“Planning is bringing the future into the present so that you can do something about it now” by Alan Lakein

- We must bring together everyone now, as a team, in order to continue along the path of improving our students’ successes by using technology as an everyday learning tool.
Planning Team

- Teachers
  - Representative from elementary, middle, and high school
- Administrator
- Vice-Principal
- Support personnel
  - Librarian, technology leader
- School District representative
- Parent Council representative
- Community member
  - Experienced in technology
Inventory schools current technology resources
Organize a system to share and utilize current technologies in your school
Set up grade level planning sessions to share ideas and projects
Secure a budget from expected school funds

Establish training requirements of the staff
Create a budget for the expected approval of your project
Hire a grant writer to obtain funding

Institute a standard level requirement for resources (hardware, software) and behavior (training and support)

Resources = Behavior

These must continually balance in order to maximize your overall objectives!
Vision Statement

- Every teacher will be proficient in applying technological skills and integrating technology into the teaching and learning process.
- Every student will be actively engaged in self-directed learning by being exposed to authentic experiences, real-world simulations, and immediate information access.
- Students will develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.
Goals and Objectives

- Develop and implement technology resources to enhance the delivery of the curriculum and support the assessment of student achievement.
- Provide a technical support structure that quickly responds to user hardware and software issues for each school.
- Create district policies and procedures for technology operations that ensure compliance with technology standards and regulations at the state and national levels.
- Enhance and provide effective professional development and technology training for teachers and staff.
- Improve communication between teachers, parents, and staff through the use of technology.
Needs Assessment

- **Questionnaire** - find out levels of technology use
  - Teachers, administrators, support staff

- **Resources** - take a detailed inventory of:
  - Computer networks
  - Individual computers and their installed hardware and software
  - Printers and other peripherals
  - Internet connectivity, including e-mail and web services
  - Telecommunications assets, including phone service and telephony equipment
Form a School Technology Committee

- Designate experienced teachers in technology to become peer mentors, provide in-class teacher support, and model best instructional practices
- *Teachers learn best by doing, not by sitting in traditional workshops!*

Establish Curriculum-Specific Applications

- Improving student learning is the forefront of using technology in teaching
- Smoothly integrate technology within the goals of the curriculum by using teacher’s already vast repertoire of teaching ideas and experience

Set realistic time-lines for teachers

- Set up a 3 year plan to ensure teachers incorporate and practice new methods of teaching using technology
- Allow adequate time for teachers to: meet face-to-face, email, video-conference, and personal reflection on their growth
Evaluation/Research

- **Identify Goals & Objectives**
  - Establish short & long-term student learning objectives according to curriculum standards

- **4 Types of Evaluations**
  - *Preformative* – “preventative evaluation”, helps planning team determine if they are heading in the right path to their desired outcomes, on-going
  - *Formative* – to establish if goals are being met (end of each unit)
  - *Summative* – to discover if long-term goals are being attained (end of the semester)
  - *Self-evaluation* - use journaling to discover students’ thoughts and reactions in their learning process

- **Research**
  - Collaborate with a local university to develop and conduct research that measures the impact of technology integration of students' learning and education
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| • Establish technology planning committee members  
  • Conduct all surveys  
  • Gather data for assessment  
  • Analyze & prioritize results  
  • *Continually re-evaluate, respond to new and emerging opportunities* | • Share technology plan with staff, parents, and community  
  • Minimum 50% goals and objective reached  
  • Minimum 50% of professional development goals acquired  
  • *Continually re-evaluate, respond to new and emerging opportunities* | • 100% of goals and objective reached  
  • 100% of professional development goals acquired  
  • *Continually re-evaluate, respond to new and emerging opportunities* |