CSBA Sample
Administrative Regulation
District Technology Plan

Use CSBA Sample with Revisions - Accepted
No Current PSD Policy

AR 0440
Philosophy, Goals, Objectives and Comprehensive Plans

***Note: Education Code 51871.5 requires an approved technology plan for any education technology grant program administered by the California Department of Education (CDE). Items #1-5 below reflect the major criteria considered by CDE in its review of district technology plans, as updated in November 2014. A template for plan development and guiding questions related to each criterion are included in the CDE's California K-12 Education Technology Plan Template, Criteria, and Guiding Questions, available on its web site. ***

> **Comment [WT1]:** PSD has two plans in relation to technology. The Libreary Media Technology Plan (LMT Plan) is for district specific needs. The CDE District Technology Plan uses the template, criteria, and guiding questions. The plans or coordinated with one another.

***Note: Districts that are not applying for any grant program that requires adoption of a technology plan may revise the following administrative regulation to reflect district practice. ***

The CDE district's technology plan shall address, at a minimum, the following components:

1.   Background Information: A guide to the district's use of technology for the next three years, including:

a.   Specific starting and ending dates of the plan

b.   An overview of the district's location and demographics

c.   A description of how stakeholders from the district and community were involved in the planning process

d.   A description of the relevant research behind the strategies and/or methods in the plan and how the research supports the plan's curricular and professional development goals

2.   Curriculum: Clear goals and realistic strategies for using telecommunications and information technology to improve educational services, including:

a.   A description of teachers' and students' current access to instructional technology and current use of digital tools, including district policies or practices to ensure equitable technology access for all students

b.   Goals and an implementation plan, including annual activities, for:

(1)   How technology will be used to improve teaching and learning, how these goals align with

district curricular goals and other plans, how the district budget and local control and accountability plan support these goals, and whether future funding proposals or partnerships may be needed for successful implementation

(2)   How and when students will acquire the technology skills and information literacy skills needed for college and career readiness

(3)   Internet safety and the appropriate and ethical use of technology in the classroom

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0400 - Comprehensive Plans)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6162.54 - Test Integrity/Test Preparation)
(cf. 6162.6 - Use of Copyrighted Materials)
(cf. 6163.4 - Student Use of Technology)

3.   Professional Development: A professional development strategy to ensure that staff understands how to use new technologies to improve education services, including:

a.   A summary of teachers' and administrators' current technology proficiency and integration skills and needs for professional development

b.   Goals and an implementation plan, including annual activities, for providing professional development opportunities based on district needs assessment data and the curriculum component of the technology plan

(cf. 4040 - Employee Use of Technology)
(cf. 4131 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

4.   Infrastructure, Hardware, Technical Support, Software, and Asset Management: An assessment of the telecommunication services, hardware, software, asset management, and other services that will be needed to improve education services, including:

a.   A description of existing hardware, Internet access, electronic learning resources, technical support, and asset management in the district

b.   A description of technology hardware, electronic learning resources, networking and

telecommunications infrastructure, physical plant modifications, technical support, and asset management needed by district teachers, students, and administrators to support the activities in the curriculum and professional development components of the plan

(cf. 3100 - Budget)
(cf. 7000 - Facilities Master Plan)

5.   Monitoring and Evaluation: An evaluation process that enables the school to monitor progress toward the specific goals and mid-course corrections in response to new developments and opportunities as they arise, including:

a.   The process for evaluating the plan's overall progress and impact on teaching and learning

b.   The schedule for evaluating the effect of plan implementation and a description of the process and frequency of communicating evaluation results to technology plan stakeholders

(cf. 0500 - Accountability)

***Note: Items #6-7 below are not included in CDE's criteria for the review of technology plans and may be revised to reflect district practice. ***

***Note: Among the technological tools available to facilitate governance and management are CSBA's GAMUT Online, a service which provides online access to CSBA's sample board policies as well as the hosting of the district's local policies. In addition, CSBA offers Agenda Online, a service that allows development of and access to Governing Board meeting agendas and materials from any computer with Internet access. ***

> **Comment [WT2]:** Since PSD uses the CDE criteria for the review of the CDE District Technology Plan it is recommended to not include #6 and #7.
>
> PSD does use other technological tools to facilitate governance and management such as GAMU and Agenda On-line and can include this information in another more appropriate district plan such as Operations.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 3580 - District Records)

(6/95   7/07)   12/14