
Learning Technologies Plan

School Year 20____ – 20____

Principal: _____

Date Submitted: _____



Technology
Plan

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I. Technology Plan Section Overview

Each technology should have the following components using this template or the electronic template. A brief explanation is listed below. Please see the individual sections for a detailed description of the information that is being requested.

School Demographics

School(s) Profile

Technology Committee

Represents all stakeholders; parents, educators, students, and community members that benefit from the investment in technology.

Vision and Mission Statements

Vision Statement

Expresses school's future educational environment written in broad terms and should guide development of technology plan.

Mission Statement

Is a brief, general description of school's plans for promoting effective use of technology to improve student performance.

Current Technology Assessment

Assess school's current technology status in following categories:

- A. Technology Integration with Curriculum and Instruction
- B. Professional Development
- C. Equitable Use of Technology

Current Technology Inventory

Describe how technology is inventoried and attach inventory summary of technology in school.

Needs Assessment

Involves identifying technology needs of school and its stakeholders.

Goals, Objectives and Strategies for Technology

List and describe your goals, objectives and strategies for the technology plan based on the results of the needs assessment.

Technology Plan Implementation

The technology plan implementation must explain how the school will integrate and coordinate the technology plan for the school year.

Technology Plan Evaluation

Describe evaluation process and include: frequency of updates, who is responsible for updates, needs that have emerged since last revision of plan, how plan will be monitored.

Technology Plan Statement of Assurances – Signature Required

Make sure all required signatures are on the form. Authorized signatures must be signed in [blue ink](#).

II. Committee Members

The Technology Committee should represent all stakeholders; parents, educators, students, and community members to benefit from the investment in technology.

[illegible]

III. School Demographics

Provide a snapshot of your school including: about us, funding sources, faculty/staff information, partnerships, and student information.

A. About Us: Provide a brief description of your school:

B. Funding Sources:

Title I: ☐ Yes ☐ No

Title IID: ☐ Yes ☐ No

C. Faculty/Staff Information

1. Full-Time Faculty

☐ Highly Qualified Teachers

☐ ESOL Teacher(s)

☐ Physical Education Teacher(s)

☐ Reading Endorsement(s)

☐ Gifted Endorsement(s)

☐ ESOL Endorsement(s)

☐ Other, please specify _____

☐ Other, please specify _____

☐ Other, please specify _____

☐ Other, please specify _____

2. Full-Time Staff

_____ Assistant Principal(s)
_____ Instructional Coach(es)
_____ Counselor(s)
_____ Media Specialist(s)
_____ Other, please specify _____
_____ Other, please specify _____
_____ Other, please specify _____
_____ Other, please specify _____

3. Part-Time Faculty/Staff

_____ Nurse(s)
_____ Social Worker(s)
_____ Speech Therapist (s)
_____ Other, please specify _____
_____ Other, please specify _____
_____ Other, please specify _____
_____ Other, please specify _____

IV. Vision/Mission Statements

Vision Statement

A vision statement expresses thoughts about what the school's future educational environment should look like. It should be written in broad terms and should guide the development of the technology plan.

Mission Statement

A mission statement is a brief, general description of the school's plans for promoting the effective use of technology to improve student performance. The mission statement describes the steps that will need to be taken in order to achieve the school's vision.

V. Current Technology Assessment

In this section, assess the school's current technology status in the following categories: technology integration with curriculum and instruction, professional development, and equitable use of technology.

A. Technology Integration with Curriculum and Instruction

Briefly describe the school's procedures for using technology to address any perceived curriculum weaknesses. Describe how the teachers currently integrate technology into the curriculum including ways technology is presently used for entire classrooms and for small group instruction.

B. Professional Development

The technology plan must include strategies for providing ongoing professional development for teachers, administrators, and staff in the integration of technology with curriculum and school management. It should also discuss methods for determining effectiveness.

1. Staff Development Activities

Describe and list staff development activities that are planned to provide training to teachers, administrators, and other staff members in the use of technology for delivery of instruction and/or school district's administrative processes.

2. Challenges

Describe any challenges the school is experiencing in providing professional development activities to your teachers, administrators, and staff, and what is being proposed to meet the challenges.

C. Equitable Use of Technology

Describe how assistive technology is provided and what assistive technology tools are available to students and staff in the district. How much access is available for use of these tools? How is staff trained to support assistive technology?

VI. Current Technology Inventory

Describe how technology is inventoried. Attach an inventory summary of the technology that is found in the school. (Attach the Annual School Technology Inventory Survey from GA DOE Site)

VII. Needs Assessment

Conducting a needs assessment involves identifying the technology needs of the district and its stakeholders. Discuss the type of needs assessment conducted to develop this technology plan. Provide the following:

▪ Date assessment was conducted: _____

▪ Number of participants by category who took needs assessment:

Teachers: _____ Administrators: _____ Parents: _____

▪ List of critical components of the needs assessment.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

VIII. Goals, Objectives and Strategies for Technology

List and describe goals, objectives and strategies for the technology plan based on the results of the needs assessment. It is recommended that realistic goals that reflect expected resource levels and service. This may include new programs or services to be delivered through technology, improvements in existing programs, and new trends in using technology for delivery of education.

Technology plans should address strategies in the following areas:

- Technology as a Tool for Parental Involvement and Communication

Goals: _____

Objectives: _____

Strategies: _____

- Technology Integration with Curriculum and Instruction

Goals: _____

Objectives: _____

Strategies: _____

- Technology for Delivery of School Media Center

Goals: _____

Objectives: _____

Strategies: _____

- Technology for School Administrative Support

Goals: _____

Objectives: _____

Strategies: _____

- Increase/Improve Technology Access for Teachers and Students

Goals: _____

Objectives: _____

Strategies: _____

- Technology as a Tool for Delivery of Staff Development

Goals: _____

Objectives: _____

Strategies: _____

IX. Technology Plan Implementation

The technology plan implementation must explain how the school will integrate and coordinate the technology plan for the school year. An evaluation of the progress of implementation should be assessed in December and May.

Action Timeline: The implementation plan should include 1) list of tasks, 2) timeline for completion of tasks, 3) action steps for tasks, 4) person(s) responsible for implementation of tasks.

Task	Timeline for Completion	Action Step to Complete Task	Person Responsible
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

X. Technology Plan Evaluation

Evaluation of a technology plan should be continuous. Describe the evaluation process and include: who is responsible for updates, how the plan will be monitored. These activities should include performance of tasks and/or demonstration of skills listed in the target objectives. The plan should also include an evaluation of the following: 1) integration and use of technology and 2) professional development.

1) Integration and use of technology

Person responsible for update: _____

Describe the evaluation process: _____

How will the plan be monitored? _____

What performance indicators will be used to judge success of integration and use of technology? _____

2) Professional development

Person responsible for update: _____

Describe the evaluation process: _____

How will the plan be monitored? _____

What performance indicators will be used to judge success of integration and use of technology? _____

XI. Technology Plan Statement of Assurances

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