

2013-2015 Technology Plan Guidance

Most local education agencies (LEAs) currently have an approved 2012 Technology Bridge Plan on file with the Minnesota Department of Education (MDE) that covers the period of July 1, 2011 – June 30, 2012. School districts and charter schools who wish to remain eligible for federal technology funding such as the federal E-rate discount program, federal technology grant initiatives, and state telecommunications access aid need to develop their next technology plan to cover July 1, 2012 – June 30, 2015. Completion of the 2013-2015 technology plan and submission to MDE for approval will maintain eligibility for state and federal programs for 2013-2015.

Plan Development

The MDE has compiled resources to assist with the technology planning process. Technology planning should be an integral part of the strategic planning process of LEAs; therefore, MDE is providing resources to assist LEA's with technology planning rather than prescribe a specific process.

Please visit the [MDE Technology Planning Toolkit](#) for more information and resources about technology planning.

Plan Requirements

There are some requirements imposed by the federal e-rate program which must be met for technology plans submitted to MDE for E-rate program eligibility. These are:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education services;
2. The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education services;
3. The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
4. The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

In addition, school districts and charter schools should note the following additional requirements for federal e-rate program eligibility:

1. School districts and charter schools receiving E-rate discounts on Internet Access must be in compliance with The Children's Internet Protection Act (CIPA). CIPA requires a school district to have an Internet Safety/Acceptable Use policy in place that has had at least one public hearing and to be filtering Internet access in order to prevent students from accessing material that may be pornographic or otherwise harmful to them.
2. Technology plans need to include any E-rate eligible services on which a school district is seeking E-rate discounts.
3. The technology plan must be written and have a date of creation that pre-dates any E-rate Form 470s filed for services for the specific E-rate program year. The technology plan must also cover the entire E-rate program year.

More information on the E-rate program can be found at <http://www.usac.org>.

Plan Submission and Review

The 2013-15 Technology Plan may be submitted at any time until the end of the planning period which is June 30, 2015. For LEAs filing for E-rate in Funding Year 2012 (July 1, 2012 – June 30, 2013) remember that the technology plan must be written by the time any Form 470s are filed. Form 470's can be filed by LEAs any time after July 1 for the following program year.

MDE will review 2013-2015 Technology Plans as they are received, and approval letters will be issued. The 2013-15 Technology Plans and approval letters will be posted to the MDE Website as they become available.

[View the approved 2008-11 Technology Plans, the 2012 Technology Bridge Plans and approval letters currently available on the MDE Website.](#)

The 2013-15 Technology Plan template that follows will be reviewed to determine if the LEA has made a good faith effort to address the essential components required for E-rate program eligibility. The LEA may be contacted for specific clarifications as needed for approval.

LEAs should also post their full 2013-2015 plan to their website and provide the link in the appropriate space in the template. The template can be submitted to mde.schooltechplan@state.mn.us.

Technology Plan Cover Sheet
2013-2015 (July 1, 2013 – June 30, 2015)

ORGANIZATION INFORMATION	
District/Agency/School (legal name):	TREKNORTH JUNIOR & SENIOR HIGH SCHOOL
District Number:	4106
Technology Plan Status	The District/Agency/School has an approved 2012 technology bridge plan: Yes
2013-2015 Technology Plan Date of Creation:	November 1, 2011
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
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2013-15 TrekNorth Technology Plan

Technology Needs Assessment:

TrekNorth's process for determining technology needs include staff surveys, student surveys, meetings and conversations with staff and teachers, the Technology Committee, and the School Board.

In addition, TrekNorth's Vision and Mission statements, ISTE, and Minnesota Educational Media Organization (MEMO) standards are used to help shape TrekNorth's goals and strategies to effectively integrate technology into the classroom and bolster skilled technology learners of all ages.

TrekNorth Junior & Senior High School is a 6-12 learning community set in the natural environment of Northwestern Minnesota. Its location and proximity to various outdoor learning experiences and several Native American communities allows it to offer its students a unique educational experience that takes advantage of this setting.

TrekNorth High School's Vision:

TrekNorth is to prepare young people to make a positive difference in their local and global community. Our organizational and community values are to engage, to grow and to contribute with integrity.

TrekNorth's Mission:

TrekNorth is to deliver a curriculum that will create literate, well-rounded, compassionate and involved world citizens by combining challenging academics with experiential learning in the 21st Century. Specifically, TrekNorth emphasizes strong academics, service learning and outdoor travel and education.

Recent surveys, meetings, and conversations with teachers, staff, and the School Board have indicated a need for more technology integration in the classroom:

- Expanded options and use for online & cloud services
- Podcasting
- Expand Moodle and other online resources
- Integrate iPads and apps into classrooms
- Add ceiling mounted projectors to all classrooms
- Add Smart Boards for the Math Department
- Additional desktop computers in the computer lab
- Update the laptop refresh schedule
- Expand teacher & staff training for new technologies and tips to successfully integrate technology in the classroom.
- Examine a BYOD Student use policy.
- Update telephone, servers and multimedia hardware. Researching a voice or messaging system for parents during inclement weather.

Goals and Strategies:

Each goal and strategy is meant to build and expand each year as teachers, staff, students and parents become more effective users and learners with technology.

➤ **Goal:**

Continue with the implementation of technology standards for teachers based in ISTE's NETS that will assure teacher's ability to integrate technology into the classroom.

Related Strategies:

Assess level of training teachers needs to implement technology in their classrooms.

Work with individual teachers on specific needs.

Offer Technology workshops and teacher training.

Encourage teachers to explore their interests and find technologies and apps.

Best Practices for teacher on online safety, security, and presence.

➤ **Goal:**

Encourage students and parents to be active participants in the TrekNorth community and academics.

Related Strategies:

Successful learning and communication is a team effort.

The technology committee will use technology to bolster communication in the community, parents, students, and staff.

Teachers and staff will give students and parents opportunities for personal learning by integrating technology and offering interactive online services (Google Docs, PowerSchool, updated website, Voice or text messaging system), and phone service in the

classroom and in the office.

➤ **Goal:**

Integrate online learning, cloud, and interactive technologies in the classroom.

Related Strategies:

Training teachers how to implement and integrate technology into their classrooms and curriculum, specifically with the integration of Moodle, iPads, Smart Boards and other technologies into the classroom.

➤ **Goal:**

Strategic and successful deployment of computers and related technologies.

Related Strategies:

Update the desktop and laptop purchase, budget and deployment schedule.

Continue to adopt free and open source educational services (like Google Education and Moodle) and apps to facilitate and compliment hardware.

Upgrade the network and internet service to handle the increasing demand for online, interactive and BYOD needs.

➤ **Goals:**

To accomplish the vision and goals according to TrekNorth's mission statement. Staff will prepare students for college and make a

positive difference in their local and global community, and thrive in a digital and technology reliant world.

Related Strategies:

Update and implement the BYOD use policy for students.

Have up-to-date websites, online gradebooks access for students and parents.

Best practices for staying safe, secure, and presence when online.

Use Technology to help students with college prep, online assessments, and career exploration and training.

Use MEMO'S Technology Skills and benchmarks as guideline to prepare students in a digital society.

Professional Development Plan:

Recent surveys indicated the need to integrate more online resources. This summer and throughout the school year all staff will have various opportunities to attend seminars at the school. Some topics include Moodle, podcasting, iPads and apps, Google Docs/Drive, Prezi, Smart Boards and others.

Some trainings will be and are conducted in house by the Technology Coordinator, members of the Technology Committee and other trainers. Each Technology Committee member is choosing certain media or technology to become an expert and in-house to go person for other teachers or staff. Technology Committee members then offer brief

seminars during staff days, after school, and assistance when needed throughout the school year..

In addition, teachers attend AP Institutes over the summer months which include trainings for technology integration in the classroom, best practices, various webinars, conferences, online classes, and other technology sessions throughout the school year. Teachers are also encouraged to share their ideas, needs, and technology they have used or learned about.

A new school website is being designed and all teachers will have their own web pages to update as well as department pages. Many teachers have started integrating Google docs and interactive websites like Prezi and Moodle. Teachers are encouraged to share their experiences with other teachers wishing to learn. The school website is currently set to go live during the summer of 2014.

Evaluation:

The primary data collection tools will be student and staff surveys, and staff meetings throughout the year. Data collected from staff and students will be used for technology assessment and planning, implementation and deployment, financial sustainability, and staff development.

The frequency of new technologies, teacher training and growing expertise has facilitated the need for the technology plan to be reviewed and updated often throughout the year. The Goals and Strategies are reviewed and tweaked as needs are assessed by the School Board, teachers and the Technology Committee.

Link to Current Technology Plan:

<http://www.treknorth.org/html/policies.html>

Children's Internet Protection Act (CIPA)

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

Yes

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

http://www.treknorth.org/html/current_pages/TN_ComputerUsePolicy2012.pdf

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

Yes