



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 to cover July 1, 2013 – June 30, 2015. 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.



**Technology Plan Cover Sheet
2013-2015 (July 1, 2013 – June 30, 2015).**

ORGANIZATION INFORMATION	
District/Agency/School (legal name):	LAKE SUPERIOR SCHOOL DISTRICT
District Number:	381
Technology Plan Status	The District/Agency/School has an approved 2012 technology bridge plan: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2013-2015 Technology Plan Date of Creation:	6/30/2011
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
Name	PHIL MINKKINEN
Title	SUPERINTENDENT OF SCHOOLS
Address	1640 HWY 2 TWO HARBORS, MN 55616
Phone Number & E-mail	218-834-8201 PMINKKINEN@ISD381.K12.MN.US
TECHNOLOGY CONTACT INFORMATION	
Name	KRISTEN LEE
Title	MEDIA AND TECHNOLOGY COORDINATOR
Address	1640 HWY 2 TWO HARBORS, MN 55616
Phone Number & E-mail	KLEE

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.

The technology needs for the 2013-2015 Technology Plan are determined from the following data:

- Evaluation of our school district's previously approved 2008-2011 Technology Plan and 2012 Bridge Plan.
- Feedback from current staff using data collected from Survey Monkey
- Feedback from the staff development committee
- Administrative consideration of specific requests as needs arise

Identified Needs:

- A high speed wireless backbone to support the expansion of mobile computing throughout the schools to take advantage of the upcoming fiber project being installed throughout Lake County.
- Updated classroom computers and increased interactive presentation equipment to support online media and technology content within the curriculum.
- Expanded computer labs to support an increasing amount of online curriculum enhancements such as Odyssey Learning and assessment tools such as NWEA MAP testing and the required MCA online testing.
- Staff development to expand effective technology integration skills of classroom teachers.
- Increased access to online curriculum resources, data, and school communications to help students and their parents increase learning partnerships with their classroom teachers.
- Implementation and maintenance of other technology applications within the district. These technology applications include voice and auto-dialers, security cameras, data storage, building automation systems, print/copy/storage centers etc.

(Expands as needed)

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:

- Goal: Students, teachers, parents and other stakeholders will work cooperatively to support student learning. Strategies: The school district web page, including access to our parent portal, will be used as the central resource for students, teachers, parents and the community to interact and communicate with the school district at various levels. Parents and students will be actively encouraged to use the Parent and Student Portal to interact with the classroom teachers through the secure web access. We will continue to use an online tutorial, conferences and after school workshops for our parents so they may effectively use these tools.
- Goal: The district will support classroom learning with computers and interactive presentation equipment to support online media and technology content within the curriculum. Strategies: Electronic presentation equipment will be available for classrooms to facilitate the use of multimedia resources for research, communication and presentations. Staff development will support teacher skills to effectively deliver technology infused content.
- Goal: Students will be able to customize and enhance learning through a wide choice of formats. Strategies: Alternative online learning options and technologies for students will continue to be pursued to increase accessibility and meet the full range of individualized needs of all of our students. Library media center online resources and school and regional electronic library catalogs will continue to be supported and updated to provide students with flexible and equitable access to information from both home and school.
- Goal: Teachers will focus on curriculum integration of technology and effective formative and evaluative assessments including rubrics. Strategies: Personal Learning Communities (PLC's) will focus on encouraged teachers to promote effective technology integration through increased technology skills. NWEA and other online testing including online MCA testing will provide individualized feedback throughout the year for teachers to adjust individual learning plans for all of their students.

(Expands as needed)

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:

Our teachers are expected to use technology daily for effective communication, classroom instruction and increased productivity. Staff development to support technology skills occurs in a variety of formats. Strategies include:

- Staff development workshops on technology integration
- Personal Learning Commonalities with a technology focus
- Online Tutorials for staff to use independently
- Professional development to evaluate and assess online tests results.



(Expands as needed)

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.

Each year, the district will assess the technology plan and make adjustments as needed. This process will be completed in conjunction with the staff development committee, teacher feedback, administrative input and technology staff.

Strategies to be used will include surveys as needed, feedback from building representatives, and input from the administrative and technology staff. It will be the role of the building administrators, technology coordinator and superintendent to finalize budgets, teacher workshops, and implementation strategies to actualize the district's technology goals and objectives.

(Expands as needed)

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.

(Expands as needed)

6. **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.isd381.k12.mn.us/technology/TechPlan.htm>

(Expands as needed)

7. Children's Internet Protection Act (CIPA)

This LEA has an Internet Safety/Acceptable Use Policy in place.

Yes X

No

If yes, please provide a link to access the policy at the LEA website.



<http://www.isd381.k12.mn.us/district/Policies%20for%20Website/ISD381%20Internet%20Safety%20Policy.htm>

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

Yes X No