

Technology Plan Implementation Report
July 1, 2010 to June 30, 2011
Data Collection Form
Somewhere Public (District) District

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| | | | | | |
|----|------|------|--|------|---|
| TP | DATA | 2053 | | 2011 | 1 |
| no | | | | | |

Additional Instructions: 

District Code: **04890000** District Name: **Sosmewhere Public (District)**
 Fiscal Year: **2011** Tech Plan Status: **NEW**
 Last Updated: **September 09, 2011** Today's Date: **September 09, 2011**

Person Responsible for Completing Form:

First Name:* Last Name:*

Title:*

If Title is "other", Please Specify:

Email:*(only one)

Phone:* - - X

District Web site URL.*
 (If none, enter "N/A.")

* *Required information.*

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| TP | DATA | 2053 | null | 2011 | 2 |
| no | | | | | |

1. BENCHMARK 1: Commitment to a Clear Vision and Mission Statement

A. Vision, Mission and Goals

1. Do you have an up-to-date, long-range technology plan on file in your district? * YES NO

2. Is your district technology plan posted on your web site? * YES NO

If yes, what is the URL for your technology plan?

3. The following contains the vision, mission and goals of your district technology plan that you last submitted:

4. What goals do you feel you accomplished last year (from July 1, 2010 to June 30, 2011)? Please include information about how your technology activities have impacted teaching and learning in your district.

(2000 characters max) *

An empty rectangular text area with a thin black border. It features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom. The background of the text area is white, and the scrollbar has a grey and white checkered pattern.

5. What are your goals for the upcoming year (from July 1, 2011 to June 30, 2012)? Please include information about how you expect your technology activities to impact teaching and learning in your district.
(2000 characters max) *

An empty rectangular text area with a thin black border. It features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom. The background of the text area is white, and the scrollbar has a grey and white checkered pattern.

* *Required information.*

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| | | | | | |
|----|------|------|------|------|---|
| TP | DATA | 2053 | null | 2011 | 3 |
| no | | | | | |

B. Evaluation

1. Do you comply with the state's Chapter 30B Supplies and Service Procedures? YES NO
For more information, go to [Operational Services Division](#). *

2. Does your district have a formal process for identifying its technology needs? YES NO
*

3. If your answer is "yes" , describe the process. (1000 characters max)

4. Does your district evaluate the progress it has made in implementing its YES NO

technology plan? *

5. If your answer is "yes", describe the process the district uses to evaluate the implementation of its plan. (1000 characters max)



C. Use of E-rate

| | |
|--|--|
| 1. Did you receive E-rate Funding Commitment Decision Letter(s) between July 2010 and June 2011? * | <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 2. If "YES" , what did you use the reimbursement for? (Check all that apply). | <input type="checkbox"/> Telecommunications Services <input type="checkbox"/> Internet Access <input type="checkbox"/> Internal Connections |
| 3. Does your technology plan include a list of the materials and services that you will procure through the E-rate discount program? | <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 4. How did you pay for the non-discounted part of the services and materials? | <input type="checkbox"/> Local funds , specify <input type="text"/> <input type="checkbox"/> Foundation , specify <input type="text"/> <input type="checkbox"/> Grants , Specify <input type="text"/> <input type="checkbox"/> Other , specify <input type="text"/> |

* Required information.

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| TP | DATA | 2053 | null | 2011 | 4 |
| no | | | | | |

2. BENCHMARK 2: Teacher and Student Use of Technology

A. Teacher and Student Use of Technology

1a. Estimate the percentage of instructional staff who use technology for professional activities, such as lesson planning, administrative tasks, communications, and collaboration. **Estimated percentages must add up to 100%.** *

| |
|---|
| <input type="text" value="0"/> % of staff use technology for professional activities nearly every day. |
| <input type="text" value="0"/> % of staff use technology for professional activities about once a week. |

| |
|--|
| <input type="text" value="0"/> % of staff use technology for professional activities about once a month. |
| <input type="text" value="0"/> % of staff rarely or never use professional activities for instruction. |
| 0 % Total (must add up to 100%) |
| How did you arrive at the percentages in the previous question? (Check all that apply).* |
| <input type="checkbox"/> Data from survey(s) of teachers in the district using Teacher Technology Use Survey |
| <input type="checkbox"/> Data from survey(s) of teachers in the district using a district-developed survey |
| <input type="checkbox"/> Informal observation and anecdotal evidence |
| <input type="checkbox"/> other (Please specify) <input type="text"/> |

1b. Estimate the percentage of instructional staff who use instructional technology with students for activities such as research, multimedia, simulations, data interpretation, communications, and collaboration. **Estimated percentages must add up to 100%. ***

| |
|--|
| <input type="text" value="0"/> % of staff use technology for instruction nearly every day. |
| <input type="text" value="0"/> % of staff use technology for instruction about once a week. |
| <input type="text" value="0"/> % of staff use technology for instruction about once a month. |
| <input type="text" value="0"/> % of staff rarely or never use technology for instruction. |
| 0 % Total (must add up to 100%) |
| How did you arrive at the percentages in the previous question? (Check all that apply).* |

| | |
|--------------------------|---|
| <input type="checkbox"/> | Data from survey(s) of teachers in the district using Teacher Technology Use Survey |
| <input type="checkbox"/> | Data from survey(s) of teachers in the district using a district-developed survey |
| <input type="checkbox"/> | Informal observation and anecdotal evidence |
| <input type="checkbox"/> | other (Please specify) <input type="text"/> |

2a. To what extent have students in the district mastered the skills listed in the [Massachusetts Technology Literacy Standards and Expectations](#). Please estimate student technology literacy for grade 8. Percentages must add up to 100%.

| | |
|--------------------------------|--|
| Grade 8 | |
| <input type="text" value="0"/> | % of Grade 8 students have mastered all or nearly all the standards. |
| <input type="text" value="0"/> | % of Grade 8 students have mastered half or more than half of the standards. |
| <input type="text" value="0"/> | % of Grade 8 students have mastered less than half of the standards. |
| <input type="text" value="0"/> | Total (must add up to 100%) |

| | |
|--|---|
| 2b. How did you arrive at the percentages in the previous question? (Check all that apply). | |
| <input type="checkbox"/> | a student technology assessment |
| <input type="checkbox"/> | Student Technology Portfolios |
| <input type="checkbox"/> | a survey of students about their technology proficiency |

| |
|--|
| <input type="checkbox"/> a survey of teachers about students' technology proficiency |
| <input type="checkbox"/> other |
| <input type="checkbox"/> Please provide examples such as links to rubrics or assessments that your district uses <input type="text"/> |

3a. Enter the number of teachers who are at each level as defined by the Massachusetts technology Self-Assessment Tool (TSAT). * Percentages must add up to 100%.

| |
|--|
| <input type="text" value="0"/> % of of teachers are at the Early technology level. |
| <input type="text" value="0"/> % of of teachers are at the Developing technology level. |
| <input type="text" value="0"/> % of of teachers are at the Proficient level. |
| <input type="text" value="0"/> % of of teachers are at the Advanced level. |
| <input type="text" value="0"/> % Total (must add up to 100%) |

| |
|---|
| 3b. How did you arrive at the percentages in the previous question? (Check all that apply).* |
| <input type="checkbox"/> Technology Self-Assessment Tool (TSAT) |
| <input type="checkbox"/> a survey that is aligned to the TSAT |
| <input type="checkbox"/> informal observation |
| <input type="checkbox"/> other |

4. Acceptable Use Policy Regarding Internet Use

The statistics in this section will be automatically calculated after data has been entered in the school profile form(s).

0 % of the schools in the district have an acceptable use policy for their students.

0 % of the schools in the district have an acceptable use policy for their staff.

0 % of the schools in the district include the acceptable use policy in the student handbook.

0 % of the schools in the district include the acceptable use policy on the school and/or district web site.

0 % of the schools in the district have an Internet filter that is in compliance with the Children's Internet Protection Act (CIPA).

0 % of the schools in the district provide instruction to students about the responsible use of technology, including ethics and safety issues.

0 % of the schools in the district educate students about appropriate online behavior, including interacting in chat rooms, cyberbullying and responding to cyberbullying.

* *Required information.*

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| | | | | | |
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| TP | DATA | 2053 | null | 2011 | 5 |
| no | | | | | |

C. Staffing

Complete the following table only for those personnel involved in technology and **only for the portion of time** they spend with the following technology tasks. For example, if a full-time staff member is dedicating 25% of his/her time to technology, that person should be counted as only 0.25 FTE in the chart below.

Count people's time according to the functions they perform. For example, if the technology director spends 50% of his/her time on leadership functions and 50% on data SIMS data management, he/she should be counted as 0.50 FTE for Technology Director and 0.50 for Data Manager or Analyst.

Do not double count. Count only persons who worked in your district from **July 1, 2010 to June 30,**

2011.

Human Resources in Technology *

Functions:

| LEADERSHIP (those who are in charge of technology decision-making, including planning, budgeting, selecting and purchasing equipment, etc.) | Staff under District Payroll FTE (full time equivalent) | Contracted Services FTE (full time equivalent) | Other (volunteers, students, etc.) FTE (full time equivalent) |
|--|--|---|--|
| Technology Director/Coordinator/CIO/CTO, assistant superintendent, principal, library director, etc. (Count only that portion of time that is spent on the functions described above.) | 0.00 | 0.00 | 0.00 |
| TECHNOLOGY CURRICULUM INTEGRATION (those who provide guidance, professional development, and support to instructional staff in the uses of technology for curriculum) | Staff under District Payroll FTE (full time equivalent) | Contracted Services FTE (full time equivalent) | Other (volunteers, students, etc.) FTE (full time equivalent) |
| Technology Curriculum Integration Specialist, Library Teacher, Instructional Technology Specialist, etc. (Count only that portion of time that is spent on the functions described above.) | 0.00 | 0.00 | 0.00 |
| Technology Curriculum Integration Support (e.g., technology aides, library clerk, tutors, volunteers, etc.) | 0.00 | 0.00 | 0.00 |
| ADMINISTRATION (those who provide technology administrative functions) | Staff under District Payroll FTE (full time equivalent) | Contracted Services FTE (full time equivalent) | Other (volunteers, students, etc.) FTE (full time equivalent) |

| | | | |
|--|---|--|---|
| | <i>equivalent)</i> | | <i>equivalent)</i> |
| Application Developer/ Programmer | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Data Manager or Analyst | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Webmaster | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Other | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| NETWORK/TECHNICAL SUPPORT <i>(those who provide support for hardware, software and network)</i> | | | |
| | Staff under District Payroll <i>FTE (full time equivalent)</i> | Contracted Services <i>FTE (full time equivalent)</i> | Other (volunteers, students, etc.) <i>FTE (full time equivalent)</i> |
| Network/System Manager Coordinator | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Maintenance and Repair Specialist | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Lab Coordinator, Manager, Technician | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Teachers trained to provide technical support | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Students trained to provide technical support | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

* Required information.

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| TP | DATA | 2053 | null | 2011 | 6 |
| no | | | | | |

Benchmark 3. - Technology Training and Professional Development

Instructions for filling out "Technology Professional Development" questions
We strongly urge that this section be completed in collaboration with the district professional development leader/coordinator or curriculum director.

| | | | |
|--|----------------------|---------------------------------------|----------------------|
| Provide the names and titles of the staff who provided information about technology professional development in your district: | | | |
| Name: <i>(mandatory) *</i> | <input type="text"/> | Title: (mandatory) <i>*</i> | <input type="text"/> |
| Name: (optional) | <input type="text"/> | Title: (optional) | <input type="text"/> |

| A. Technology Professional Development Provided by Your District | Percentage of staff (administrators, teachers, instructional aides, paraprofessionals) reached |
|---|---|
| 1. Estimate the percentage of staff who have received technology professional development (ANY TYPE) over the past year (July 1, 2010 to June 30, 2011).* | <input type="text" value="0"/> % |
| 2. Estimate the percentage of staff who have received formal technology professional development (workshops, credit courses, study groups, summer institutes) from July 1, 2010 to June 30, 2011.* | <input type="text" value="0"/> % |
| 3. Estimate the total number of staff-hours* of formal technology professional development activities (from July 1, 2010 to June 30, 2011). * <i>*If a district sponsors a 2- hour workshop and 10 staff members attend, the staff hours will be 20.</i> | <input type="text" value="0"/> hours |
| 4. Estimate the percentage of staff who have been reached by ongoing technology professional development, such as coaching, mentoring, and co-teaching activities (from July 1, 2010 to June 30, 2011).* | <input type="text" value="0"/> % |
| 5. Estimate the percentage of staff who have taken online technology professional development courses (from July 1, 2010 to June 30, 2011).* | <input type="text" value="0"/> % |

B. Topics Covered in Technology Training and Professional Development

Of all the technology professional development activities, estimate the percentage that falls into each of the following categories. (Please check the topics that are covered and then enter a percent for each category. **Percents must add up to 100%.**)

Technology Operations and Concepts *

(Check all that apply)

0 %

- Computer troubleshooting and repair
- Computer basics
- Productivity tools (word processing, spreadsheet, database)
- Use of the Internet (e-mail, World Wide Web)
- Graphics and multimedia software
- Multimedia peripherals (scanners, digital cameras, video cameras)
- Interactive whiteboards
- Student response systems
- Portable media players(iPods, Zunes, MP3 players)

Ethics, Safety and Universal Design *

(Check all that apply)

0 %

- Copyright and plagiarism
- Safe use of the Internet including cyberbullying

- Ergonomics
- Security
- Assistive technologies

Teaching and Learning with Technology *

(Check all that apply)

 %

- English Language Arts
- Mathematics
- Science and Technology/Engineering
- History and Social Science
- Foreign Languages
- Arts
- Comprehensive Health
- Massachusetts Technology Literacy Standards and Expectations
- Web 2.0 applications

Other Topics *

Enter any additional topics that do not fit into the categories above.

 %

Total (must add up to 100%)

0 %

C. Technology Professional Development Plan and Activities

1. Summarize your technology professional development activities during the period July 1, 2010 to June 30, 2011 and describe your technology professional development plan for the year beginning July 1, 2011 and ending June 30, 2012. *

(2000 characters max)



2. How do you determine the professional development needs for the instructional staff in your district? *

by administering the [TSAT](#) and analyzing the data it provides

other (Please specify)

* Required information.

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| | | | | | |
|----|------|------|------|------|---|
| TP | DATA | 2053 | null | 2011 | 7 |
| no | | | | | |

4. BENCHMARK 4: Accessibility of Technology

A. Students per Instructional Computer

The statistics in this section will be automatically calculated after data has been entered and saved in the

school profile form.

- | | |
|--|------|
| 1. District ratio of students per type A computer: | 0.00 |
| 2. District ratio of students per type A/B computer: | 0.00 |
| 3. District ratio of students per any type computer: | 0.00 |

B. Replacement Cycle

Has your district established a policy for computer replacement? * YES NO

If your answer is "yes", what is the cycle for replacement? Years

What percentage of the district's computers were replaced in the past year?

C. Technical Support

Some of the statistics in this section will be automatically calculated after data has been entered and saved in the school profile form.

| | |
|---|------|
| 1. Number of computers serviced by one FTE Network/Technical Support personnel (Only FTE reported under "district payroll" and "contracted services" are used in calculating this ratio. FTE reported under "Other" will be included in the EdTech Report.) | 0.00 |
|---|------|

2. Which of the following does your district use in providing technical support? (Check all that apply.) *

Telephone support/help desk

Online self help (such as technical tips or a FAQ)

| | |
|--------------------------|--|
| <input type="checkbox"/> | Email support |
| <input type="checkbox"/> | Building-based technical support person(s) |
| <input type="checkbox"/> | District-wide technical support person(s) |
| <input type="checkbox"/> | Other (Please specify.) <input type="text"/> |

3. Estimate your district's average turnaround time for technical support (the number of working days from when a problem is reported until the problem is fixed). *

| | |
|-----------------------------------|--------------|
| <input type="text" value="0.00"/> | Working days |
|-----------------------------------|--------------|

* Required information.

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|----|------|------|------|------|---|
| TP | DATA | 2053 | null | 2011 | 8 |
| no | | | | | |

5. BENCHMARK 5: Infrastructure for Connectivity

A. Internet Access

| | |
|--|--|
| 1. Does the district have a Wide Area Network (WAN)? If not, skip to question 3 * | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. What is the average speed of the WAN? | Less than 768 Mbps |
| 3. What is the district's primary type of connection to the Internet? * | --- Select One --- |
| 4. If you selected "other" in question 3, please specify the speed of your connection in Mbps | 0 |
| 5. If you selected cable or DSL in question 3, please specify the upload speed | 0 |
| 6. What is the name of the district's Primary Internet Service Provider?* | |
| 7. Do you have SSL encryption to protect communications with servers that store sensitive student and staff data?* | <input type="checkbox"/> YES <input type="checkbox"/> NO |

The statistics in this section will be automatically calculated after data has been entered and saved in the school profile form.

- | | |
|--|-------|
| 1. Percentage of classrooms connected to the Internet: | 0.0 % |
| 2. Percentage of instructional computers connected to the Internet (including wireless connections): | 0.0 % |
| 3. Percentage of classrooms connected to the LAN: | 0.0 % |

B. Distance Learning Activities

| | |
|--|------------------------------|
| 1. Did any students in your district take courses via distance learning (paid for by the district) during the 2010-2011 school year? * | <input type="checkbox"/> Yes |
| | <input type="checkbox"/> No |

2. How many students took online, Web-based courses?

3. How many students took courses that involved video conferencing?

4. What organization(s) provided the courses?

5. For which curriculum areas did students take courses via distance learning? (Check all that apply.)

| Curriculum Areas | Web-based courses | Courses using video conferencing |
|----------------------------------|--------------------------|----------------------------------|
| English Language Arts | <input type="checkbox"/> | <input type="checkbox"/> |
| Mathematics | <input type="checkbox"/> | <input type="checkbox"/> |
| Science & Technology/Engineering | <input type="checkbox"/> | <input type="checkbox"/> |
| History & Social Science | <input type="checkbox"/> | <input type="checkbox"/> |
| Foreign Languages | <input type="checkbox"/> | <input type="checkbox"/> |
| Arts | <input type="checkbox"/> | <input type="checkbox"/> |
| Comprehensive Health | <input type="checkbox"/> | <input type="checkbox"/> |

6. Did any staff members in your district take courses or workshops via distance learning during the 2010-2011 school year? * Yes

No

7. How many staff members took online, Web-based courses or workshops?

8. How many staff members took courses or workshops that involved video conferencing?

9. What organization(s) provided the courses or workshops?

10. How many staff from your district taught distance learning courses **to students or staff in your district** (either online or through video conferencing) as part of their employment with your district?

taught courses for students.*

taught professional development workshops or credit courses for teachers and administrators.*

11. How many staff from your district taught distance learning courses **to students or staff in other districts** (either online or through video conferencing) as part of their employment with your district?

taught courses for students.*

taught professional development workshops or credit courses for teachers and administrators.*

12. Does the district have plans to purchase curriculum materials in digital, rather than printed, formats? *

Yes

No

* Required information.

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| no | | | | | |

6. BENCHMARK 6: Access to the Internet Outside the School Day

- A.** Does the district maintain an up-to-date web site (updated at least every 3 months) that includes information for parents and community members? * Yes No
- B.** The statistics in this section will be automatically calculated after data has been entered in the school profile form.
1. 0% of schools allow students to use computers before or after school.
 - a. Average number of hours per week that computers can be used: 0
 2. 0% of schools allow students to bring laptop computers and other devices from home and connect them to the school network.
 3. 0% of schools inform students about places where they can use the Internet outside the school day.
 4. 0% of schools allow all students to take computers home.
 5. 0% of schools maintain web sites that parents and community members can access.

* Required information.