

**NJ Department of Education
District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan Checklist
High Point Regional High School**

DIRECTIONS: Place a check in the unshaded **COMPLETED** column when the **TASK** has been completed.

TASK	Completed	
	Req'd by E-Rate	Not req'd E-Rate
<p>DATE: Provide your educational technology plan's creation date (the date when the technology plan first contained all of the required elements in sufficient detail to support the products and services requested on the Form 470). (http://www.usac.org/sl/applicants/step01/default.aspx)</p> <p>Tech Plan creation date: April 11, 2013</p>	Page 1	x
	Indicate in the unshaded spaces the page number where the corresponding information is found	
Inventory Sample Table	Req'd by E-Rate	Not req'd by E-Rate
<p>TECHNOLOGY INVENTORY:</p> <p>1. Describe the technology inventory <u>needed to improve</u> student academic achievement in the 2013-2014 school year that informs the basis for the Form 470. Include in the description the internal connections and basic maintenance <i>for 12 months of the e-rate funded year</i>, such as the following areas:</p> <ul style="list-style-type: none"> a) Technology equipment including assistive technologies b) Networking capacity c) Filtering method d) Software used for curricular support and filtering e) Technology maintenance and support f) Telecommunications equipment and services g) Other services <p>NOTE: If this plan is intended to be used for three years of E-Rate funding, provide anticipated inventory information for all three years. See Inventory Sample Table. Definitions of items eligible for e-rate discounts: http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services/default.aspx</p>	Page 5	x
<p>NEEDS ASSESSMENT:</p> <p>2. Describe the needs assessment process that was used to identify the necessary telecommunication services, hardware, software, and other services to improve education.</p>	Page 6-7	x

	Indicate in the unshaded spaces the page number where the corresponding information is found	
	Req'd by E-Rate	Not req'd by E-Rate
THREE-YEAR GOALS: 3. List clear goals for 2013-2016 that address district needs. There must be strong connections between the proposed physical infrastructure (bandwidth, cabling, electrical systems, networks) and goals. Include goals for using telecommunications and technology that support 21 st century learning communities. E-Rate requirements: www.ecfr.gov	Pages 7-8	x
THREE-YEAR IMPLEMENTATION AND STRATEGIES TABLE: Implementation Activity Sample Table 4. Describe the realistic implementation strategies to improve education. Include in the description the timeline, person responsible and documentation (or evidence) that will prove the activity occurred. Address only 'a' and 'b' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment. <ol style="list-style-type: none"> telecommunications, information technology, educational technology (including assistive technologies), and student technology readiness in preparation for online testing in 2014-2015. 	Pages 9-10	x
		x
		x
		x
PROFESSIONAL DEVELOPMENT STRATEGIES: Professional Development Sample Table 5. Professional development strategies should ensure that staff (teachers, school library media personnel and administrators) knows how to effectively use the technologies described in this plan to improve education, and will continue to support identified needs through 2016. <i>Address only 'a' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment.</i> Describe the planned professional development strategies by addressing each of the following questions: <ol style="list-style-type: none"> How will ongoing, sustained professional development be provided to all educators, (including administrators) that increases effective use of technology in all learning environments, models 21st century skills, and demonstrate learning experiences through global outreach and collaboration in the classroom or library media center? What professional development opportunities, resources and support (online or in person) exist for technical staff? How will professional development be provided to educators on the application of assistive technologies to support educating all students? 	Pages 11-12	x
EVALUATION PLAN: Evaluation Plan Sample Table 6. Describe the evaluation process that enables the progress and effectiveness of goals to be monitored.	Page 13	x
7. Describe the process to make mid-course corrections in response to new developments and opportunities as they arise.	Page 13	x
FUNDING PLAN (July 2013 – June 2014): Funding Plan Sample Table 8. Provide the anticipated costs for 2013-2014 by source of funds (federal, state, local and other) and include expenses such as hardware/software, digital curricula including NIMAS compliance, upgrades and other services including print media that will be needed to achieve the goals of this plan. Allow specific provisions for interoperability among components of such technologies to successfully achieve the goals of this plan.	x	Pages 14-15

**NJ Department of Education District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan Checklist
Review Procedures for District/Nonpublic School/ Charter School Educational Technology Plan**

Educational Technology Plan Review and Approval:

The County Office of Education will set the timeline for review, submission and approval of district and Charter School educational technology plans. The County Office of Education will complete an online form by June 15th indicating the districts and Charter Schools with approved educational technology plans. Nonpublic School Educational Technology Plans may be reviewed and letters issued by the Certified Technology Plan approvers found on the Universal Service Administrative Company web site: <http://www.sl.universalservice.org/reference/tech/default.asp>.

Notification of Approval:

The NJDOE's Office of Educational Technology will send a notification of approval to the Chief School Officers of the approved districts and Charter Schools. Nonpublic School Educational Technology Plan approvals are not listed on the NJDOE website. Therefore, their approval letters do not have to be submitted to the NJDOE.

Posting your plan:

The NJDOE's Office of Educational Technology suggests that school districts, nonpublic schools and Charter Schools post the approved educational technology plan on their web site.

For Assistance:

To answer questions or concerns, contact the district or Charter School's County Office of Education (contact information found at <http://www.state.nj.us/education/counties>) or e-mail the NJDOE's Office of Educational Technology at edtech@doe.state.nj.us .

District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan Checklist
 The use of this table is optional and is provided as a convenience.

Stakeholder Sample Table

Stakeholder Table		
Title	Name	Signature
Superintendent		
Principal		
Technology Coordinator		
Curriculum Director/Curriculum Committee Member		
Teacher		
Special Education Teacher		
Library Media Specialist		
Guidance		
Board Member		
Parent		
Student		
Community Member		

**District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan Checklist**

Inventory Table

The table below may be used to describe the district, nonpublic or charter school's technology inventory used to improve student academic achievement. The use of this table is optional and is provided as a convenience.

Three-Year Educational Technology Plan Inventory Table			
Area of Need	Describe for erate funded year 1 2013-2014	Describe for erate funded year 2 2014-2015	Describe for erate funded year 3 2015-2016
Technology Equipment including assistive technologies	Desktops, laptops, printers, tablets.	Desktops, laptops, printers, tablets.	Desktops, laptops, printers, tablets.
Networking Capacity	Maintain current network capacity.	Upgrade network capacity to accommodate digital learning.	Maintain network capacity.
Filtering Method	Perimeter based firewall	Perimeter based firewall	Perimeter based firewall
Software used for curricular support and filtering	Bat Blue content filtering	Bat Blue Content filtering	Bat Blue Content Filtering
Technical Support and maintenance	Outside engineering services.	Outside engineering services.	Outside engineering services.
Telecommunications equipment and services	Verizon. RFP voice and phone vendor.	Verizon. RFP voice and phone vendor.	Verizon. RFP voice and phone vendor.
Other Services:	Sharp School hosted internet solution for website.	Sharp School hosted internet solution for website.	Sharp School hosted internet solution for website.

**District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan Checklist**

Needs Assessment

Describe the needs assessment process that was used to identify the necessary telecommunication services, hardware, software, and other services to improve education.

Process

District Goal and Objective	Strategy/Activity	Person Responsible
<p>Method to identify telecom services, hardware, software, and other services to improve education.</p>	<p>The IT department has a number of options for the regular and ongoing process of collecting data and soliciting feedback with respect to the efficacy of technology services. There is a help desk system by which all requests can be summarized, categorized and reported upon. By this method, the IT department regularly analyzes data and takes pre-emptive action to spot potential break/fix issues, bottlenecks in productivity, bugs, fixes, patches, life cycle parameters, updates, and trends. The IT department forecasts and plans around this data and it centers its activities around not only triaging, but implementation development, training opportunities, the sampling of prospective services, and the effectiveness of our current software, hardware.</p>	<p>IT Coordinator</p>

**District/Nonpublic School/ Charter School
Three-Year Goals**

List clear goals for 2013-2016 that address district needs. There must be strong connections between the proposed physical infrastructure (bandwidth, cabling, electrical systems, networks) and goals. Include goals for using telecommunications and technology that support 21st century learning communities

Process

District Goal and Objective	Strategy/Activity	Person Responsible
Digital Learning	High Point Regional High School will continue to rigorously engage in proactive capacity planning and management so as to fully equip faculty and students for a thorough digital learning environment. This commitment includes but is not limited to standards awareness and fluency, the continued leveraging of technology to effectively deliver common core framework.	IT Coordinator/Administration
Professional Development	High Point Regional High School will continue to deliver technology based implementations of staff evaluative framework (Danielson), as well as seek to explore opportunities to develop staff in digital fluency for the classroom.	Scott Ripley/IT Coordinator
Capacity Expansion	Support the advancement of digital learning, including formative assessment, by expanding electrical infrastructure to accommodate an infusion of computer inventory.	IT Coordinator/Administration

**Network
Expansion**

**Create more cable runs,
switch ports and space,
software licensing to
accommodate an
expanded computer
population.**

**IT
Coordinator/Administration**

Three-Year Educational Technology Plan Checklist

Three-Year Implementation Activity Table

Strategies and activities that relate to the district, nonpublic or charter school's goals and objectives may be completed on the sample implementation table. If the goals and objectives were numbered in the THREE-YEAR GOALS section of this checklist, use corresponding numbers in the table below. The use of this table is optional and is provided as a convenience.

Three-Year Technology Implementation Activity Table				
District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Documentation
PARCC Readiness	Be fluent in digital learning and assessment requirements and provide the necessary technology so as to be compliant with this initiative. Establish and maintain a proactive posture with respect to digital learning and assessments.	2013-2016	IT Coordinator/Scott Ripley	n/a
High Availability	Explore tactical blend of cloud and local footprint so as to provide a highly available network to staff and students.	2013-2014	IT Coordinator	n/a`
Google Apps	Evaluate the efficacy of Google Apps, including Gmail, for possible implementation.	2013-2014	IT Coordinator	n/a
Network Redundancy	Explore and provide redundant channels at both the local infrastructure level, as well out to the cloud so as to minimize downtime.	2013-2015	IT Coordinator	n/a
1:1 Laptop Initiative Staff	Continue to support the 1:1 laptop initiative for staff. As per PARCC recommendation, explore ways to fund 1:1 laptop initiative for students.	2013-2016	IT Coordinator	n/a
Tablet Integration	Study trends, requirements and best practices with respect to tablet based platforms, for both assistive and regular curriculum, as well as staff and administrative support.	2013-2016	IT Coordinator	n/a

Obsolescence Plan	Continue our 5 year hardware lifecycle. Augment and possibly modify dynamically based on PARCC requirements, recommendations, and the needs of digital learning.	2013-2016	IT Coordinator	n/a
Explore Bandwidth Upgrade/Improvement	To support SAS, cloud, digital learning and assessment. Monitor our bandwidth and enhance bandwidth if needed.	2015-2016	IT Coordinator	n/a
Website	Upgrade website for web 2.0	2013	IT Coordinator	n/a

**District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan Checklist**

Professional Development Table

Professional development detail is needed for the first school year of the educational technology plan. The use of this table is optional and is provided as a convenience.

Educators' Proficiency/ Identified Need	Ongoing, sustained, high-quality professional development planned	Support
<p>Professional development in web-based virtual instruction was provided for new virtual course offerings instructed by High Point teaching staff members.</p>	<p>High Point's Professional Development Academy provides more than two dozen webinars, whitepapers and resources regarding technology integration into curriculum and instruction. These professional development resources and tools have been utilized during in-service days, staff meetings and department meetings; they are also readily available to teachers at their convenience. Technology integration professional development training has also been provided for teaching staff members through the use of the global professional learning community (PLC) and professional development website PD360. High Point has contracted with School Improvement Network to provide these web-based resources. Teachers have been provided web-based professional development training through the use of TeachScape, a web-based training tool to provide teachers with an understanding of the Danielson Framework for Teaching.</p>	<p>The IT Department at High Point Regional High School continues to facilitate training, provide access to, and troubleshoot these SAS and locally based services.</p>

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Three-Year Educational Technology Plan Checklist**

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Evaluation Plan Table**

Educational Technology Plan Evaluation Narrative	
Describe the process to regularly evaluate how...	
<i>a. Telecommunication services, hardware, software and other services are improving education.</i>	The Technology Coordinator regularly reports to The Superintendent and meets with administrators, as well as with faculty members both formally and informally to gauge the effectiveness of the current infrastructure. In addition, the Technology Department as a whole regularly studies trends, articles, attends webinars and otherwise researches the intersection of education and technology and frames our services, hardware and software against best practices and forecasts for future trends.
<i>b. Effective integration of technology is enabling students to meet challenging state academic standards.</i>	Content delivery to students and instruction time is the overriding priority for both the administration and the IT Department. Student access to internet resources, including subscription databases happens in a seamless manner daily. A wireless infrastructure has allowed flexible, building wide access to network resources. These components are evaluated by engineering health checks of our servers, switches, internal and external bandwidth, as well as open communication between faculty, administration and the IT Department.
<i>c. The LEA is meeting the identified goals in the educational technology plan.</i>	The IT Department adheres to the standards set forth in the technology plan, including inventory management governed by obsolescence guidelines, and purchasing rationales justified by technology goals. The Administration is consistently supportive, when feasible, of financial as well as strategic support of the goals articulated in this plan.
<i>d. Describe the process to make mid-course corrections in response to new developments and opportunities as they arise.</i>	The Administration and IT Department collaborate with input and direction from the Board of Education to adopt new policies, procedures, actions, as well as formulate new commitments when contingencies or forecasting dictates. The two way flow of communication exists between the IT Coordinator and Administrators with respect to challenges and opportunities that could be satisfied with technology.

**District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan Checklist
Funding Plan Table**

Complete this table to indicate the funding source of anticipated costs of technologies to ensure that students have access to technology. The use of this table is optional and is provided as a convenience.

Three-Year Educational Technology Plan Anticipated Funding Table (First Year)					
ITEM	DESCRIPTION OF ITEM TO BE PURCHASED	FEDERAL FUNDING	STATE FUNDING	LOCAL FUNDING	MISC. (e.g. Donations, Grants)
Digital curricula (see NIMAS)	Read 180/System 44/iTunes Apps, Tracker			\$7,000	
Print media needed to achieve goals	Printers, cartridges			\$36,000	
Technology Equipment	Meraki Wireless, Desktops, laptops			\$100,000	
Network	Switches, Wiring runs			\$30,000	
Capacity	Internet			\$3,4800	
Filtering	Bat Blue Perimeter Based Filtering			\$8,400	
Software	Productivity software, Educational software, email			\$25,000	
Maintenance	Engineering consulting services			\$6,500	
Upgrades	VMWare			\$25,000	
Policy and Plans					
Other services	Phone Service			\$6,500	

Further Explanation:	
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