

**Technology Plan Format
for the
Wisconsin Council for Religious and Independent Schools
(WCRIS)**

TITLE OF GRANT APPLYING FOR: _____

Name of School: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: () _____ Fax: () _____

E-mail: _____

Principal's Name: _____ Signature: _____

Technology Committee Members:	Position:
_____	_____
(Chairperson)	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Contact person for questions regarding grant application:
Name: _____ Position: _____ Phone: () _____

DIRECTIONS:

Please write a short, **5 to 7 sentence** narrative for each numbered statement.
When it says "List," please just list statements.
When there is an "Appendix Attachment," please just put the summary of the findings in a 5 to 7 sentence narrative under the correct heading (Number 3.1, for example). Put a copy of the assessment form used in the "Appendix."

Technology Plan

1. Introduction

- 1.1 Mission statement
 - 1.1.1 Archdiocese, diocese, synod, district, etc.
 - 1.1.2 Parish
 - 1.1.3 School
- 1.2 School philosophy
- 1.3 Educational technology philosophy
- 1.4 Vision for the future regarding technology
 - 1.4.1. Archdiocese, diocese, synod, district, etc.
 - 1.4.2 School

2. Background Information

- 2.1 School and community demographics
- 2.2 Overview of the educational technology planning process
- 2.3 Stakeholders and community resources including involvement of parents, public libraries, business leaders, and parish members
- 2.4 Explain how plan will promote equity
- 2.5 Explain how plan will provide access for teachers, parents and students to best teaching practices and curriculum resources
- 2.6 Impact of program on adult computer literacy
 - 2.6.1 Parents
 - 2.6.2 Parish members
 - 2.6.3 Community

3. Current Status

- 3.1 Assessment of student and staff technology skills, knowledge, and attitudes
- 3.2 Inventories of software, hardware, facilities, networking and telecommunications capacities
- 3.3 Current status of curriculum and educational technology initiatives
- 3.4 Explain how the new technology will be integrated into the curriculum
- 3.5 Explain how the new technology will enhance teaching
- 3.6 Explain how the new technology will enhance student achievement
- 3.7 Review of existing professional development activities and structures
- 3.8 Explain future professional development for teachers, administrators, and school library media personnel in relationship to use of technology in the classroom or school library media center
- 3.9 List resources for ongoing training and technical assistance (list of providers)
- 3.10 List of print resources (subscriptions), services, software, and technicians that are available for support
- 3.11 Explain how the new technology will enhance teacher training
- 3.12 Describe strategy for using information technologies, including internet and distance learning
- 3.13 Assessment of current technology support staffing

4. Program Goals and Educational Technology Initiatives in Support of Education Improvement

- 4.1 Administrative and management goals and initiatives in relationship to technology
- 4.2 Communication and information access goals and initiatives
- 4.3 Instructional and curricular goals and initiatives
- 4.4 Staff competency goals in support of student learning in relationship to technology

5. Technology Design

- 5.1 Software priorities
 - 5.1.1 Administrative and management
 - 5.1.2 Communications and information access
 - 5.1.3 Instructional and curricular
- 5.2 Hardware, facilities, and network priorities
 - 5.2.1 Hardware: Workstations and peripherals
 - 5.2.2 Facilities: Network design
 - 5.2.3 Building and Classroom Wiring: Standards
 - 5.2.4 Implementation Issues
 - 5.2.5 Operations, maintenance, and upgrades priorities
- 5.3 List desired technologies (for this application)
- 5.4 List provisions for capabilities of these new technologies with existing technologies
- 5.5 List services and grants school is eligible for and how they will impact the technology plan

6. Educational Technology Implementation Action Plan Timetable

(Leadership, Activities, Timeline, Policy Budget)

- 6.1 Software procurement
- 6.2 Hardware, facilities, and network acquisition/implementation
- 6.3 Operations, maintenance, and upgrades
- 6.4 Professional development
- 6.5 Additional human resources in support of technology
- 6.6 Funding sources
- 6.7 Budget summary and related expenses needed to implement plan

7. Monitoring, Evaluation, and Revision of the Educational Technology

- 7.1 Monitoring and evaluation process
- 7.2 Incorporation of evaluation information for ongoing planning
- 7.3 Process for reporting to stakeholders
- 7.4 Process and timeline for ongoing, long-term planning

References:

Center for Educational Leadership and Technology. Planning Kit. Marlborough, MA 01752.

United States Department of Education. (Federal E-rate). Checklist for Approval of New Technology Plans, Appendix B. Washington, D.C., 1997.

Wisconsin Department of Public Instruction, Technology Literacy Challenge Fund, FY 1998. Madison, WI: 1997.

Wisconsin Department of Public Instruction, Wisconsin Educational Technology Plan, PK-12. Madison, WI: 1996. Appendix O.

WANS/Whitaker/12-1-97

**Federal Application
Technology Plan Requirement used for
Federal E-Rate Applications
Evaluation Format**

Name of School: _____ **Address:** _____
Contact Person: _____ **Phone:** _____ **e-mail:** _____

Approved Revision

1. _____ _____ Explain how the new technology will be integrated into the Curriculum and Include sufficient detail to judge the validity of the request in relation to the strategies described in the approved technology plan.

Comments:

2. _____ _____ Describe strategy for using information technologies, including internet and distance learning

Comments:

3. _____ _____ Software Priorities

Comments:

4. _____ _____ Hardware, facilities, and network priorities

Comments:

5. _____ _____ List services and grants school is eligible for and how they will impact the technology plan

Comments:

6. _____ _____ Educational technology implementation action plan timetable
(Leadership, Activities, Timeline, Policy Budget)

Comments:

7. _____ _____ Professional development

Comments:

8. _____ _____ Monitoring, evaluation, and revision of the educational technology

Comments:

Plan approved: _____

Plan needs to be revised and resubmitted: _____

Number of Evaluator: _____

Date: _____