



2008-2011 TECHNOLOGY PLANNING CYCLE



Prairie Seeds Academy (PSA)

Name of School District, School or Public Library System or Public Library:

Prairie Seeds Academy

School District Number (if applicable): #4126

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URL for this Technology Plan (if applicable):

www.designlearn.net/erate09/PSA-08-11-Tech-Plan.pdf

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OFFICIAL SUBMISSION CERTIFICATION

This 2008-2011 Technology Plan is the official submission of the

Prairie Seeds Academy (name of school, school district, regional public library system, or public library).

Signature of Superintendent, School Administrator, or Regional Public Library System Administrator and System Governing Board Chair, or Public Library Director

6/29/2009
DATE

2008-2011 TECHNOLOGY PLANNING CRITERIA FOR SCHOOL DISTRICTS, SCHOOLS AND PUBLIC LIBRARIES

CRITERIA I: PLANNING AND NEEDS ASSESSMENT

Organization Leadership and Technology Planning Committee

Prairie Seeds Academy (PSA) was founded in 2004 by two Hmong administrators, husband and wife. Their passion is to make a difference in the lives of young people especially those who are under-represented in the communities. Prairie Seeds Academy is taking a personal approach in teaching to what is relevant to students and their lives. PSA is using data to determine the instructional focus benefiting students in reading, writing and math to ultimately reduce the achievement gap.

PSA does not have a formal Technology Planning Committee; however, since PSA is such a tight community with the parents, teachers and administration staff, it is possible to have technology discussions multiple times throughout the year with IT Staff, teachers, administration staff and parents. The expansion of the school will allow for additional staff positions to train and incorporate technology into classrooms and the media center.

As it goes for major technology decisions, the follow people are usually involved:

Richie Vue, IT Support

Richie is a full time IT staff at PSA. He manages and administrates the network along with all the computers and software.

DeGune Lee, Dean of Students and Programs

DeGune is very involved with the new expansion to the school along with technology decisions throughout the year.

Cha Ger Yang, CEO

Cha Ger is also involved with technology decisions throughout the year. He is also leading the expansion of the school.

As PSA is upgrading their building in the summer of 2009, there will be multiple meetings regarding the new technology setup for the school. Within the meetings will be preemptive planning for additional training or challenges that may arise during the new technology implementation.

Demographics

PSA has approximately 600 currently enrolled K-11 students. The school is located at 6200 West Broadway Ave N. Brooklyn Park, MN 55428. Currently the school is going through a major expansion to its current building. This expansion is planned to be finished for the beginning of the Fall 2009 school year.

PSA is fortunate to be in Brooklyn Park, located close to the Twin Cities, which offers a wide range of services they may need. The school currently has one full time Special Education teacher.

PSA has historically enrolled mostly students with a Hmong ethnic background. Because of this there has not been much change in the schools demographics in the past three years.

Within the past 5 years, PSA has added an additional grade to teach almost every year. Within 5 years they have added grades 6-11. Because of PSA's fast growth, the expansion of the building was needed. After the expansion, PSA will have even more potential to grow and have a larger enrollment.

Students with special needs receive additional technology on a case by case basis.

Needs Assessment

PSA has expanded their technology and infrastructure nearly every year by a great deal, in 2008 they got a full time IT staff person. Since then Richie Vue has been working to conduct a needs assessment throughout the year.

Through the past year, Richie has conducted needs assessments of all the computers and equipment. As well he has created goals and replacement schedules for all the equipment.

Additional computers will be purchased for the middle and high school expansion project. Computers three years or older will be replaced over time.

Additional needs assessments will be conducted after the expansion is finished and the school is used to the new technology.

Throughout the next few years, PSA will be conducting needs assessment at the beginning of the school year as well as additional needs assessments when needed

throughout the year. Staff involved with this will be teachers, IT staff and administration staff.

CRITERIA II: VISION, GOALS, OBJECTIVES AND STRATEGIES FOR TECHNOLOGY

The mission of Prairie Seeds Academy is to raise expectations and standards for all learners by enhancing its instructional and administrative programs through the effective use of technology.

The vision of Prairie Seeds Academy is that all students and staff will be actively engaged in meaningful activities in a technology-rich environment that will enhance teaching, learning, communications, and productivity. PSA is dedicated to maintaining the highest level of personal and professional integrity.

The Information Technology Department at Prairie Seeds Academy function under the value that we are a responsible, professional, and collaborative team that is competent, knowledgeable, and committed to providing the highest level of services in an effective and efficient manner. PSA strives to achieve and maintain excellence by being proactive and forward thinking. Prairie Seeds Community believes in being approachable, informative, respectful, helpful, and trustworthy.

In education as a whole, PSA is faced with the challenge of having to do more with less funding. PSA challenges along with goals include being able to invest in leadership development programs to develop a new generation of tech-savvy leaders at every level, apply innovative budgeting, align environments, and improve staff development.

As discussed in the implementation goals within this plan. After the school's expansion, they plan to utilize online learning and server based learning. PSA's website, www.psak12.org, has a separate login where students/teachers/parents can login and view addition information about classes and school news. Eventually, PSA would like to offer more online learning when planning and budget allows.

After the discussed expansion, SmartBoards will be purchased and installed in classrooms, with plans to provide this technology in every classroom. This will allow for additional teaching tools.

As well, the school will have a Calypso Control Sound system. This sound system will allow teachers to enhance their teaching environment with louder and clearer sound within the classroom. PSA will offer Assisted Listening devices for those students with additional needs.

PSA uses TestNav and TestTaker to take the NWEA, MTELL, and MDE online yearly assessments. There is a dedicated server which runs proctor caching and test downloads.

Since PSA has a very close relationship with its community, teachers, parents, and administration staff, they are constantly involved in the school.

Training on the new technology and policies will be discussed in workshops for teachers and administration staff. Additional meetings will be held to give and discuss any additional training needed for teachers, staff, or parents.

Throughout the school year, PSA hosts 'Parent Night', where parents are invited to meet with teachers and administration staff to discuss different aspects of the school. PSA strives to involve parents and the community as much as possible in the schools decisions.

CRITERIA III: POLICIES AND PROCEDURES

Within the labs are posted rules the students must obey. There are as follows:

Lab Rules

1. Respect Lab equipment and computer lab users.
2. Follow directions.
3. No food, gum or drinks will be allowed *in the lab at any time*.
4. Inappropriate web sites will not be allowed at any time.
(Examples: myspace.com, personal e-mail accounts, chat rooms)
5. When not in use, place headphones on side of the monitor.
6. Do not bang on keyboards.
7. Do not touch or tamper with cords and plug-ins.
8. Do not personalize the computers in the following manner:
 - Installing screen savers from the Internet
 - Changing the desktop background
 - Changing the video and audio settings
 - Adding, changing or moving icons on the desktop
9. As a courtesy to the next class, please leave the lab as you found it:

- All programs closed and desktop returned to the log on screen
- Chair pushed in
- Headphones placed on side of the monitor

10. Keep your chair on all four legs at all times.

Consequences

- Verbal reminder
- Verbal warning
- You may be moved to another work station (if one is available)
- Loss of lab privilege for the day
- Loss of lab privilege for the week
- Parent notification
- Formal conference with parent and manager

Student will be suspended from the computer lab for deliberately damaging lab equipment until a parent meeting is held.

Deliberate and/or malicious treatment of the computer lab equipment is a serious violation of the rules.

*** PLEASE NOTE

The rules and consequences are subject to up-dates and may change as necessary. Notification of changes will be provided as they occur.

In order to block students from viewing inappropriate website, PSA has implemented a firewall with a web blocking yearly subscription. This firewall filters content going in and out of the LAN at PSA.

During the building of the school's expansion there will be additional discussions to create a more extensive disaster recovery plan. Currently PSA has all the information stored on servers backed up daily. In addition, there is a weekly full backup which is held offsite.

Assistive technology is put in place as needed. Currently there is a dedicated computer for students with special needs. This computer has additional assistive software installed by the special education teacher. There is a full time Special Ed teacher who is able to work with the administration and IT staff to request any additional technology needs for students with needs.

Attached is the policy which PSA implements to comply with CIPA requirements.

Orig. 1996

Revised: 1-12-08

Rev. 2006

Next Review: 1-3-09

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to Prairie Seeds Charter School's computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school computer system and the Internet, including electronic communications, the school considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school expects that faculty will blend thoughtful use of the school computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school is providing students and employees with access to the school computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the school system to further educational and personal goals consistent with the mission of the school and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school system to engage in any illegal act or violate any local, state or federal statute or law.
 4. Users will not use the school system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school's security system, and will not use the school system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 6. Users will not use the school system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

7. Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to the school system or any other system through the school system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school. Users will not use the school system to offer or provide goods or services or for product advertisement. Users will not use the school system to purchase goods or services for personal use without authorization from the appropriate school official.
- B. A student or employee engaging in any of the foregoing unacceptable uses of the Internet when off school premises and without the use of the school system also may be in violation of this policy as well as other school policies. In situations when the school receives a report of an unacceptable use originating from a non-school computer or resource, the school shall investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the school computer system and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of a school employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
 2. Child pornography; or

3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Executive Director may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school computer system and use of the Internet shall be consistent with school policies and the mission of the school.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school system, the school does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school system.
- B. Routine maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
- D. Parents have the right at any time to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual account at any time.
- E. School employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school employees should be aware that data and other materials in files maintained on the school system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school system is at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through unauthorized use of the school system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school policies.
 - 2. Disclaimers limiting the school's liability relative to:
 - a. Information stored on school diskettes, hard drives or servers.
 - b. Information retrieved through school computers, networks or online resources.
 - c. Personal property used to access school computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

4. Notification that, even though the school may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school system and of the Internet if the student is accessing the school system from home or a remote location.
- B. Parents will be notified that their students will be using school resources/accounts to access the Internet and that the school will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for

approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.

- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. American Library Association, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Layshock v. Hermitage Sch. Dist., 412 F.Supp. 2d 502 (2006)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

CRITERIA IV: TECHNOLOGY INFRASTRUCTURE, MANAGEMENT, AND SUPPORT

Current Technology Statistics

11 Servers dedicated to Administrative/Production

- 6 IBM Servers X-Series 226-8648-4AU
- 2 Firewall
- 1 Mail Cleaner
- 1 Library System
- 1 Transportation System

50 Laptops dedicated to Teachers and Staff

- IBM Thinkpad R-Series R51e

65 Desktop Computers dedicated to students

- 30 Dell Optiplex 330
- 10 Dell Optiplex 320
- 3 Dell Dimension 3000
- 7 Dell Optiplex GX520
- 10 Dell Optiplex GX620
- 5 Dell Dimension E521

“Looking to purchasing 40 new desktop for new labs and will distributed 30 old pc to class rooms” -

School Wide Software Applications

- Transportation System
- Library System
- Student Information System
- Accelerated Reader
- Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Microsoft Outlook 2007 – email system
- Microsoft Windows XP (OS)
- Microsoft Windows Server 2003\
- Canon Printing System

Current Technology Department Staff

- 1 Director
- 1 System Admin / Network Analyst / IT Support

Telecommunications Capacity

Currently PSA's building is under construction for an expansion; once this expansion is complete there will be a dedicated T1 line which will be brought into the school's demark. From here, the connection will be split and sent to other ends of the school via

fiber optics. Each of these will be connected to a switch board which is wired to every classroom and lab. With the increased capacity PSA will have a bandwidth to allow for fast internet browsing for students/teachers and fast operation of the schools servers.

PSA plans to utilize a VoIP phone system once the expansion is finished.

Equipment Access for Instruction, Including Assistive Technologies

PSA has two student labs with 30x Dell Desktops. These computers are equipped with the following software:

- Accelerated Reader
- Keyboard training software
- Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Microsoft XP (OS)
- Testing Software (TestNav, TestTaker...)
- Assistive Software as needed (case by case basis)

There is currently a dedicated computer to students with special needs. This computer is equipped with additional assistive software installed and used by the special education teacher.

PSA's Labs offers an exciting adventure in learning which enrich the daily studies at school. Many classroom teachers have been using the Internet for research on classroom projects and assignment. The "Net" provides a variety of interesting and educational sites, and PSA teachers and students are pleased to have it available to them. In the fall winter and spring the computer labs is used to test students 3rd through 10th grade in NWEA, MTELL, and MCA. All tests assess the levels of each student to inform teachers of how to work with each individual student to obtain maximum learning growth. All students also take Accelerated Reader tests in the computer lab.

Accelerated Reader enables students to read books that interest them and test their comprehension skills on the computer. Reading is, after all, one of the great joys of life and crucial to everything we do as active part of society. Whether or not a student can read and read well, affects his or her future profoundly. Keyboarding class also uses the computer lab and has also been going well as students continue to gain speed and accuracy in their typing skills. By the end of this planning cycle, PSA is planning on having the following computer courses which will take place in a lab environment:

- Programming I
- Programming II
- Networking
- Keyboarding
- Basic Computer Usage
- Computer Technology

Average Age of Equipment

Throughout the school there are computers/laptops/printers which were purchased all at different times. Overall, throughout the school, the average age of the equipment is around 3.5 years.

Replacement Schedule

Once the expansion is complete, PSA be involved with replacing many of the older computers to make no technology in the building more then 3 years old.

Network and Data Security

PSA's System is secured through the use of Servers. There are 6 IBM Servers dedicated to different tasks including email hosting, web hosting, file sharing, network security, intrusion prevention (antivirus, antispyware), and backup. Staff files are secured on a dedicated server and are only accessible through the owner of the files. There are 2 Firewalls in place which filter all information going in and out of the LAN. These Firewalls also provide Content Filtering via a yearly subscription of content filtering. As well, these firewalls blocks ports which could be used by hackers to access information.

PSA also utilizes multiple UPS (Uninterrupted Power Supply) for the servers and phone systems to prevent against damage due to power outage or surges.

Technology Platform

PSA uses Microsoft Operating Systems along with the Microsoft Office applications, including Word, Excel, Publisher and PowerPoint. The lab computers use Internet Explorer 7 and Firefox to browse the Internet. For the most part, aside for the servers, Microsoft Windows XP Professional is the OS throughout the school. Microsoft Windows Server 2003 is used for an operating system on the servers.

Level of Technology Staff Support

PSA currently has 1 full time System Administration / Network Analyst / IT Support as well as an IT director.

The school will continue to monitor the use of outsourcing services for maintenance and technical support. As if it becomes cost effective new positions should be added to the Department as needed.

Once funding allows, PSA has plans to hire additional IT staff to accommodate for the additional technology to be put in place. The plan for a Technology Department will include the following staff:

- Technology Coordinator
- Secondary/Elementary Computer Coordinator

- System Support Operator
- Computer Technicians
- Web Master Coordinator

Once the Technology Department is formed they will manage the users, software and hardware on the network as well as the following:

- A) Maintain a center web servers
 - a. Maintain proxy server for Internet filtering
 - b. Develop, communicate, maintain and administer School Internet and Computer Network Proxy
 - c. Maintain District Web Site server
 - d. Maintain Internet and Intranet communications
 - e. Maintain Email server
- B) Maintain data communications equipment
- C) Establish efficient communications backbone

TECHNOLOGY INFRASTRUCTURE, MANAGEMENT AND SUPPORT QUESTIONS FOR SCHOOL DISTRICTS, CHARTER SCHOOLS AND NONPUBLIC SCHOOLS

Please describe plans for technology implementation based on responses to the following questions. Think about these questions in terms of a planning context. For example, where are you now in terms of telecommunications/Internet connectivity and where do you need or want to be at the end of the planning cycle? The table can be expanded as needed to provide complete information.

QUESTION	RESPONSE
What is your telecommunications/Internet connectivity capacity in your school district or school for Internet access and video connectivity?	TDS T1 1.5 Mbs
Do you have plans to expand this capacity within the next three to four years?	Yes
If you plan to expand telecommunications capacity, what will be your anticipated capacity by the end of this planning period (July 1, 2011)?	3 Mbs T1
What is your student to Internet-connected computer ratio? What will this ratio be at the end of the planning cycle?	Current - One computer for every 6 students By end of cycle – One computer for every 2 students
What is your teacher to Internet-connected computer ratio? What will this ratio be at the end of the planning cycle?	One to one now and by end of cycle
Are the majority of the computers accessible for students located within labs or classrooms?	Yes
What is the average age of computer equipment used for instruction?	3 years
What is timeline for your computer equipment replacement cycle?	By 2011 have no computer over 3 years old
What is your computer platform? PC-based, MacIntosh-based or both?	PC-based

QUESTION	RESPONSE
How many technology support staff do you have to manage your technology infrastructure and network?	1
Is the technology support staff sufficient to effectively manage your technology infrastructure and network? If not, what staff capacity do you think you need?	For now, it is sufficient having one full time IT staff. Once the expansion is finished, additional IT staff will be needed. A plan is set to have a 'Technology Department' this will include addition IT Staff, up to 5.
Is assistive technology for students with special needs provided and supported in your school district or school?	Special Education students have a dedicated computer which has assistive software installed.
Are technology support staff provided with the necessary training they need, including training associated with assistive technology?	The Special Education teacher along with IT staff are able to receive and give training when needed. Additional workshops are offered if necessary.
How and when are technology support staff provided with training?	Technology workshops are offered to staff, the current IT staff is fully trained in the network configurations. New equipment training will be provided after the school expansion project is completed.
What particular challenges does your school district or school face in providing sufficient access and technology resources to your staff and students?	Time and Budget are challenges; once the expansion is complete PSA will be addressing any technology challenges as they arise.

CRITERIA V: ROLE OF SCHOOL LIBRARY MEDIA CENTER AND SCHOOL LIBRARY MEDIA CENTER STAFF

PSA has a library media center for each program. When the new facility is completed there will be one full media center for the elementary and secondary programs within the facility. The media center also includes a research lab with computers. Separate, satellite computer labs are planned for each program area. A media center is near one computer lab so that one media center staff person can supervise and serve both functions. This also helps economize on the number of computers needed in the school.

School media center staff have been part of technology planning for PSA. There are other more technically knowledgeable people who have led in the development of the technology plan. In the future each media staff person will participate in evaluations and planning to ensure the school progresses in its technology goals and plans.

The school media center currently has a minor role in supporting instruction by teachers. Most support for instruction regarding this need is provided by other school staff. However, the media center provides valuable support for student learning. Media center computers enable students to work on research and write for assignments, take computer-based tests and assessments to evaluate learning progress, and there are specific applications/software that support and complement classroom teaching and work. Applications are either operated from within the computers and servers on site or are subscriptions to online services. Specific resources include: StarFall (online K-2), FunBrain, Internet4Classroom.com, Destiny (library supplement) and Accelerated Reader (online). Online services are usually also accessible from home through student ID and password. Other applications are being considered and sought for older grades as resources and time is available to develop, train and implement them.

Media center staff are limited in time and ability to support or assist teachers in using and integrating technology with instruction. For the near future, this support and help will come from other school staff and contracted specialists. Because teachers have different types of needs for support, the most qualified person will help with the particular need.

PSA is interested in developing and adopting standards for teachers and students for information literacy and technology. There are some initial expectations in place already (see attachments), but these have not been developed to the level of standards.

There have been no budget cuts to PSA media centers and libraries in the last 3 to 4 years. Because the school has been expanding in enrollment and increasing total budget, there has been increased capacity to hire staff to support this important function in the school. We anticipate further increase in budget and staffing for technology needs including the library/media center/computer labs in the next 2 years as school enrollment continues to increase in the new facility.

PSA is interested in researching and exploring partnerships with other districts and library services in the area where our students live as well as online. Over the next 3 to 4 years we will be adding this to our technology plans and activities.

CRITERIA VI: STAFF DEVELOPMENT AND TRAINING

PSA understands the importance of professional development in order to ensure the highest-quality instructional staff possible in this ever-changing environment.

Professional development will be offered throughout the year. The professional development plan encompasses both current opportunities for instructional technology as well as early-release and late-start sessions used for sharing of best practices. The focus of these professional development sessions will be use of the collaborative model for standards-based instruction.

Prairie Seeds Academy presently has Staff development day and early release days for all grade levels. One of these days will be targeted for ongoing, embedded professional development for educational technology and information literacy.

Through the use of PSA's website, they plan on and are currently developing a method for staff to request technology training/needs through an interactive website.

Once the expansion goes through and the school increases in size, additional training will be put in place for staff and teachers....

- Summer and after school technology workshops
- Opportunities to attend conferences and training workshops to focus on technology
- Specialized training for computer contacts, web masters, and technology department personnel
- Develop technology workshops for staff and faculty
- Opportunities to attend Technology Training Programs

All of the above will be available to staff and faculty in 2009-2010. Currently there is an on-going training through the IT staff to familiarize staff with efficient ways of using Email and the Internet. Additional training will be very necessary for teachers once additional technology classes are added to the curriculum.

During the 2009-2010 year, there will be technology surveys given to administration staff as well as teachers to assess the currently level of technological knowledge as well as provide teachers and staff to give suggestions.

CRITERIA VII: BUDGET FOR TECHNOLOGY

BUDGET TEMPLATE FOR SCHOOL DISTRICTS, CHARTER SCHOOLS, AND NONPUBLIC SCHOOLS

UFARS OBJECT CODE	CATEGORY	ITEM(S) DESCRIPTION	FY2008	FY2009	FY2010	FY2011
			BUDGET	BUDGET	BUDGET	BUDGET
100	Salaries and Wages for Technology Staff	IT Staff (starting with 1 FTE)	35,000	35,000	90,000	90,000
200	Fringe Benefits for Technology Staff	TBD	To be calculated from salary	To be calculated from salary	To be calculated from salaries	To be calculated from salaries
300	Purchased Technology Services	All services including Contracted Services for server, printer, desktop, configuration support and maintenance as needed.	5,000	7,500	7,500	7,500
	Consultant Services		TBD	TBD	TBD	TBD
	Communications (telephone, Internet access)		TBD	TBD	TBD	TBD
	Computer and System Services		TBD	TBD	TBD	TBD
	Technology Staff Development		TBD	TBD	TBD	TBD
	Technology Workshops and Conferences		TBD	TBD	TBD	TBD
	Technology Leases and Rentals		TBD	TBD	TBD	TBD
	Purchased Technology Services (i.e., maintenance)		TBD	TBD	TBD	TBD

400	Supplies and Materials (computer software, etc. both instructional and non-instructional)	Yearly Renewals : - Anti-Spyware - NWEA Map licenses - Anti-Virus Software - Content Filtering Subscription for Firewall - Renewals for other licensed software Other: - MS OS for new computers - Lab equipment - Backup Devices - MS Office for new computers - Warranty renewals for PC's and Servers - Assistive software - Server Licenses - Software for multimedia	5,000	5,000	5,000	5,000
500	Capital Expenditures (technology equipment)	- Additional PC Desktop Purchases - Laptop Purchases - CD/DVD burners - LCD Projectors and accessories - Access Points throughout school for wireless Internet integration - Lab computer replacement/upgrades - Headsets, keyboards, mice, etc... - Printers and Ink - Replacement/Additional Ethernet Switches - UPS Replacements - Cabling and Wiring - Firewall Replacement - VoIP System - Server Upgrades - Interactive Boards - Assisted Listening Devices - Calypso Sound Systems (grant program involved with a testing lab, this project may be delayed, 50k is budgeted for this system)	45,000	60,000	95,000 *Additional 50,000 for Calypso System, possibly pushed to 2011	45,000

	<i>New Construction, IT</i>	Computer Network update and expansion (Phase 1 in 2009, Phase 2 in 2011 (?))	0	122,000		45,000
	<i>New Construction, IT</i>	Sound system for gymnasium and auditorium	0	108,500.00		
	<i>Future Projects</i>	Music and Radio Station upgrades (multiple phases)				15,000
800	Other Expenditures (list)					
TOTALS			90,000	338,000	197,500	207,500

CRITERIA VIII: IMPLEMENTATION PLAN

PSA's implementation plan is as follows; this plan will be added to and changed throughout the facility expansion project and in subsequent years

New Facility Expansion

Goal	Action Plan	TimeLine
Goal#1: Complete new facility expansion project, with new IT resources and network components		
	I) Secure extra finances for IT components and installation:	
	A) Pursue E-Rate funding for Priority 2 improvements	Yearly
	II) Install new and improved IT network	
	B) Install CAT5 network in new facility space per specifications.	2009-2010
	C) Upgrade the current networked CAT5 system with a school wide wireless network capability. All future computer purchases will have wireless capability. Our initial goal for 2010 is to upgrade wireless laptops for each staff member and also establish a VPN connection so they may work from home.	2009-2010

Goals for Students through IT

Goal	Action Plan	TimeLine
Goal #1: Students will use technology in a responsible and safe manner.		
	All students and parents are required to sign an acceptable use form at the beginning of each year, with regards to internet use.	Yearly
Goal #2: Provide students the opportunity to:		
	<ul style="list-style-type: none"> • Communicate effectively utilizing technology. • Access information in global community (information retrieval). • Process information using critical thinking skills. • Utilize problem-solving skills. • Utilize technology to demonstrate learning and assist in improving math and reading score to meet or exceed state and local standards. 	On-going
Goal #3: Enhance student learning by:		
	<ul style="list-style-type: none"> • Providing an information rich environment • Facilitating various communication modes • Accommodating all learning styles • Encouraging students to be active participants in the learning process. 	On-going
Goal #4: Maximize efficiency and effectiveness of all staff through:		
	<ul style="list-style-type: none"> • Effective and practical staff development • Sharing information/resources • Better management of student records and information 	On-going

	<ul style="list-style-type: none"> • Accessing community resources/informational databases • Increasing communication amongst staff and administration • Increase communication between school and community 	
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Technology in Curriculum and Learning

Goal	Action Plan	TimeLine
Goal#1: To make staff aware of available technology, provide training on its use and integrate it into the curriculum		
	I) Evaluate the schools technology needs:	
	A) Conduct a needs evaluation	Yearly
	B) Provide staff with a method to request technology through an interactive web site	2009-2010
	C) Conduct all hardware inventory	Yearly
	D) Survey staff on technology issues such as training, software applications, and hardware.	On-going
	E) Develop on-line needs assessment survey form	2009-2010
	F) Provide yearly staff development survey	Yearly
	II) Provide Technology In service training:	
	A) Summer and after school technology workshops	2009-2010
	B) Opportunities to attend conferences and training workshops focusing on technology	On-going
	C) Specialized training for computer contacts, web masters, and technology department personnel	On-going
	D) Develop technology workshops for staff and faculty	2009-2010
	E) Opportunities to attend Technology Training Programs	2009-2010
	III) Provide resources of Technology Integration through use of Curriculum Resources:	
	A) Teacher Training sessions include integration component	
	B) Teachers will be made aware of new Curriculum Resources <ul style="list-style-type: none"> 1) Destiny Library 2) Internet WWW Resources 3) School Media Resources 4) PSA Website 5) Hands-on computer labs with internet & projector location 	On-going
	C) Continue to train teachers in the use of Internet and Email	On-going
	D) Continue to upgrade and integrate school programs and software.	On-going
	E) Continue to upgrade and integrate Microsoft Office	On-going
Goal #2: Upgrade and expand Technology Planned Course on regular basis.		
	Work with Director of Curriculum (Desiree) to revise and update Technology hardware, programs and software. (NWEA, MCA, TEAE, MTELL)	On-going
Goal #3: Upgrade and Expand School computer workstations		
	I) Reorganize courses in school computer workstations:	
	A) Computer Application	2009-2010
	B) Computer Skills	2009-2010
	C) Software	2009-2010
	D) Programming I	2009-2010

	E) Programming II	2009-2010
	F) Networking	2009-2010
II) Add computer courses:		
	A) Keyboarding	2009-2010
	B) Basic Computer Using	2009-2010
	C) Computer Technology	2009-2010
III Add 2 Hands-on Learning Labs		
	A) Computers, planned software and supporting resources	2009-2010
Goal #4: Develop and pursue technology resources and media for educational use and courses		
I) Study, practice and expand use of SmartBoard and Calypso technologies		
	A) For use by teachers in classroom instruction	2009 and beyond
II) Research and develop plans for enhanced music courses and programs		
	A) More advanced sound system and sound mixing technology	2010 and beyond
III) Research and develop plans for in-school radio station		
	A) More advanced sound-media distribution technologies (facility and internet)	2010 and beyond
IV) Research and develop plans for 3-D design applications		
	A) More advanced design, printing and engineering applications and tools (CAD, CAM, etc.)	2010 and beyond

Administration and Management

Goal	Action Plan	TimeLine
Goal #1: To monitor the school needs for technology in curriculum areas and make it possible for needs to be met		
	I) There will be a Technology Support Center, consist of IT support staff	2009-2012
	II) IT Admin will serve as advisors and review progress on the technology goals.	2009-2010
	III) Technology Team will meet an average of two times a year to review the Technology Goals and Plan.	Ongoing
	IV) A Technology Department will be formed.	2009-2012
	A) The PSA Technology Department will include the following: Technology Coordinator, Secondary/Elementary Computer Coordinator, System Support Operator, Computer Technicians, Wiring Technician and Web Master Coordinator.	2009-2012
	B) The school should continue to monitor the use of outsourcing services for maintenance and technical support. As if it becomes cost effective new positions should be added to the Department as needed.	Ongoing
Goal #2: Develop and maintain PSA School's Wide Area Network and Local Area Network		
	I) Technology Department will manage the users, software and hardware on the network A) Maintain central web servers 1) Maintain proxy server for Internet filtering 2) Develop, communicate, maintain and administer School Internet and Computer Network Policy 3) Maintain District Web Site server	Ongoing

	4) Maintain Internet and Intranet communications 5) Maintain Email server B) Maintain data communications equipment C) Establish efficient communications backbone D) Establish and maintain effective data management, backup and archiving system	
Goal #3: Ensure technology vendor services and resources meet school needs and are within budget/financial goals.		
	Evaluate Vendor services for internet access, telephone, cell phone, website, email, security, emergency services and communications, in-building communications and other services to identify and secure cost-effective services that meet school goals and needs.	Yearly
	Seek bids and services that move the school towards or fulfill school technology goals and needs. Select and contract with best providers of these services.	Ongoing
Goal #4: Automate Libraries		
	I) Install library automation systems in Middle/high school and Elementary library	Ongoing

Communication and Information

Goal	Action Plan	TimeLine
	I) Publish a monthly technology newsletter that share the present status of technology in the school, highlights new and interesting projects taking place, give computer tips and reminders.	2009-2010
	II) Provide staff with tech support who can be accessed at all times by phone or in person	2009-2010
	III) Develop a PSA School Intranet with technology support services on line A) forms for computer repairs and requests B) technology and wiring projects listed with timeline for completion and present status C) mileage, supplemental pay forms D) Provide on-line tutorials of common questions and procedures	2009-2010
Goal #2: Increase community awareness of school technology		
	I) Provide introductory computer courses to the community. II) Have technology open houses at the schools. III) Publicize school technology events IV) Access to Media Center (being considered)	2009-2012
Goal #3: Increase partnerships between School and the community		
	A) Lao family B) Hmong American Partnership C) Hmong Youth D) Hmong Today E) Hmong Times F) All other	2009-2012

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Media/Library Center

Goal	Action Plan	TimeLine
Goal #1: Announce information to faculty regarding library policies, procedures and materials, via e-mail, and through monthly bulletins. .		
	I) Use email messages, announcements, and a monthly “What’s New in the Library” bulletin emailed to all staff.	2009-2010
Goal#2: Continue to document library use to ensure stable access		
	I) Compile, in an Excel spreadsheet, statistics on library use by classes that includes date of use, grade, subject area, teacher, and reason for using the library.	2009-2010 End of every quarter
Goal #3: To ensure all students in the school have access to equally effective media programs.		
	I) Support staff will keep informed about new technologies, print resources and techniques.	2009-2010
	II) Support staff will promote a standard research to staff and students to encourage and organize an approach to project research.	2009-2010
Goal #4: To provide up-to-date material in a variety of formats and technologies to meet the needs of all learners.		
	I) Library staff will conduct needs assessment of current library collection.	Ongoing
	II) Present book collections will be evaluated to ensure current application.	Ongoing
	III) Annually, library personnel will maintain records on collection development.	Ongoing

CRITERIA IX: EVALUATION PLAN

Prairie Seeds Academy does not have a previous Technology Plan; therefore there is no previous evaluation plan on file.

PSA is using a template developed by Gwen Willems, Evaluation Specialist, School Improvement Division, Minnesota Department of Education, for the current Evaluation Plan:

Evaluation Plan

Evaluation Questions	Information Needed	Information Source	Proposed Methods/Analysis	Staffing	Time Line
What level of engagement will students apply to the use of technology and the Internet?	<ul style="list-style-type: none"> - Student usage of computer labs. - Student engagement and understanding of technology. - Quality of information attained through use of Internet. 	<ul style="list-style-type: none"> - Student presentations and projects using computers and Hands-on Learning Labs - Student grades - Student computer use while in lab 	<p><u>Quantitative:</u> Monitoring of students' computer usage</p> <p><u>Qualitative:</u> Student engagement in using software and computer tools for projects/presentations</p>	Teachers and administrative staff	Year round, with a once a year meeting to discuss the evaluation.
Will teachers and staff effectively keep up with technology within the school and policies for student involvement with technology?	<ul style="list-style-type: none"> - Current evaluation of teacher knowledge 	<ul style="list-style-type: none"> - Questionnaire of teachers' current tech knowledge 	<p><u>Quantitative:</u> Results of questionnaire.</p> <p><u>Qualitative:</u> Noticeable differences in teacher/staff's technology awareness</p> <p>*Offer additional tech training to continually familiarize teachers and staff of technology changes</p>	Administrative Staff	Complete Questionnaire and give to teachers once a year. Do a yearly evaluation once questionnaires are submitted.

How will PSA continue to increase the integration of technology in the curriculum?	<ul style="list-style-type: none"> - Research on additional educational software which easily integrates with the curriculum. - Teacher feedback on useful software 	<ul style="list-style-type: none"> - Teacher Questionnaire/ Suggestions - Research on the Internet for additional awareness of new educational software - 	With Analysis of teacher suggestions and questionnaires, administration staff will conduct research on Educational software to implement in the curriculum and media center/computer labs.	Administrative Staff Teachers Vendors Consultants	June 30, 2010
How to provide enough training and IT support with new facility expansion?	<ul style="list-style-type: none"> - Workshops for teachers and staff to learning new technology that will be in place - Add additional IT staff to create a 'Technology Department' 	<ul style="list-style-type: none"> - Workshops - School wide information sharing about changes in the school - Special focus on new capabilities with new facility, labs and media center 	Have meetings throughout the year to discuss plans for training and implementation of new technology.	All Staff	Throughout the year.
How effective are technology systems, equipment and components?	<ul style="list-style-type: none"> - Educational and Operational goals for IT use 	<ul style="list-style-type: none"> - Policy, goals and other documentation 	See below	Staff	Annual
For instruction	<ul style="list-style-type: none"> - Technology use data - Assessments, test results - Teacher perspectives - Student perspectives 	<ul style="list-style-type: none"> - Teacher questionnaires - Student surveys - Logs of technology use - Test results 	Correlation of teacher use with student test/assessment results Analysis of surveys, etc.	IT Staff Teachers Principal	Quarterly collection of info Annual study
For students	<ul style="list-style-type: none"> - Student perspectives 	<ul style="list-style-type: none"> - Student surveys 	Analysis of surveys, etc.	IT Staff Teachers Principal	Quarterly collection of info Annual study
For teachers (management)	<ul style="list-style-type: none"> - Technology use data - Teacher perspectives 	<ul style="list-style-type: none"> - Teacher questionnaires - Logs of technology use 	Analysis of surveys, etc. Analysis of logs	IT Staff Administrator	Quarterly collection of info Annual study
For administration (operations)	<ul style="list-style-type: none"> - Staff perspectives - Technology use data - Assessments 	<ul style="list-style-type: none"> - Staff questionnaires - Logs of technology use 	Analysis of surveys, etc. Analysis of logs	IT Staff Administrator Staff	Quarterly collection of info Annual study
For school community (communication)	<ul style="list-style-type: none"> - Parent perspectives - Vendor perspectives - Community perspectives 	<ul style="list-style-type: none"> - Parent and community surveys - Logs of technology use 	Analysis of surveys, etc. Analysis of logs	IT Staff Administrator Staff	Quarterly collection of info Annual study
How cost effective are technology systems, equipment and components?	<ul style="list-style-type: none"> - Budget goals and priorities - Technology use data - Evaluations of use (above) 	<ul style="list-style-type: none"> - Budget goals, budget - Historical data - Staff questionnaires - Logs of technology use 	Analysis of goals, surveys, etc. Analysis of logs	Administrator IT Staff Board	Quarterly collection of info Annual study

