

**NJ Department of Education
District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan Checklist (*Annotated*)**

<IMPORTANT>-BEFORE COMPLETING CHECKLIST READ:

To comply with the E-Rate program, complete the components associated with the unshaded boxes in the REQ'D BY E-RATE column. Completion of other components are recommended but not required. Submission procedures found here: [Three-Year Educational Technology Plan Checklist Submission Procedure: 2013-2016](#)

REVIEWER NOTE:

- This checklist references *in the unshaded areas* the page number(s) where each item addressed in the technology plan is located.
- Only those items in the “Req’d by E-Rate” column must be completed. The other column references areas that are strongly recommended to be completed to obtain a thorough snapshot of the district/school, but are not required.

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

	Completed	
TASK	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 style="text-align: right;">Tech Plan creation date: 05/06/2013</p>		

DIRECTIONS:

- Answers to questions regarding e-rate compliance: http://www.usac.org/_res/documents/sl/pdf/handouts/TechPlan_QuestionsToConsider.pdf
- Address the numbered items below in a separate District/Nonpublic School/Charter School educational technology plan document.
- Indicate in the *PAGE #* column, the page number where the corresponding information is found.
- For purposes of this document, “educators” are defined as school staff who teach children, including librarians and media specialists.
- Sample table templates are provided (see links embedded in this document) to assist in the development of the educational technology plan. Please use these table templates unless information is already in a digital form.

	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</p>	10-11	

<p>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>		
<p><i>Because a description is required, submission of a list of items is unacceptable. There has to be a narrative (no length required) of why the new and existing item(s) listed were (or will be) purchased. How these items will be used to improve student academic achievement will be asked later in the Needs Assessment section of the plan.</i></p> <p><i>Example: Networking capacity will be increased to 100MB to support all students and administrators using the Internet simultaneously throughout the school day.</i></p> <p><i>The filtering method used for the past two years is XYZ which allows safe access to online learning resources for all staff and students. This year, the community will have access to the school campus network on the school grounds (parking lot, athletic grounds, etc.).</i></p>		
	<p>Indicate in the unshaded spaces the page number where the corresponding information is found</p>	
	<p>Req'd by E-Rate</p>	<p>Not req'd by E-Rate</p>
<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>	<p>14-22</p>	

<p><i>A narrative of how the needs assessment was conducted and its results is required. As a minimum, telecommunications services, hardware, software, and other services to improve education must be addressed.</i></p>		
<p>THREE-YEAR GOALS:</p> <p>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 21st century learning communities. E-Rate requirements: www.ecfr.gov</p>	<p>11</p>	
<p><i>The goals must be clear to the reviewer – no unknown or unclear terms or phrases. Goals for the educational technology plan should be linked to students, teachers, and administrators increasing or developing their educational technology knowledge, skills and/or student growth relative to the content areas. Goals must be linked to the results of the needs assessment explained in the Needs Assessment section of this plan. There may be more needs than goals, or more goals than needs, because there does not have to be an equal number. However, the goals that are listed must be correlated to at least one identified need.</i></p> <p><i>Two Examples:</i></p> <p><i>#1 - The needs assessment results show a need for: Professional development of teachers and administrators in data decision-making and formative assessments, and for understanding the Common Core State Standards in ELA and mathematics.</i></p> <ul style="list-style-type: none"> ● <i>Goal: All instructional staff and all administrators will attend professional development by October 31, 2013 to learn and demonstrate an understanding of how to develop and implement formative assessments that meet the standards-based curriculum in ELA and Math.</i> ● <i>Goal: All instructional staff will be supported (through PLC scheduled time, in school and outside resources, technological responder training) and encouraged to develop and implement various formative assessments and analyze the resultant student data to drive daily instruction.</i> <p><i>#2 - The needs assessment results show a need for: Instructional staff to integrate educational technology as an integral component of their instructional process.</i></p> <ul style="list-style-type: none"> ● <i>Goal: Networking capacity will be increased to 100MB, with all necessary filtering and will be procured and installed, by September 30, 2013 to fully support all students, teachers and administrators without interruption or delay when using the Internet simultaneously.</i> ● <i>Goal: PLCs and staff meetings will include teacher mini-workshops that will focus specifically on strategies on how to transparently use educational technology throughout a lesson. (Examples: functions of various technological tools, classroom management, student device scheduling, student expectation rubrics).</i> 		
	<p>Indicate in the unshaded spaces the</p>	

	page number where the corresponding information is found	
	Req'd by E-Rate	Not req'd by E-Rate
<p>THREE-YEAR IMPLEMENTATION AND STRATEGIES TABLE:</p> <p style="text-align: center;"><u>Implementation Activity Sample Table</u></p> <p>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.</p> <ul style="list-style-type: none"> a. telecommunications, b. information technology, c. educational technology (including assistive technologies), and d. student technology readiness in preparation for online testing in 2014-2015. 	12	
<p><i>The Activity Sample Table provides the specific areas that should be addressed for each of the goals noted in the previous section. As a minimum, a) telecommunications services and b) information technology must be addressed.</i></p> <p><i>a. Telecommunications often relates to telephone and fax services. It may also relate to VOIP or Internet access over the telephone.</i></p> <p><i>b. Information technology is often related to library and/or media services to support students in understanding information and how to use it effectively.</i></p> <p><i>c. Educational technologies are those tools and strategies that specifically support the curriculum content areas.</i></p>		

<p><i>d Student technology readiness is specific to what will be done with administrators, teachers and students specifically to prepare for the upcoming online assessments. See the NJDOE PARCC website for additional resources: http://www.state.nj.us/education/sca/parcc/tech/resources.</i></p>		
<p>PROFESSIONAL DEVELOPMENT STRATEGIES: Professional Development Sample Table</p> <p>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.</p> <p><i>Address only 'a' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment.</i></p> <ul style="list-style-type: none"> ● Describe the planned professional development strategies by addressing each of the following questions: <ul style="list-style-type: none"> a. 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? b. What professional development opportunities, resources and support (online or in person) exist for technical staff? c. How will professional development be provided to educators on the application of assistive technologies to support educating all students? 	<p>13</p>	

<p><i>A table should show (for only the first of the three years) the aspects that need to be developed or enhanced, the PD planned that will address specific needs or increase specific strengths, and the follow-up support that will be provided after the PD is completed. This section offers details to any mention of professional development in the goals section.</i></p> <p><i>Questions 5b and 5c above are not required, but are to be answered in a narrative form if completed.</i></p>		
	<p>the page number where the corresponding information is found</p>	
	<p>Req'd by E-Rate</p>	<p>Not req'd by E-Rate</p>
<p>EVALUATION PLAN: Evaluation Plan Sample Table</p> <p>6. Describe the evaluation process that enables the progress and effectiveness of goals to be monitored.</p>	<p>23</p>	
<p>7. Describe the process to make mid-course corrections in response to new developments and opportunities as they arise.</p>	<p>23</p>	
<p><i>The evaluation process is a narrative that describes how the evaluation of the implementation of the goals will occur. What tool(s) will be used? When will the evaluation occur? The narrative must tell how the district will ascertain that the goals have been accomplished.</i></p>		
<p>FUNDING PLAN (July 2013 – June 2014): Funding Plan Sample Table</p> <p>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.</p>	<p>24</p>	
<p><i>The funding plan should be a chart that shows the funding source for the new purchases and expenses. There need not be one purchase for each initiative. Interoperability means the ability of a system to access and use part of another system. The interoperability of tools may warrant one purchase to achieve multiple goals. For example: Ensuring a web application can be opened in any web browser (i.e., Internet explorer, Mozilla Firefox) or using a telephone or iPad as a calculator, school planner, response system, research tool, word processor, etc...</i></p>		

**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 .

Technology Plan
July 1, 2013 through June 30, 2016
Salem City School District
Three-Year Local School District

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	Interactive white boards, tablets(Ipads), Chromebooks, Mac lab for SMS, as funds permit.	Continue the upgrade and replacement of existing units. Moving towards a one to one district..	Continue the upgrade and replacement of existing units. Moving towards a one to one district..
Networking Capacity	Upgrades and replacements for end user units as needed.	Upgrades and replacements for end user units as needed.	Upgrades and replacements for end user units as needed.
Filtering Method	Utilize K-12USA Secure School firewall company to filter and regulate incoming traffic. Company also provides filtering for tablets and mobile devices. Google services provides email filtering.	Utilize K-12USA Secure School firewall company to filter and regulate incoming traffic. Company also provides filtering for tablets and mobile devices. Google services provides email filtering.	Utilize K-12USA Secure School firewall company to filter and regulate incoming traffic. Company also provides filtering for tablets and mobile devices. Google services provides email filtering.
Software used for curricular support and filtering	PLATO SuccessMaker, Waterford, and Scholastic SRI used for student assessment. Software updates for instructional	PLATO SuccessMaker, Waterford, and Scholastic SRI used for student assessment. Software updates for instructional	PLATO SuccessMaker, Waterford, and Scholastic SRI used for student assessment. Software updates for instructional

	programs. Update filtering software.	programs. Update filtering software.	programs. Update filtering software.
Technical Support and maintenance	Repairs are made-in-house. Servers are replaced after five years. Extended service contracts are purchased at time of sale to ensure care and maintenance of equipment.	Repairs are made-in-house. Servers are replaced after five years. Extended service contracts are purchased at time of sale to ensure care and maintenance of equipment.	Repairs are made-in-house. Servers are replaced after five years. Extended service contracts are purchased at time of sale to ensure care and maintenance of equipment.
Telecommunications equipment and services	Analyze need for additional bandwidth.	Increase bandwidth for current and future needs.	Increase bandwidth for current and future needs.
Other Services:	None at this time.	None at this time.	None at this time.

Technology Plan
July 1, 2013 through June 30, 2016
Salem City School District
Three-Year Local School District
Three-Year Goals

- 1. Increase integration of technology in the classroom.**
- 2. Provide instruction on current and future technologies available to the district.**
- 3. Improve infrastructure.**

Technology Plan
July 1, 2013 through June 30, 2016
Salem City School District
Three-Year Local School District
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
Upgrade middle school infrastructure	Utilize E-Rate to finance project. Replace all switches, and access points with updated technology. Increase network bandwidth and communications to gigabit speeds.	2013-2014	David Keen	
Upgrade elementary school infrastructure	Utilize E-Rate to finance project. Replace all switches, and access points with updated technology. Increase network bandwidth and communications to gigabit speeds.	2013-2014	David Keen	
Upgrade High School infrastructure	Utilize E-Rate to finance project. Replace all switches, and access points with updated technology. Increase network bandwidth and communications to gigabit speeds.	2014-2015	David Keen	
Replace shared bandwidth with dedicated line	Utilize E-rate to finance project. Receive bid from Internet providers to connect dedicated Internet line instead of sharing bandwidth with surrounding districts.	2014-2015	David Keen	

Technology Plan
July 1, 2013 through June 30, 2016
Salem City School District
Three-Year Local School District
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
Starboard	Provide training to better incorporate use in the classroom.	IT Staff
Google Apps	Provide training to better incorporate use in the classroom.	IT Staff
Oncoursesystems.com	Provide training to better incorporate use in the classroom.	IT Staff

Needs Assessment

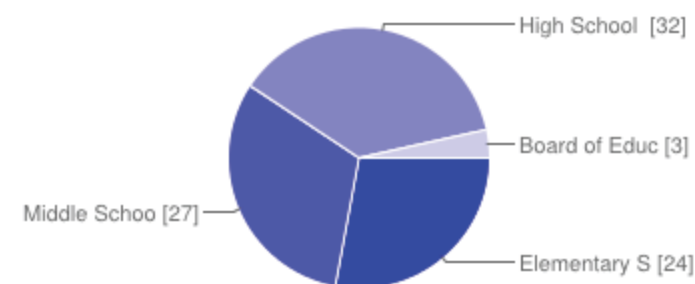
A district survey was developed to assess the areas in which technology was utilized throughout the district. The survey was then distributed to staff and faculty through the use of Google Docs. Employees were given a few days to submit their responses. After which the data was analysed. The results of which informed us the direction in which to take the department over the course of the next three years.

86 responses

[Publish analytics](#)

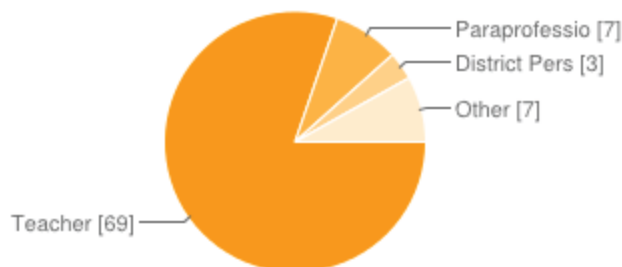
Summary

What building do you work in?



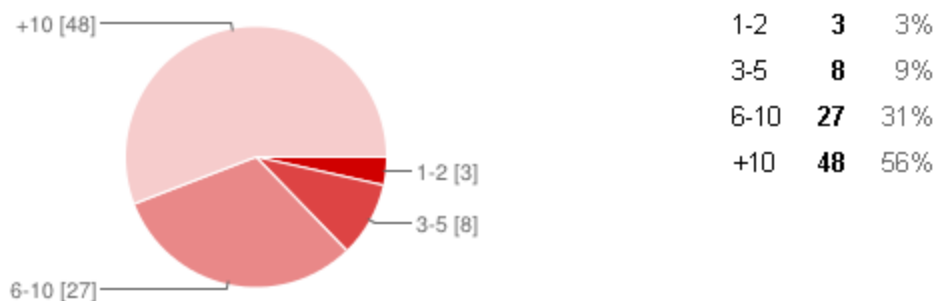
Elementary School	24	28%
Middle School	27	31%
High School	32	37%
Board of Education	3	3%

What is your educational role in the district?

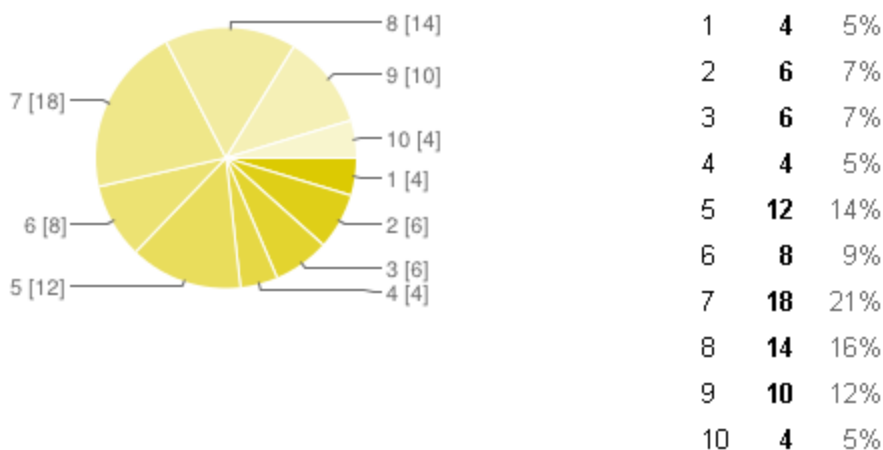


Teacher	69	80%
Paraprofessional	7	8%
District Personal(administrators and staff)	3	3%
Other	7	8%

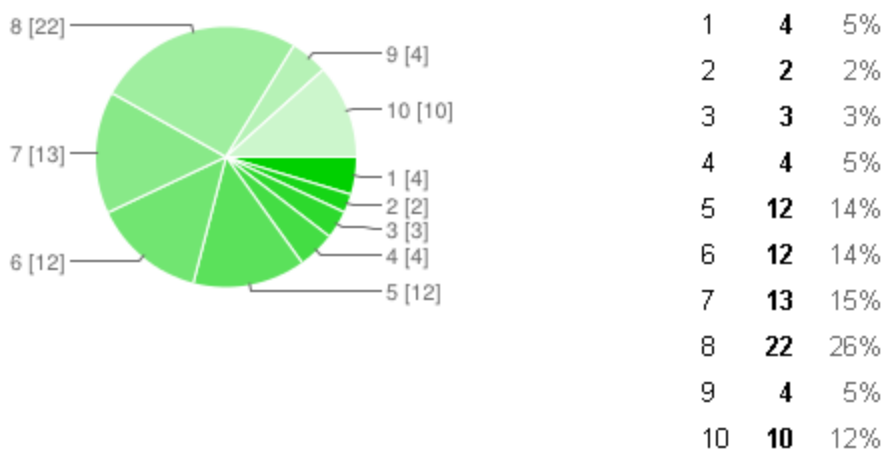
How many years of experience do you have in your field?



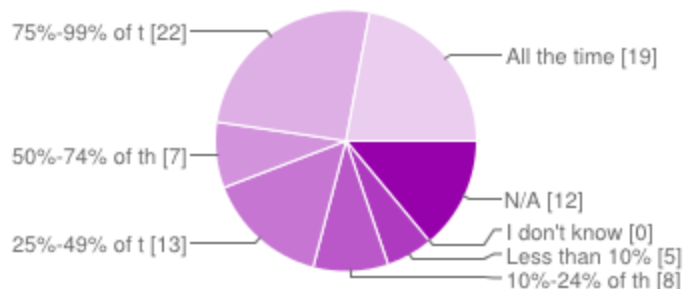
How would you rate the district in providing instructional technology for your classroom?



How would you rate your own progress of integrating instructional technology into the classroom?

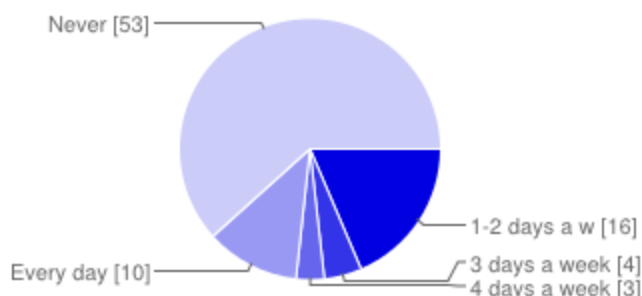


How often do you utilize technology in your classroom?



N/A	12	14%
I don't know	0	0%
Less than 10% of the time	5	6%
10%-24% of the time	8	9%
25%-49% of the time	13	15%
50%-74% of the time	7	8%
75%-99% of the time	22	26%
All the time	19	22%

How often do you use the following technology in your lesson? Google Apps/Docs.

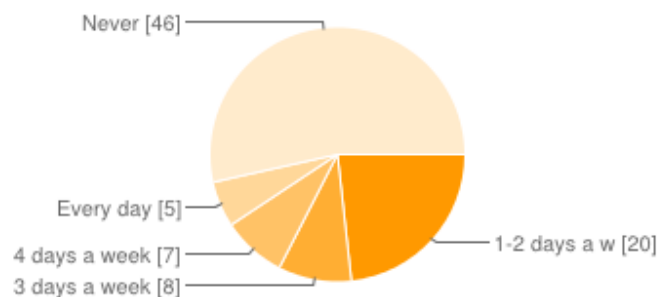


1-2 days a week	16	19%
3 days a week	4	5%
4 days a week	3	3%
Every day	10	12%
Never	53	62%

How often do you use the following technology in your lesson? Streaming Media Sites.

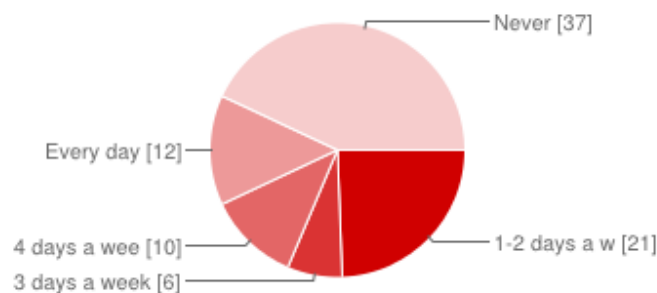
5/6/13

Technology Survey 2012-2013 - Google Drive



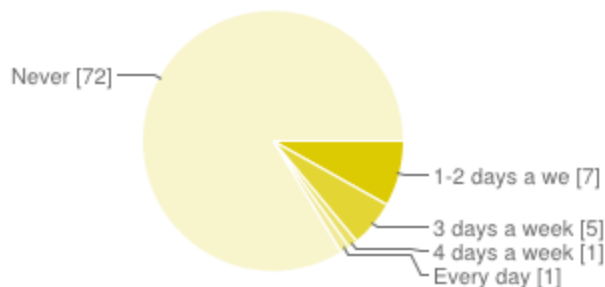
1-2 days a week	20	23%
3 days a week	8	9%
4 days a week	7	8%
Every day	5	6%
Never	46	53%

How often do you use the following technology in your lesson? Interactive Learning Sites.



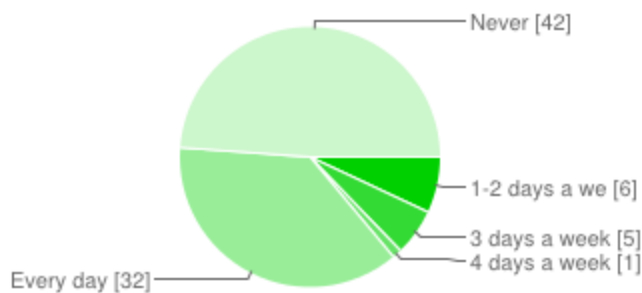
1-2 days a week	21	24%
3 days a week	6	7%
4 days a week	10	12%
Every day	12	14%
Never	37	43%

How often do you use the following technology in your lesson? Student Responders.



1-2 days a week	7	8%
3 days a week	5	6%
4 days a week	1	1%
Every day	1	1%
Never	72	84%

How often do you use the following technology in your lesson? Interactive Whiteboards.

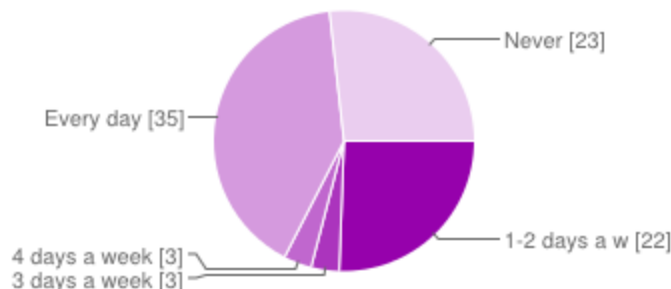


1-2 days a week	6	7%
3 days a week	5	6%
4 days a week	1	1%
Every day	32	37%
Never	42	49%

How often do you use the following technology in your lesson? Laptops/Desktops/Ipads.

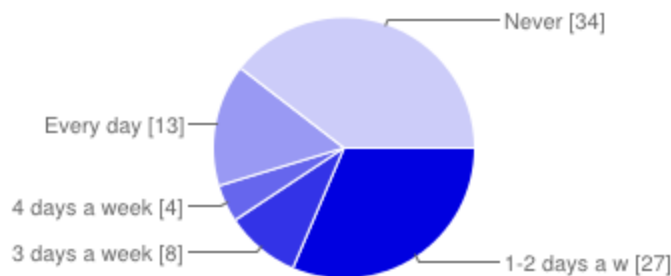
5/6/13

Technology Survey 2012-2013 - Google Drive



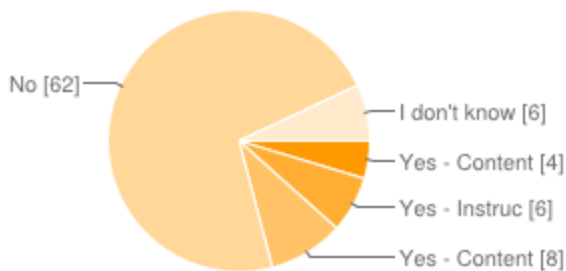
1-2 days a week	22	26%
3 days a week	3	3%
4 days a week	3	3%
Every day	35	41%
Never	23	27%

How often do you use the following technology in your lesson? Other Technology.



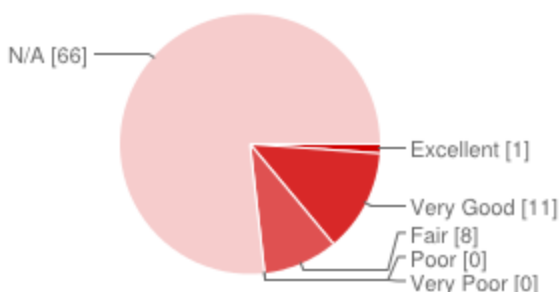
1-2 days a week	27	31%
3 days a week	8	9%
4 days a week	4	5%
Every day	13	15%
Never	34	40%

Have you received any professional development on technology usage in your field or instructional technology during the 2012-2013 school year?



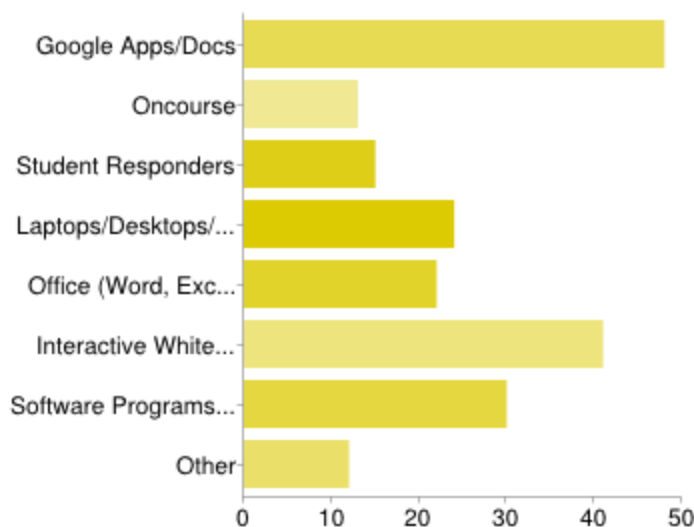
Yes - Content related only	4	5%
Yes - Instructional technology only	6	7%
Yes - Content and instructional technology	8	9%
No	62	72%
I don't know	6	7%

How would you rate the effectiveness of this training?



Excellent	1	1%
Very Good	11	13%
Fair	8	9%
Poor	0	0%
Very Poor	0	0%
N/A	66	77%

What types of professional development relating to technology would you like to see?

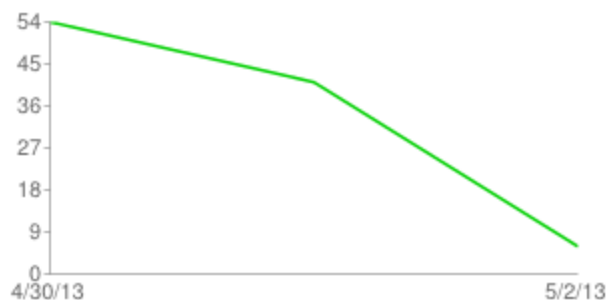


5/6/13

Technology Survey 2012-2013 - Google Drive

Google Apps/Docs	48	23%
Oncourse	13	6%
Student Responders	15	7%
Laptops/Desktops/Ipads	24	12%
Office (Word, Excel, PowerPoint)	22	11%
Interactive Whiteboards	41	20%
Software Programs (SuccessMaker, Waterford, RTI, etc...)	30	15%
Other	12	6%

Number of daily responses



Technology Plan
July 1, 2013 through June 30, 2013
Salem City School District
Three-Year Local School District
Evaluation Plan Table

The evaluation narrative must include how telecommunications services, hardware, software and other services will improve education. Telecommunications services are leased, tariffed, contracted, or month-to-month services that are used to communicate information electronically between sites. The services MUST be provided by an eligible Telecommunications Service Provider. Examples of Telecommunications Services for E-Rate include T-1 lines, basic telephone service, and ISDN. Broadcast services (such as over-the-air radio and television) and cable TV are not considered Telecommunications Services.

The burden of proof for any federal inquiry lies with the district, and they should be able to support their process with methodology and documentation. The use of this table is optional and is provided as a convenience.

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>	Analysis of data provided by software programs such as PLATO, Waterford, and SuccessMaker will indicate growth of students abilities allow tracking of student growth. Evaluation of these benefits are seen through growth in yearly state testing, and bi-annual benchmark assessments.
<i>b. Effective integration of technology is enabling students to meet challenging state academic standards.</i>	Analysis of data provided by software programs such as PLATO, Waterford, and SuccessMaker will indicate growth of students abilities allow tracking of student growth. Evaluation of these benefits are seen through growth in yearly state testing, and bi-annual benchmark assessments.
<i>c. The LEA is meeting the identified goals in the educational technology plan.</i>	Stay current with LEA updates. Providing more training on Starboards and Google Apps.

Technology Plan
July 1, 2013 through June 30, 2013
Salem City School District
Three-Year Local School District
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)
Hardware	switches, access points, VOIP Call Manager	20,000	TBD	TBD	TBD
Software	upgrade infrastructure	31,000	TBD	TBD	TBD
Filtering	K12USA SecureSchool	691	TBD	TBD	TBD