

Philosophy, Goals, Objectives and Comprehensive Plans

District Technology Plan

Development of Plan

The District's technology plan shall be developed by a planning team which may include, but is not limited to, the Superintendent, district curriculum and technology administrators, site administrators, teachers, library media teachers, classified staff, parents/guardians, students, community members, including members of the business community. (cf. 1220 - Citizen Advisory Committees) (cf. 9140 - Board Representatives)

The Superintendent or designee shall present the planning team with its specific duties and responsibilities and a timeline for completing its recommendations and for reporting to the Governing Board.

Plan Components

The District's technology plan shall address, at a minimum, the following components:

1. Background Information: A guide to the District's use of technology for the next three years, including:
 - a. Specific starting and ending dates of the plan
 - b. An overview of the District's location and demographics
 - c. A description of how stakeholders from the District and community were involved in the planning process
 - d. A description of the relevant research behind the strategies and/or methods in the plan and how the research supports the plan's curricular and professional development goals
2. Curriculum: Clear goals and realistic strategies for using telecommunications and information technology to improve educational services, including:
 - a. A description of teachers' and students' current access to instructional technology and current use of digital tools, including district policies or practices to ensure equitable technology access for all students
 - b. The current use of hardware and software to support teaching and learning

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- c. The District's curricular goals and academic content standards as presented in various district and school site comprehensive planning documents (cf. 0000 – Vision) (cf. 0200 – Goals for the School District) (cf. 0400 – Comprehensive Plans) (cf. 0420 – School Plans/Site Councils) (cf. 6011 – Academic Standards)
 - d. Goals and an implementation plan, including annual activities, for:
 - 1) How technology will be used to improve teaching and learning, how these goals align with district curricular goals and other plans, how the District budget and local control and accountability plan support these goals, and whether future funding proposals or partnerships may be needed for successful implementation
 - 2) Delineating how and when students will acquire technological and information literacy skills needed to succeed in the classroom and the workplace
 - 3) Ensuring appropriate access for all students
 - 4) Using technology to make student record keeping and assessment more efficient and supportive of teachers' efforts to meet individual student academic needs
 - 5) Using technology to make teachers and administrators more accessible to parents/guardians (cf. 6020 – Parent Involvement) (cf. 6143 – Courses of Study)
 - e. Benchmarks and a timeline for implementing planned strategies and activities
3. Professional Development: A professional development strategy to ensure that staff understands how to use new technologies to improve education services, including:
- a. A summary of teachers' and administrators' current technology proficiency and integration skills and needs for professional development
 - b. Goals and an implementation plan, including annual activities, for

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providing professional development opportunities based on district needs assessment data and the curriculum component of the technology plan (cf. 4040 - Employee Use of Technology) (cf. 4131 - Staff Development) (cf. 4222 - Teacher Aides/Paraprofessionals) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

- c. Benchmarks and a timeline for implementing planned strategies and activities
4. Infrastructure, Hardware, Technical Support, Software, and Asset Management: An assessment of the telecommunication services, hardware, software, asset management, and other services that will be needed to improve education services, including:
 - a. A description of existing hardware, Internet access, electronic learning resources, technical support, and asset management in the District
 - b. A description of technology hardware, electronic learning resources, networking and telecommunications infrastructure, physical plant modifications, technical support, and asset management needed by district teachers, students, and administrators to support the activities in the curriculum and professional development components of the plan (cf. 3100 - Budget) (cf. 7000 - Facilities Master Plan)
 5. Monitoring and Evaluation: An evaluation process that enables the school to monitor progress toward the specific goals and mid-course corrections in response to new developments and opportunities as they arise, including:
 - a. The process for evaluating the plan's overall progress and impact on teaching and learning
 - b. The schedule for evaluating the effect of plan implementation and a description of the process and frequency of communicating evaluation results to technology plan stakeholders (cf. 0500 - Accountability)
 6. Non-instructional Uses of Technology: A description of how technology will be used to improve district governance, district and school site administration, support services, and communications (cf. 1113 - District and School Web Sites) (cf. 1114 - District-Sponsored Social Media) (cf. 3580 - District Records)

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7. Funding and Budget
 - a. All costs and the current budget associated with implementing each component of the plan
 - b. Existing and potential funding sources
 - c. Options for reducing costs
 - d. Annual budgets for the term of the plan
 - e. Provision of ongoing technical support
 - f. The District's policy for replacing obsolete equipment
 - g. A process for monitoring progress and updating funding and budget decisions (cf. 3100 – Budget)

8. Appropriate and ethical use of technology (Education Code 51871.5)
 - a. Appropriate and ethical use of information technology in the classroom
 - b. Internet safety
 - c. The manner in which to avoid committing plagiarism
 - d. The concept, purpose, and significance of a copyright so that students are equipped with the skills necessary to distinguish lawful from unlawful online downloading
 - e. The implications of illegal peer-to-peer network file sharing (cf. 5131 – Conduct) (cf. 6162.54 – Test Integrity/Test Preparation) (cf. 6162.6 – Use of Copyrighted Materials) (cf. 6163.4 – Student Use of Technology)