

ALEAT Tech Plan Required Templates and Directions

Updated as April 26, 2010

The new Technology Plan is required to be submitted online through ALEAT (AZ LEA Tracker). All of the required templates for the Technology Plan can be found in ALEAT.

The Technology Plan for **EETT** and **E-Rate** consists of two (2) parts in ALEAT:

1. Monitoring side of ALEAT (contains 5 parts) [think “instruments and criteria”]



- a. Technology Plan #1 Introduction (5 tasks) *all templates and directions for “Introduction” are included inside this ALEAT page.*
- b. Technology Plan #2 Needs Assessment (1 task) *all templates and directions for “Need Assessment” are included inside this ALEAT page.*
- c. Technology Plan #3 Goal/Strategies/Action Steps/PD (4 tasks) ---*see #2 “Plan side of ALEAT” below.*
- d. Technology Plan #4 Funding and Costs (1 tasks) *all templates and directions for “Funding and Costs” are included inside this ALEAT page.*
- e. Technology Plan #5 Evaluation Process (1 task) *all templates and directions for “Evaluation Process” are included inside this ALEAT page.*

2. Plan side of ALEAT (contains 7 NCLB goals plus Tech Literacy goal)



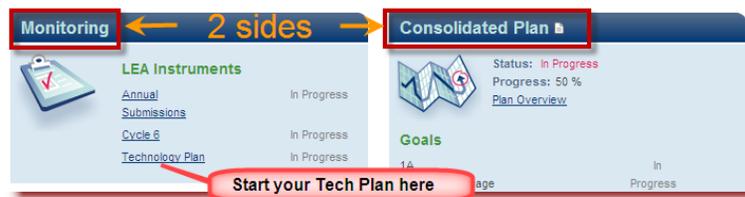
This is where the Technology Literacy Goal is completed with a SMART goal for tech literacy accompanied by strategies and action steps (tagged with the tech tag), as well technology strategies and action steps (marked with tech tags) throughout the NCLB goals (*see “Sample Technology Strategies” resource document for ideas and brainstorming starters for these NCLB goals*) in the consolidated plan.



The Technology Literacy goal is intended for student technology literacy; however, an LEA may also include strategies and action steps under this goal and/or under Goal 2 Highly Qualified for teacher technology literacy.

An ADE approved LEA Tech Plan is valid for **three (3) years**; however, as the goals, strategies, and action steps in the **Consolidated Plan** in ALEAT is **updated annually** so will any items relating to technology and Technology Literacy.

There are two (2) sides to ALEAT: Monitoring and Consolidated Plan.

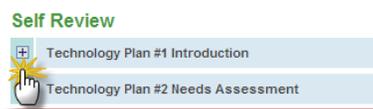


Begin your Technology Plan on the “Monitoring” side of ALEAT.

The “Monitoring” side of ALEAT consists of five (5) instruments or parts. Each instrument has one or more criteria that must be completed.

When completing criteria within an instrument, an LEA needs to do the following:

1. Open the instrument. (There are five (5) total instruments.)



2. Open the criteria. (There are one (1) or more criteria per instrument.)



3. Download the required evidence template (if one is associated) and instructions for completing the template.



4. Complete the information for the template and upload into the criteria section of the instrument. This saves your document in the LEA filing cabinet. **The document must be uploaded in the criteria area in order to be evaluated.** Do not open the filing cabinet and upload directly to it.



5. Change the “status” to what is appropriate and enter any comments or notes that are suitable in the Comments to SEA (ADE) area.



6. Save or Save and Continue to move on to the next instrument and/or criteria requirement.



Tech Plan Instruments and Criteria

There are five (5) instruments and fourteen (12) criteria for the Technology Plan.



Technology Plan #1 Introduction

TP-01: Technology Plan Title Page

TP-02: LEA Profile & Technology Plan Contact

- Include the primary and secondary contact information.

TP-03: Technology Plan Committee

- It is recommended that the Technology Plan Committee considers including higher administration (Superintendent or Assistant Superintendent), educational technology director, IT director, curriculum director, federal programs director, ELL director or representative, Special Ed director or representative, principals, content coaches or department chairs, teachers, students, parents, and community members as part of this committee.
- Administrators, teachers, parents, and community members should be different people.
- Include a description of how often this committee will meet (minimum is annually) and review the technology plan.

TP-04: Technology Vision and Mission Statement

- The vision and mission statements should reflect technology and how technology will increase academic achievement and students and teachers technology literacy.



TP-05: CIPA Certification & LEA Approval

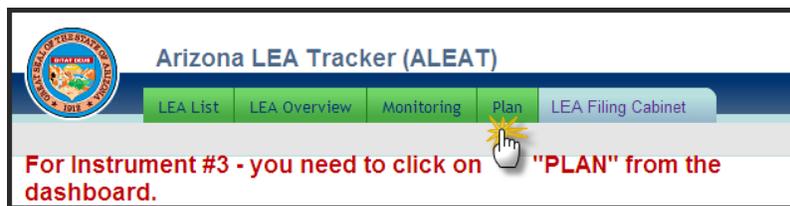
- A hard copy with an original signature in **blue ink** MUST be sent to ADE.
 - Arizona Department of Education
Educational Technology Department
1535 W. Jefferson St. Bin #8
Phoenix, AZ 85007
- Detailed records of all submissions (and accompanying documents) must be retained by the school district or charter school and made available for review or audit upon request.

Technology Plan #2 Needs Assessment

TP-06: Technology Plan Needs Assessment

- The questions that are included in the **Instructions** for each category under *Current Reality* should be addressed.

Technology Plan #3 Goal/Strategies/Action Steps/PD



Evidence of the requirements for this instrument will be associated with the “**Consolidated Plan**” side of ALEAT. A “**yes**” or “**no**” response to the questions posted in the criteria description is required in the **Comments to SEA** section of each criteria.

The technology plan is valid for 3 years; however, the technology strategies and action steps within the **Consolidated Plan** are **updated annually**. This specific instrument, *Technology Plan #3 Goal/Strategies/Action Steps/PD* (from the “Monitoring” side of ALEAT), does not need to be updated annually. Only the Consolidated Plan technology strategies and action steps need to be **updated annually**.



When including hardware and software in any of the strategies and actions steps, an LEA needs to be specific with the types of technology as well as clarifying how these will increase the academic achievement of students and students' technology literacy.

In regard to professional development related to technology, the LEA needs to be specific with the technology topics that will be addressed in professional development. The description needs to be explicit to include: who, what, when, where, why, how, and cost.

TP-07: ALEAT Consolidated Plan Strategies & Action Steps

- Technology strategies and action steps for the following NCLB goals: Reading/Language Arts; Math; Highly Qualified; Proficiency in English for ELLs; Safe Drug Free Schools Conducive to Learning; High School Graduation; Parent Involvement; and Technology Literacy must be in place when filtering the plan by the "Tech" tag. **ADE will filter the Consolidated Plan by the Tech tag when reviewing.**



- ADE should see eight (8) goals (listed above) with a minimum of one (1) strategy with correlating action steps revolving around technology for each of the eight (8) goals.



- Please include how the technology **strategies and action steps will be evaluated**. Include the following in the description of the action step and/or timeline of action step:
 - Who will be involved;
 - How frequently the evaluations will occur; and
 - Specific steps for evaluating progress towards the overall goals, strategies, and action steps.

TP-08: ALEAT Consolidated Plan Technology Literacy Goal

- The Technology Literacy goal (with strategies and action steps - tagged) must be "submitted" to ADE through the Consolidated Plan. Scroll down to the Technology Literacy goal. Once the LEA believes this is complete, click on the "Submit Goal." In order to submit Goals to ADE for review, someone must be assigned as an LEA Submitter. You should see this at the top of the Consolidated Plan under Overview.

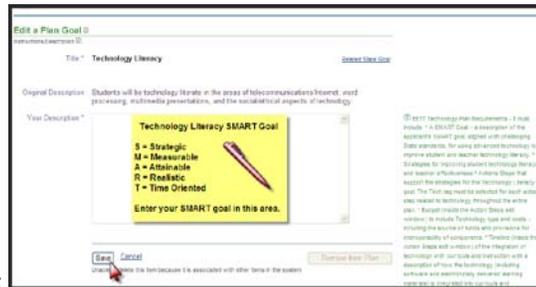




- A SMART goal is required for [student] Technology Literacy. ADE has provided a description of this goal. This is currently listed under the goal name. This is not a SMART goal. The LEA needs to click on the title "Technology Literacy" in order to edit/add the SMART goal.



- Step 1:



Step 2:



- Step 3:



Step 4:

- The strategies and action steps for **student** Technology Literacy should be reflective of the Arizona Technology Standard.
- **Action Steps:**
- How will the students be engaged with technology to foster the growth of their technology literacy skills?
- Will students be administered a technology literacy assessment to assure they have progressed with their technology literacy skills; and, for eighth-grade students, to assure they have mastered an eighth grade level of technology literacy?
- Will high school students be administered a technology literacy assessment to assure they have mastered an eighth grade level of technology literacy? (if applicable)
- Will the teachers need professional development in order to foster the growth and development of student technology literacy?

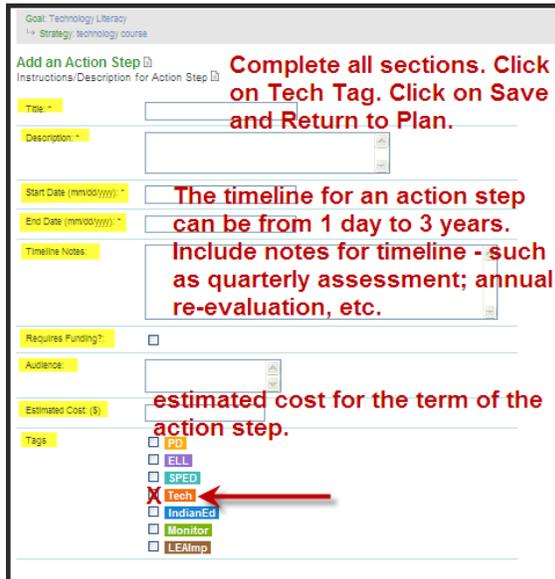
Please include how the technology strategies and action steps will be evaluated. Include the following in the description of the action step and/or timeline of action step:



- Who will be involved;
- How frequently the evaluations will occur; and
- Specific steps for evaluating progress towards the overall goals, strategies, and action steps.



- Step 5:



- Step 6:

TP-09: ALEAT Consolidated Plan Tech Timeline

- The "timeline" is found as a link under the dashboard at the top of the Consolidated Plan. Timeline information is provided when completing an action step as shown above in TP-08: Step 6. When adding/editing an action step, please include dates for the timeline and notes that reflect the timeline.
- Evidence of a tech timeline occurs by filtering the timeline by "Tech" tags; therefore, technology strategies and action steps with "Tech" tags should be in place for all of the NCLB goals: Reading/Language Arts; Math; Highly Qualified; Proficiency in English for ELLs; Safe Drug Free Schools Conducive to Learning; High School Graduation; Parent Involvement; and Technology Literacy. **ADE will filter the timeline by the Tech tag when reviewing.**



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TP-10: ALEAT Consolidated Plan Tech Budget Resources – NOT Monitored, NOT Required

NEW – UPDATED as of April 20, 2010: The Educational Technology unit at the Arizona Department of Education has received feedback from LEA's in regard to the budget portion of an "action step" in the Technology Plan. In response, we have elected to **not monitor or implement the TP-10, ALEAT Consolidated Plan Tech Budget Resources**, requirement at this time. This is the budget piece that is part of an "action step" in the ***Consolidated Plan***. Although this item continues to be included in the Technology Plan, it will be marked as "not monitored." Thus, you do not need to complete the budget portion of an action step.

TP-11: ALEAT Consolidated Plan "Tech" Tags

- When filtering the Consolidated Plan by "Tech" tags, each NCLB goal (Reading/Language Arts; Math; Highly Qualified; Proficiency in English for ELLs; Safe Drug Free Schools Conducive to Learning; High School Graduation; Parent Involvement; and Technology Literacy) with technology strategies and action steps should appear. As shown in TP-07.



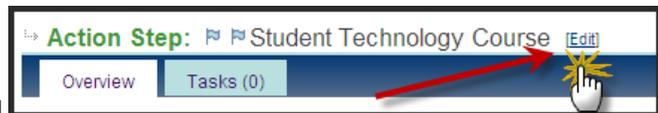
- Please review the "Sample Technology Strategies" document (listed under Resources) for ideas and brainstorming starters for these NCLB goals.
- You may discover untagged technology action steps. "Expand Outline" in order to review each NCLB goal for possible technology strategies and action steps that should have "Tech" tags but don't currently have them. If this is the case, you need to add the "Tech" tag to those action steps.



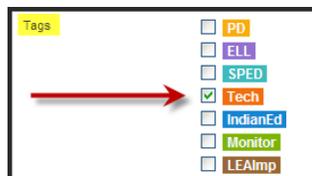
- If you discover untagged Technology Action Steps, click on the name of the action step.



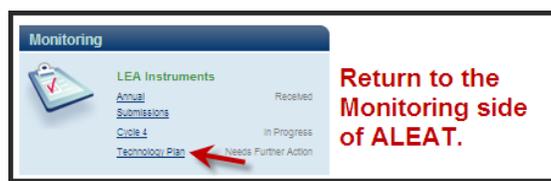
Then click on [EDIT]



- Scroll down to the tags, check the Tech tag and save.



Technology Plan #4 Funding and Costs



TP-12: Average Annual Funding and Costs - NOT Monitored, NOT Required

NEW – UPDATED as of April 20, 2010: The Educational Technology unit at the Arizona Department of Education has received feedback from LEA's in regard to the Average Annual Funding and Costs in the Technology Plan. In response, we have elected to **not monitor or implement the TP-12, Average Annual Funding and Costs**, requirement at this time. Although this item continues to be included in the Technology Plan, it will be marked as "not monitored." Thus, you do not need to complete this budget item.

TP-13: Technology Plan Annual Budget Summary

- Is the LEA applying or does the LEA intend to apply for E-rate? If yes, please indicate E-rate funding dollars in the E-rate column on the Budget.
- If the LEA is not applying for E-rate, please indicate this in the "comments" box on the Annual Budget Summary.
- Use the Excel template located in the instrument resource section.
- Use the tabbed worksheets for each year of the technology plan.
- Red numbers indicate the LEA has created a budget with a higher estimated E-Rate discount than indicated on the budget worksheets. Adjustment to the budget indicating the correct estimated E-Rate discount or increasing the estimated E-Rate discount is necessary to remedy this situation.
- This can be updated as needed.

Technology Plan #5 Evaluation Process

TP-14: Technology Plan Evaluation Process

- Please enter how the technology plan will be evaluated. Include the following information:
 - Who will be involved;



- How frequently the evaluations will occur; and
- Specific steps for evaluating progress towards the overall goals, strategies, and action steps.
- Include any additional evaluation methods or processes that will be carried out as a part of the plan, such as annual governing board, public, or staff feedback on the technology plan.

Printing and Saving a Hard Copy of the Tech Plan

To retain a **hard copy** of the technology plan please follow these steps:

1. Print each completed template that was uploaded into the LEA filing cabinet.
2. **Filter** the Consolidated Plan by the “Tech” tag and print/save the PDF file.

Ed Tech (ADE) contacts for Technology Plans:

Krystal Nesbitt	Krystal.Nesbitt@azed.gov	(602) 542-7884
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