

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, 2011 – June 30, 2012. 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, 2012 – 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):	BROWERVILLE PUBLIC SCHOOL
District Number:	787
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:	6/11/2012
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
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2013-15 Technology Plan Template

Instructions: Use the format below to complete your responses.

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.

Browerville Public Schools is a school district that tries to keep up with the ever changing technology advancements. In order to this, the processes to determine the needs for Browerville Public Schools were assessed in a variety of ways.

Quarterly meetings of the Technology Committee that consists of the Superintendent, Principal, 2 High School staff members, 2 Elementary Staff members and the Technology Coordinator are used to provide information about the local district in different areas on how technology is being used, is it working well, and for what changes need to be made.

Regional Technology meetings with area technology coordinators are used for learning about District technology comparisons and technology issues in surrounding districts.

Regional Administrative meetings with area superintendents and principals are used for learning about District technology comparisons and technology issues in surrounding districts.

Survey of staff with the an online survey provided by NJPA was used to prioritize technology needs.

Daily inquiries between staff, student, administration and the Technology Coordinator about current and future Technology issues also helps determine needs in technology.

From the methods used described above, it was determined that additional training was requested from staff specifically in the area of Smartboard training. Another major need

that was determined was for more mobile devices provided by the district to have more computer access for students. This need in return results in Browerville Public School needing to upgrade to a more substantial wireless infrastructure and thus possibly causing Browerville Public School to upgrade the network infrastructure. Technology sometimes has a chain effect and a solid network infrastructure as part of that chain is critical for technology working properly. If the network infrastructure needs upgrading, Browerville Public Schools will go through the process of submitting for E-rate approval before purchasing any switches for network upgrades.

Eligible items that Browerville Public Schools receives E-rate discounts on are telephone services, Internet and E-mail.

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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:

GOALS	STRATEGIES
Continue to provide and increase training for staff with new software applications and hardware	Staff need to be trained with new and existing technology to maximize the output from the technology
Continue to upgrade desktops and servers	Provides students and staff with new hardware and storage devices
Continue to upgrade and find new educational software	Provides students and staff with new software and educational methods to meet standards
Increase mobile devices	Bring the labs to the students. Increased laptops and Ipads allow for more one to one technology

	with new educational applications. Increased opportunities when traditional labs are occupied
Increase bandwidth, upgrade wireless and and network infrastructure	By upgrading infrastructure new and older technology will run faster and more stable. Wireless infrastructure will allow more mobile devices to have internet access
VOIP	When new phone system is needed, Checking into Voice over IP for possible dollar savings on long distance bills with increased quality
Online Testing and Online Classes	Students will be provided with more access to computers and software for growing offering of online classes and state testing dates

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:

At Browerville Public Schools, teacher workshops are regularly offered for Staff Development. In-service days provides time for training individually or with groups concerning certain technological applications from peers, the local Technology Coordinator, or outside vendors.

Resource Training and Solutions has been brought in the past and will continue to be brought in for small group training and on Smartboard's Notebook software.

Staff are encouraged to find and attend off campus workshops to gain knowledge and

skill with various software applications or with hardware. These staff members are then encouraged to share their ideas with other members. Good examples of these workshops that are encouraged are the TIES conference or NJPA workshops.

The Freshwater Education District also provides frequent training sessions that staff can attend for staff development.

One- on- one or small group training is also always available during school or after school with the local Technology Coordinator.

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.

Annually, the technology committee will review the surveys given to staff members to try and gauge the effectiveness of the current tech plan. Checking to see what areas the staff has concerns with or what is working efficiently. The committee will use this information to see issues where staff would like to see more time and money being spent on. The committee will review how goals and objectives are being met to see if changes are required to meet technologies ever changing ways. An assessment tool such as the survey provided by NJPA may be used again or the District may choose to use MDE Online Teacher Assessment Tool to help analyze and prioritize the technology used at Browerville Public School . Another tool that may be incorporated in the future is the Technology Collection Tool that is provided by the MDE.

Quarterly, the technology committee will meet, which consists of the Administration, a couple of staff members from the high school and elementary, and the Technology Coordinator, will meet to go over observations and feedback from staff and students to address technology challenges in order to change progression of today's goals to meet new trends in technology. Hopefully, benchmarks are provided to measure and see the growths, strengths or weaknesses in hardware and software for individuals, grades, departments or even the entire school district.

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.

<https://www.surveymonkey.com/s/BrowervilleUpdatedDomains>

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.

(Expands as needed)

Children's Internet Protection Act (CIPA)

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

Yes No

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

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

Yes No