

REQUIRED SUBSTANTIVE COMPONENTS
OF THE
LOCAL SCHOOL DISTRICT TECHNOLOGY PLAN

Schools, school districts, and libraries that want to apply for Schools and Libraries support, commonly referred to as "E-Rate," must first prepare a technology plan. Beginning with FY2011, technology plans are required only for Priority 2 services (Internal Connections and Basic Maintenance of Internal Connections). An approved technology plan sets out how information technology and telecommunications infrastructure will be used to achieve educational goals, specific curriculum reforms, or library service improvements.

A technology plan designed to improve education should cover the entire funding year (July 1 to June 30) but not more than three years. The plan must contain the following elements:

Goals and realistic strategy for using telecommunications and information technology

A professional development strategy

An assessment of telecommunication services, hardware, software, and other services needed

Ongoing evaluation process

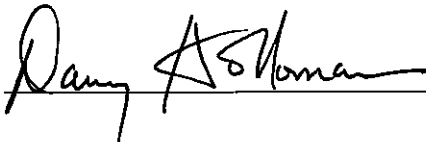
Policies

The technology plan must be approved by a USAC-certified technology plan approver before discounted services can begin. The state is the certified technology plan approver for libraries and public schools. www.usac.org, August, 2011.

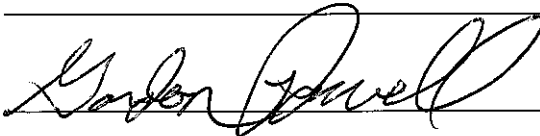
LEA/Charter Name: Person County Schools

LEA/Charter Number: 730

Superintendent Name: Danny Holloman

Superintendent Signature: 

Local Board Chair Name: Gordon Powell

Local Board Chair Signature: 

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Person County Schools
Technology Plan

2014-2016

Draft November 2013
Final July 2014

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**Person County Schools
Technology Planning Committee**

Member	Job Title/Position
Dan Holloman	Superintendent
D. Ashley Cooper	Technology Director
Wendy Staskiewicz	Chief Academic Officer
Kim McVey	Finance Director
Jason Clayton	Technology Coordinator
Judy Bradsher	Career and Technology Education Director
Mark Jackson	Lead Technology Specialist
Libbie Geary	Instructional Technology Education Specialist
Andrew Clayton	Instructional Technology Education Specialist
Rickey Davis	Technician
Antonio Graves	Technician
Paula Chandler	Director of Elementary Education
Darkarai Bryant	Principal
Jarrold Dennis	Principal
Christie Canter	Media Coordinator
Lindsey Stetson	Media Coordinator

**Person County Schools Technology Plan
2014-2016**

Vision Statement

The Person County School System will embrace technology for students and educators as a tool for learning and advancement. The goal is to access, retrieve, evaluate, and utilize information with the end result of engaged teaching and learning. Technology immersion into the daily lives of students and staff will increase competency and foster the spirit of competition needed for participation in a global society. Everyone in Person County Schools will be 21st century literate in technology skills, empowering them for the present and the future.

Person County Schools Technology Plan
Strategic Priorities
2014 - 2016

In Person County Schools (PCS), technology equipment, software, and procedures support teaching and learning; the key factors in high student achievement and engagement. In addition, technology is used to enable teachers, support staff, and administrators to input, manage, and retrieve data necessary for making informed decisions that affect student performance. Technology has made daily operations for our district more effective and efficient while remaining staff and student friendly.

Person County Schools is dedicated to finding the most cost effective ways to ensure student accessibility to digital devices and online learning resources. We have incorporated the state goals for technology, namely;

- 1) a shared services model,
- 2) universal access to personal teaching and learning devices,
- 3) access to digital teaching and learning resources, including digital textbooks,
- 4) a strong model for technology-enabled professional development, and
- 5) 21st century leadership in our district

into all district strategic plans including Race to the Top initiatives, Career & College Promise, the PCS Strategic Plan, “Cloud/Shared Services”, “Career & College Ready, Set, Go!”, “Future Ready” and HomeBase. By combining many of the district initiatives, we are better able to make connections with funding, goal setting, and evaluation.

The key to the expansion of technology services is recognizing the need for professional development. Teachers are provided time to incorporate online learning strategies taught during professional development, learn new equipment during planned lessons with the technology specialists, and encouraged to think outside the box on how students today learn. Through the utilization of high quality, highly engaging activities, student achievement is rising and learning needs of students are met.

We are continuing to use NC Education Cloud. Shared services is allowing our district to re-purpose funds to purchase additional personal devices so that usage occurs throughout the day instead of just in the computer labs. Digital content is always improving and has more relevance to many students than textbooks that are out of date by the time they are published. Students want immediate feedback and digital resources allows for quicker responses and remediation.

The other key to great innovation with technology is leadership. We empower teachers by encouraging them to teach Common Core and Essential Standards, participating in leadership activities, teaching their peers through technology workshops and promoting professional development online and face-to-face. We strive to be innovative in our approach to teaching; modeling what we learn in our own professional learning communities. We strive to develop strong content teachers who keep abreast of the best research in online materials and continually use established “best practices” to engage and enable students to become active participants in their learning. We encourage the sharing of ideas, either in person or through

technology, to help foster collaboration among and across disciplines. As the Common Core and Essential Standards training occurs, teachers are learning that students do not learn in isolation but need to make connections between real world and academics. Online resources help teachers and students to make these connections thus increasing retention of skills and knowledge.

Person County Schools has made great strides with technology over the past ten years but like other districts, our need to upgrade infrastructure remains constant. Utilizing services provided at the state and federal level allows our district to leverage funds to meet these needs. Infrastructure requirements increase as our demand for bandwidth, devices, and accessibility increases. Continued support from E-rate, NC Education Cloud, grant funds and other initiatives will allow our district to remain viable in the technology arena.

Strategic Priority 1: A Statewide Shared Services Model

Person County Schools is fortunate to be part of NCREN (North Carolina Research and Education Network) hosted by MCNC. This allows our schools system to enjoy a high quality and reliable network for student and staff engagement using networking resources. Our fifteen building sites connect via a 250 MB pipe from Charter, which serves our system for sending/receiving Internet between sites, and our NOC located at Person High School has 1 Gbs for Internet distribution provided by MCNC. MCNC has upgraded our existing internet speed to 250Mb. We are investing in virtual servers, as old servers become obsolete and funds become scarce for infrastructure. We anticipate replacing several servers using e-rate funds within the next two years. Capital outlay, RttT and local dollars help cover the portion and services not covered by e-rate.

We are migrating to “cloud” solutions with hosted web services and e-mail services and will continue to investigate other ways to utilize shared services. We archive all e-mail using a Barracuda appliance instead of paying for a hosted archiving solution.

MCNC conducted a thorough review of our infrastructure in December 2013. We will be using the recommendations from the review to determine strategically as a district what we need to do to enhance performance and the n-user experience.

We will add to, replace, or upgrade existing wireless equipment as we expand our current 1:1 laptop initiative. The increased need for access, in light of on-line testing, requires that we upgrade our Aerohive wireless solution for continuous availability for every student in the district.

Using the chart below, briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.

Alignment to Other Plans and Initiatives: Strategic Priority 1: A Statewide Shared Services Model Person County Schools will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan... ACRE																								
By participating in the shared services model offerings, Person County Schools will better prepare for the transition to online assessments, digital textbooks, and universal access to personal teaching devices. Career and College Ready, Set, Go!																								
By participating in the Career and College Ready, Set, Go! Initiative, Person County Schools will utilize funds to provide additional technology to lower performing schools such as laptops for 3 rd and 5 th graders and Nooks and/or Kindle readers. Race to the Top Local and State Scopes of Work By utilizing school technology funds and RttT funds, Person County Schools will enhance the technology infrastructure to facilitate online real-time assessments at each school. Home Base Implementation By creating an online resource center for Person County employees on the district webpage. Other LEA initiatives/plans By utilizing e-rate funding, Person County will update obsolete network equipment Other LEA initiatives/plans																								
1. Statewide Shared Services Model Goals should be precise and measurable. See notes/guidelines regarding evaluation.																								
Suggested Goals/Targets	Year 1	Year 2	Yearly Evaluation	Evaluation Method(s)	DPI Use																			
Provide a network to support 21 st Century Teaching and Learning	July 1, 2014 – June 30, 2015	July 1, 2015 – June 30, 2016		Director of Technology: 1. Address the issues highlighted in the MCNC assessment done on the network in December	Technology Coordinator: 1. Continue to improve the wireless connections of devices across the district.																			

2013.

- Technology Coordinator:
1. Increase the performance of the network by increasing the reliability of the performance and reduce login time.
 2. Increase the ability for devices to connect to the wireless network in all locations across the district.

Lead Technician

1. Improve the performance of the Access Points within each building for wireless internet connections.

Develop a FTP server to share sensitive information to schools and third party vendors.

Technology Coordinator and Lead Technician:

1. Create and implement a FTP server that is accessible to district administrators to get sensitive information.

Technology Coordinator and Lead Technician:

1. Maintain the FTP server.

Reduce operating costs by facilitating a more strategic budgeting model utilizing blended funding and reducing isolated programmatic spending

Director of Technology:

1. Begin a migration to terminal clients and virtual desktops.

Director of Technology:

1. Explain the use of virtual computer labs among the schools to give each school additional flexibility without the need to purchase additional computers for

physical computer labs as a cost saving model to Principals.

Technology Coordinator:

1. Continue to increase the number of virtual desktops in buildings.

Create optimal fault-tolerance within a network

Technology Coordinator:

1. Coordinate, install and begin operation of a live replication of our virtual environment for disaster recovery. Purchase additional ESX Hosts and large-capacity SAN for replicating and expanding our existing 25 virtual servers.

Technology Coordinator and Lead Technician:

1. Monitor the replicated virtual environment for disaster recovery.

Implementing the cost-share model for components of the HomeBase system

Director of Technology:

1. Based on survey results of Central Office, Principals, and Teachers determine if the district wants to use Schoolnet, OpenClass, and TNL PD components.

Director of Technology:

1. Re-evaluate the components of the cost share model to determine if the district wants to continue.

Strategic Priority 2: Universal Access to Personal Teaching and Learning Devices

In preparation for 21st century skills necessary for future-ready graduates, Person County Schools is has invested in 1:1 laptops for all students. We have currently funded 1:1 laptops for all students, grades 3-12. These personal devices enable students to learn anywhere on the school grounds. We are currently investigating allowing students to use these devices in their homes but the lack of Internet connectivity is still prevalent in Person County.

In addition, we use Nooks in media centers and classrooms at elementary and middle school for greater access to book collections and current resources.

All teachers in Person County Schools have a laptop, projector, interactive whiteboard and desktop computer available daily in their classroom. About one third of all classrooms have document cameras and student response systems at every school.

As we move forward in our efforts for every student to have their own laptop, we anticipate seeing more collaboration among students and teachers. Every student has an e-mail account in grades 3-12 school students and are seeing more electronic homework, more interactive assignments, multiple ways to produce projects and fewer discipline problems as students are actively engaged in learning. We will also begin to invest more time and focus on using “cloud” based computing.

With increased accessibility to technology, we have given parents tools to communicate easily with teachers and administrators. We have teacher web pages with postings of student assignments and grades. Parents have access to the Parent Portal in Homebase to view their child(ren)’s grades and attendance.

Alignment to Other Plans and Initiatives:
Strategic Priority 2: Universal Access to Personal Teaching and Learning Devices
 Person County Schools will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE
 By utilizing the best online resources, students will have more opportunities to meet their learning styles and needs.
 Career and College Ready, Set, Go!
 By using technology to provide better and more frequent feedback on student strengths and weaknesses.
 Race to the Top Local and State Scopes of Work
 By providing access to technology to increase opportunities to meet all student learning needs.
 Home Base Implementation
 By utilizing resources from PowerSource, NCDPI and CCRESA.

Priority 2: Universal Access to Personal Teaching and Learning Devices
 Goals should be precise and measurable. See notes/guidelines regarding evaluation.

Suggested Goals/Targets	Yearly Evaluation	
	Year 1 July 1, 2014 – June 30, 2015	Year 2 July 1, 2015 – June 30, 2016
Develop a refresh plan to provide new learning devices to students in grades 3-12.	Director of Technology and Technology Coordinator: 1. Develop a refresh plan that is cost effective for the district for the next two years.	Director of Technology and Technology Coordinator: 1. Re-evaluate the refresh plan for learning devices and make adjustments as needed.
Increase turn around time for learning devices.	Technology Coordinator: 1. Purchase a new HelpDesk system to manage technology issues found within the district. 2. Develop and implement a training model to increase	Technology Coordinator: 1. Increase technology staff's ability to make repairs.

technology staff
knowledge of repairing
student and teacher
learning devices.

**Introduce and Deploy Virtual
Machines across the district**

Director of Technology and
Technology Coordinator:

1. Develop a Proof of
Concept for using Virtual
Machines in the district.
2. Begin purchasing
infrastructure to deploy
Virtual Machines
(hardware and licensing).

Director of Technology and
Technology Coordinator:

1. Increase the number of
Virtual Machines in the
district.

Strategic Priority 3: Statewide Access to Digital Teaching and Learning Resources, Including Digital Textbooks

Digital resources are crucial for current information. Many textbooks arrive with out-of-date information and/or few interactive resources. Twenty-first century students are accustomed to immediate feedback and multimedia stimulation. Yet parents like the security of textbooks that come home with the students. Many have expressed concern that technology will replace textbooks so we campaign often that technology resources are more up-to-date, offer quicker feedback and increase student engagement.

Many textbook vendors now offer digital textbooks on newer editions. With the lack of textbook money from the state department, we have to look towards electronic editions. Most of these newer texts come with homework helpers, built in dictionaries, supplementary examples, interactive manipulatives and search features. Students can work at their own pace on many assignments or explore topics of interest. We have begun exploring digital textbooks but the cost differential from the traditional textbook is only 20 percent. Still you get a plethora of materials instead of a stagnant resource.

Instead of relying on textbooks, electronic or hardback, we are searching for the best on-line resources. We are using Thinkfinity, Nettekker, Learn 360, Kidbiz, Brain Pop, Think Central, Learn NC and SAS Curriculum through NCWiseOwl. Yearly we evaluate the usage logs for these resources to determine the best learning tools for students and teachers. Person County Schools combines numerous financial resources in order to purchase the best tools for student engagement focusing on state standards and 24/7 access.

As more teachers discover online resources, our repertoire increases. Schools can download curricula appropriate software once the curriculum specialist has reviewed it. If the suggested resource is grade appropriate and standards based, then the technology team looks for funds to purchase as a district site license. This saves money and helps with consistency among the schools.

Open educational resources are gaining popularity in Person County Schools as we have adopted Google docs for staff and students. We are able to find digital textbooks, student online courses, classroom management tools, career & technical education resources, and science and art inquiry lessons; all sorted by subject and grade. The wealth of free and reliable lessons is another reason for teachers to look at digital content instead of relying on old information from textbooks.

Now that we have transitioned to the Common Core and Essential Standards, digital content is the best way to make sure that lessons align with state standards. Teachers can search many sites by either the standard and/or use sites specifically designed for Common Core to guarantee proper coverage of the new teaching requirements. We evaluate every digital tool based on new standards and best practices for technology integration into the curriculum.

Using technology, we are able to offer online courses that otherwise could not be offered to the students of Person County. We have NCVPS and OdysseyWare course recovery. We have expanded our world languages curriculum and have middle school students taking online

courses. As part of our dedication to online education, the Person County Board of Education now requires that all students take at least one online course before graduating. Offering from NCVPS allows students to gain college credits while in high school without the added cost of tuition. We will add the Career and College Promise curriculum for our high school students.

The final way we are using digital content is to assess students and to meet their different styles and needs. Teachers can easily adjust instruction based on student outcomes and monitor progress with immediate feedback. The use of technology helps teachers customize lessons to the needs of the students.

Alignment to Other Plans and Initiatives:
Strategic Priority 3: Statewide Access to Digital Teaching and Learning Resources, Including Digital Textbooks
Person County Schools will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE

- By utilizing technology to access the most accurate and up-to-date information and resources. Career and College Ready, Set, Go!
- By providing better and more frequent feedback to ensure students are staying on course. Race to the Top Local and State Scopes of Work
- By providing immediate feedback on student achievement by utilizing online learning tools. Home Base Implementation
- By introducing and implementing the Parent Portal to parents. Other LEA initiatives/plans
- By providing evaluation and funding for appropriate standards-based and tech-rich lessons.

3: Statewide Access to Digital Teaching and Learning Resources, Including Digital Textbooks
Goals should be precise and measurable. See notes/guidelines regarding evaluation.

Suggested Goals/Targets	Yearly Evaluation	
	Year 1 July 1, 2014 – June 30, 2015	Year 2 July 1, 2015 – June 30, 2016
Increase digital teaching and learning resources.	Curriculum Department and Media Coordinators: 1. Research and visit districts using e-books and textbooks for learning to determine feasibility for Person County. 2. Purchase a small collection of e-books for students to check out at	Curriculum Department and Media Coordinators: 1. Implement e-books and textbooks from technology and media staff recommendations.
		DPI Use

each media center in the district.

Provide district staff with digital resources to help with the components of HomeBase

Curriculum Department:

1. Create resources for staff to use that can be found on the district website.

Curriculum Department:

1. Revise and add additional resources and videos to the district webpage devoted to HomeBase.

Strategic Priority 4: A Statewide Model of Technology-Enabled Professional Development

Professional development is the key to successful integration of technology into the everyday curriculum. Many teachers are uncomfortable with new technology but with some guidance and handholding, most conquer technology quickly. Person County Schools offers a variety of formats to learning new technology--one to one training, online training, self-paced training, and group training. We have two instructional technology educators who have specific locations and lessons at each school. They conduct a needs analysis at the beginning of the school year to determine the instructional needs of the staff. The instructional educators also model technology in the classrooms upon teacher request. Each month has a particular focus so that teachers have time to practice, master and ask additional questions before learning the next facet of technology integration. All of their lessons are embedded in NETS standards. This approach is working as we see more teachers embracing technology instead of failing to understand its' true content value.

The technology department ensures that the technology is available for use once instruction is demonstrated on its practicality and curricula appropriateness. Teachers will not use something that is not readily available. The media coordinators are included in the demonstrations often adding insight toward Common Core and Essential Standards requirements.

Administrators are required to earn technology credits along with teachers. The new teacher evaluation instrument provides credibility for requiring administrator renewal credits so that the administrators understand the value of technology rich lessons and when and how technology is effectively used.

We have many resources for enriched technology lesson planning such as Nettekter and Thinkfinity. Each year we do refresher training and advanced training. We have two program services directors trained in Thinkfinity User Training and Thinkfinity Trainer Training, the Technology Educators and the Program Specialist for Professional Development.

Our professional development in the use of technology will also focus on collaboration, open-ended responses, variety in showcase learning, and real world exploration. We will continue to offer a wide selection of summer technology offerings taught by the instructional education specialists and teachers who have strong technology skills.

One last facet to our professional development series is to help teachers understand the differences in teaching in a 1:1 laptop environment. We have designed specific lessons to teach instructors how to find resources appropriate for classroom instruction, reinforcement of standards, interactive multimedia applications, and management of a 1:1 environment.

Alignment to Other Plans and Initiatives:
Strategic Priority 4: A Statewide Model of Technology-Enabled Professional Development
Person County Schools will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE

By creating new student tests for grades 3-8 and high school courses that use more open-ended questions, more technology and more real-world applications of what students learn.
Career and College Ready, Set, Go!
 By providing access to technology to support learning.
Race to the Top Local and State Scopes of Work
 By measuring, evaluating and improving professional development and support.
Home Base Implementation
 By using online modules through PowerSource and TNL resources.
Other LEA initiatives/plans
 By providing staff development throughout the year, teachers have multiple opportunities to take advantage of professional development.
Other LEA initiatives/plans
 By providing staff development, teachers and students in a 1:1 environment will use the best online activities to enhance learning.

4: A Statewide Model of Technology-Enabled Professional Development
 Goals should be precise and measurable. See notes/guidelines regarding evaluation.

Suggested Goals/Targets	Year 1		Year 2	Yearly Evaluation	
	July 1, 2014 – June 30, 2015	July 1, 2015 – June 30, 2016	July 1, 2015 – June 30, 2016	Evaluation Method(s)	DPI Use
Implement a plan for embedded technology-enabled professional development for teachers and administrators.	Technology Educators: 1. Develop and implement a two year Professional Development Plan to increase to overall technology literacy of all staff across the district.	Technology Educators: 1. Assess the technology skills/literacy of all staff within the district and tailor PD to meet the individual needs of particular groups.			

Focus will be on Google Apps for Education and Cloud Based Applications.

2. Institute semester long cohorts to work with teachers with a limited knowledge of how to use technology in the classroom.

2. Develop a Summer

Institute for teachers to learn additional skills related to technology. Participants will be required to create a product to use within their classroom or school.

3. Develop ways to have staff use technology within their job to increase knowledge and comfort with technology.

Strategic Priority 5: 21st Century Leadership for All Schools and Districts

Person County Schools routinely identifies and selects highly qualified candidates to participate in regional leadership academies. We have administrative cohort classes at our central office, bringing in professors instead of teachers traveling to college campuses. We also collaborate with North Carolina colleges and universities to recruit teachers for high need areas. We utilize programs at Piedmont Community College for teacher assistants and refresher training. We collaborate with several area universities to recruit student teachers and teachers in high demand areas. We utilize <http://www.teachers-teachers.com> and the NCDPI School Jobs site for teacher recruitment.

We are strengthening a culture of trust and professionalism through our Professional Learning Communities to enhance teacher autonomy and promote teacher empowerment. Open conversations about student learning outcomes based on data are one focus of our bi-monthly PLC meetings. Other focal points include Common Core and Learning Focused.

Many teachers along with program services directors are coaches for Common Core and Essential Standards training. These content experts have been selected to train their peers based not only on the curriculum knowledge but also for their leadership skills.

Person County Schools is utilizing evaluation tools and processes as a primary factor in teacher and principal development plans and decisions related to promotion, retention and removal of inadequate staff. Principals routinely analyze data through Data Divers meetings that looks at common formative assessment data and state assessment results in order to determine effectiveness of current instructional strategies.

Person County Schools has moved to virtual personnel records, an online substitute system, and vendor provided background checks. We have started using virtual training environment for required safety and human resources training. We use PD360 for online professional development and Cook Consulting for our online system for requesting and recording renewal credits. As cloud based and virtual services become available, several departments will be looking to stream line process and reporting requirements.

Alignment to Other Plans and Initiatives:

Strategic Priority 5: 21st Century Leadership for All Schools and Districts

Person County Schools will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE

By providing appropriate staff development so that all instructors understand Common Core and Essential Standards and the implications for student learning and achievement.

Career and College Ready, Set, Go!

By implementing statewide teacher and principal evaluation systems.

Race to the Top Local and State Scopes of Work

By utilizing TNL evaluation instruments to determine teacher effectiveness on student learning.

Home Base Implementation

By using open source resources found in HomeBase.

Other LEA initiatives/plans

By providing opportunities for groups of stakeholders to meet regularly with the Superintendent, our district will embrace collaboration on educational initiatives.

Other LEA initiatives/plans

By identifying data sources to determine student achievement, gaps in learning and next steps for remediation.

5: 21st Century Leadership for All Schools and Districts

Goals should be precise and measurable. See notes/guidelines regarding evaluation.

Suggested Goals/Targets	Year 2		Yearly Evaluation
	Year 1	Year 2	
	July 1, 2014 – June 30, 2015	July 1, 2015 – June 30, 2016	Evaluation Method(s)
Increase communication across the district.	Director of Technology: 1. Redesign district webpage to make important information for students and parents easy to find. 2. Send out a monthly newsletter to all staff	Director of Technology: 1. Maintain the district website. Keep information current. 2. Send out a monthly newsletter to all staff focused on topics related	DPI Use

focused on topics related to technology with the district. This will include, but not limited to troubleshooting, professional development, and new initiatives.

3. Provide district administrators with monthly updates during leadership meetings.

to technology with the district. This will include, but not limited to troubleshooting, professional development, and new initiatives.

3. Provide district administrators with monthly updates during leadership meetings.

Develop an Internal website for staff.

Technology Coordinator:

1. Develop an internal website for staff to receive information.

Director of Technology:

1. Maintain internal website and keep information current.

Director of Technology:

1. Maintain internal website and keep information current.

Develop troubleshooting videos to help staff resolve issues

Lead Technician:

1. Develop a library of troubleshooting videos to help staff resolve issues.
2. Place videos on districts internal website.

Lead Technician:

1. Continue to update videos and add new help videos as needed.

**Appendix A: Policies and Procedures
Person County Schools Technology Plan
Policy, Procedure, & Guidelines Implementation Chart**

Policies, Procedures, & Guidelines	LEA Policy Code or Procedure	LEA Adoption, Implementation or Revision Date
<p>All Policies, procedures and guidelines should be updated to include the fundamentals of 21st Century Education and Information & Technology Essential Standards. Policies should be translated into predominant languages of students and parents. Policies, procedures and guidelines should be displayed along with the STP and other referenced LEA/Charter plans. Make sure links have navigations that are user friendly.</p>		
Policies (Required)		
A. Materials Selection Policy including internet resources (GS §115c-98(b))	3220	11/12
B. Disposal of Equipment / Replacement of Obsolete Equipment (GS §115c-518)	6565	8/10
C. Hardware and Software Procurement (GS § 115c-522, 115c-522.1)	6430	9/13
D. Copyright and Plagiarism Policy (PL §94-553, 90 Stat. 2541),	3230/7330	6/09
E. Acceptable Use Policy (PL §106-554) (including existing 1:1, bring your own device)	3225/4312/7320	11/12
F. Equipment/Materials Donation Policy (GS §115C-518)	8220	9/12
G. Data Privacy Policy (20 U.S.C. § 1232g; 34 CFR Part 99 (FERPA))	6524	9/12
H. Inventory Control Policy (GS §115c-539, 115c-102.6A-C(5))	8350	4/10
I. Access to Services Policy (GS §115c-106.2)	3500	6/10
J. Online Assessment and Instruction Policy	3410/3101	10/09,2/11
K. Advertising and Commercialism Policy (GS §115c-98) (Procurement and gifts ethics)	8220	9/12
L. Internet Safety and Ethical Use including Cyberbullying and Harassment (Protecting Children in the 21 st Century Act, CIPA, FERPA, GS 115C-407)	3225/4312/7320 and 4021/1710/7230	11/12 3/12
M. Web Page Design	3227/7322	9/12
Procedures		
A. Hardware and Software Deployment	3220	11/12
B. Equipment maintenance and repairs	6565	8/10
C. Outdated Resources and Equipment Replacement	6565	8/10
D. Disaster Recovery of Data and Hardware	6524	9/12
E. Administration of Online Courses	3410,3101	9/13,11/11
F. Administration of Online Assessment	3410,3101	9/13,11/11
Guidelines		
A. Policy Translation	1010	3/12
B. Use of Digital Media and Resources	3225/4312/7320	11/12
C. Instructional Use of Videos	3230/7330	6/09
D. Development of Online Resources	3225/4312/7320	11/12

**2014-2016 LEA/Charter Technology Plan
Notes and Guidelines for Completion**

Use the state plan as a guide and/or starting point for planning and composing your LEA plan. Please note that this does not mean that your plan must be as comprehensive and/or require the same amount of pages. Your LEA/charter plan **MUST** address each of the State School Technology Plan’s Strategic Priorities; however, the Guiding Questions are intended to provide examples of items that should be addressed locally. Scale the plan narratives and objectives to fit your LEA/charter school.

Do not plan in isolation. Align and then reference or embed your plan with/within other ongoing initiatives in your LEA/Charter such as RtT and ACRE. Making the technology plan a part of your strategic planning processes is also another strategy and highly beneficial for implementation and stakeholder utilization.

Utilize the planning time to identify redundancy in applications and programs in your LEA/Charter. Eliminate duplicates and those less worthy of use.

Seek innovative funding scenarios. LEA/Charters that allow funding models where spending is in isolation within program areas can be better served by switching to a more blended planning/budgeting model.

Choose evaluation methods that are manageable and provide useful data. Remember that you may have evaluation processes already in place that are meaningful and acceptable for your plan goals and objectives.

Engaging leadership will be critical for all these processes.

HELPFUL LINKS:

- [NC State School Technology Plan \(SSTP\)](#)
- [NCDPI Digital Teaching and Learning Division](#)
- [NCDPI Connectivity Services](#)
- [NC Education Cloud](#)
- [Home Base](#)
- [USAC: Technology Planning](#)
- [USAC CIPA Requirement](#)

Technology Integration Plan – E-Rate Requirements

FOUR REQUIRED ELEMENTS:

The four required TIP components to support the services requested on the Form 470 are available online. To qualify as an approved technology plan for Schools and Libraries Program discount, the plan must meet [the following] criteria:

Required element:	State/LEA/Charter Priorities
1. The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education.	Priority 1, 2 and 3
2. The plan has a professional development strategy to ensure that staff knows how to use these new technologies to improve education.	Priority 4 and 5
3. The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education.	Priority 1, 2, 3 AMTR serves to document ongoing count and trends.
4. The plan includes an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise	Processes such as interviews and use of ongoing instruments to enable-monitoring and ongoing adjustments and planning for all Priorities.

POSTING PLAN:

All referenced/utilized plans including your technology plan must be made available in an easily readable and accessible format on your **LEA/Charter** website so as to be accessible by community as well as vendors during the 470/471 processes. Policies should also be displayed in the same location.

Evaluation Guidelines

Required evaluation methods:

The use of various research-based methods are essential in your plan. The NCLTI self-assessment rubric is one tool that addresses all criteria below.

- Measures of availability of digital teaching and learning resources, including content, hardware, infrastructure and personnel
- Measures of successful digital teaching and Learning
- Measures of Effective Professional Development
- Measures of Effective Funding and Sustainability

You may substitute other equivalent evaluation methods if similar outcomes can be accomplished. *Use of these methods will address evaluation requirements as stipulated by E-Rate guidelines.*

Instruments that may be used:

- School Technology Needs Assessment - STNA
- Looking for Technology Integration - LOFTI
- Formative, Interim, Summative and/or Longitudinal Student Data
- Longitudinal Data for Teacher Retention
- Application reports
- Content Filtering reports
- Network monitoring reports
- Innovative Budgeting Comparisons
- NCEdCloud Opt-in Agreements
- NCEES Reports
- PLC Plans
- Formative data from project/initiative
- Qualitative measures of success
- Conference attendance
- 21st Century Assessment
- AMTR
- Rubrics
- Exemplars of student work
- Network Readiness Assessments

Document Retention:

All applicants and service providers are required to retain documents related to the Universal Service Fund for a period of at least **five (5) years from last date of service**. The suggested list of documents to be retained can be found in Paragraphs 45-50 in the FCC's 5th Report and Order (FCC 04-190).

Approval Checklist

This checklist will be used by your consultant while reviewing and approving for movement to the State Board for approval:

Complete	NCSSTP Elements	Components
<input checked="" type="checkbox"/>	Signature Page	Preliminary Components
<input checked="" type="checkbox"/>	Title Page	
<input checked="" type="checkbox"/>	Table of Contents	
<input checked="" type="checkbox"/>	Committee List	
<input checked="" type="checkbox"/>	Vision Statement/Narrative	
<input checked="" type="checkbox"/>	Strategic Priorities Narrative	
<input checked="" type="checkbox"/>	Priority 1 Elements Complete*	1. The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education. 3. The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education.
<input checked="" type="checkbox"/>	Priority 2 Elements Complete*	
<input checked="" type="checkbox"/>	Priority 3 Elements Complete*	
<input checked="" type="checkbox"/>	AMTR (Annual Media and Technology Report) Complete and Periodically updated	Count/Inventory requirement
<input checked="" type="checkbox"/>	Priority 4 Elements Complete*	2. The plan has a professional development strategy to ensure that staff knows how to use these new technologies to improve education.
<input checked="" type="checkbox"/>	Priority 5 Elements Complete*	
<input checked="" type="checkbox"/>	Utilization of Cloud Resources	4. The plan includes an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise
<input checked="" type="checkbox"/>	Alignment to 3 key initiatives	
<input checked="" type="checkbox"/>	Use of required evaluation tools	
<input checked="" type="checkbox"/>	All objectives measureable	
<input checked="" type="checkbox"/>	All addressed	Appendix A: Required Policies
<input checked="" type="checkbox"/>	Current	
<input checked="" type="checkbox"/>	Board approval dates included	
<input checked="" type="checkbox"/>	LEA Policy Noted and Posted	

***Questions answered in narrative, alignments complete, targets addressed.**

Notes:
