Sept 2013	Building principals	Committee member roster	All departments represented.
	2.2b: Hold monthly meeting throughout the school year to establish building level technology goals	Sept-May	Committee Facilitator	Meeting agenda and minutes	SMART Goals
Goal 3: Professional development Academy class offerings include classes on technology related topics.					
Objectives	Strategies/Outcomes	Timeline	Responsibility	Data Collection	Assessment
3.1 Staff development activities provide staff with opportunities to enhance or expand technology skills and knowledge	3.1a Technology focused classes are offered through the Academy Class program	September 2013-May 2015	Media Specialists, Technology Coordinators, Technology leaders	Course catalog, Google Forms registration rosters	Faculty survey on offerings and participation in academy classes.
	3.1b: Train the trainer opportunities will be presented to technology-minded staff.	On-going	Technology leaders, media specialists, technology coordinators	Train-the-trainer development opportunities	New technologies/instructional practices introduced to faculty.
3.2 Online learning modules through Moodle deliver point	3.2a Develop a collection of online learning modules to deliver point of need	September 2015	Media Specialists, Technology	Catalog of online learning opportunities	Faculty feedback on online modules.

of need professionals development opportunities	instruction on new technologies.		leaders		
Goal 4: Technology is utilized to enhance instruction and learning.					
Objectives	Strategies/Outcomes	Timeline	Responsibility	Data Collection	Assessment
4.1. Investigate how technology is currently being utilized to enhance instruction.	4.1a: Survey faculty on current practices, hardware and software used in instruction	Sept-October 2013	Building Level technology committees	Survey monkey, Google forms surveys, Interviews	List of instructional strategies using technology.
4.2 Investigate and identify new technology for instructional settings	4.2a Identify new hardware, software or apps to be used in classroom instruction 4.2b: Identify teachers to pilot new technologies in the classroom.	2014-15	Technology leaders, classroom teachers	Reports on new technologies	Integration of new technologies into instructional settings.

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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:

Enter text here; document will expand to fit.

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:
http://www.delano.k12.mn.us/docs/district/2013_14/Technology%20Plan%202013-2015.pdf

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:
http://www.delano.k12.mn.us/docs/district/District_Policies/524.8.27.13.pdf

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

☒ Yes ☐ No

Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to: mde.schooltechplan@state.mn.us.