Southern California Conference of Seventh-day Adventists®
Department of Education

Educational Technology Planning Checklist
for
Academies and Elementary Schools

SCHOOL IDENTIFICATION			
	School Name		
	Address		
	City	Zip Code	County
	Telephone	Fax	
	Superintendent or Associate	Local Public School District	
	Technology Plan Start Date	Technology Plan End Date	

Technology Plan Contact			
	Name of Technology Plan Contact	Official Title	
	Address		
	City		Zip Code
	Telephone	Fax	Email Address

Check if the same as the Contact ☐ Technology Director			
	Name of Technology Director	Official Title	
	Address		
	City		Zip Code
	Telephone	Fax	Email Address

Required Element: **COVER PAGE - SECTION 1**

A cover page is necessary for identification and logistical purposes.

Page(s)	STC	SCCTPC	Required Components
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	**The cover page includes each of the following basic identification items:** • School name, address, phone number; • Start date of plan (month, year); • End date of plan (month, year); • Contact person for plan including phone number, fax number, and email address; • URL for the location of the technology plan.

Cover page complete? Yes ☐ No ☐ (ALL required components MUST be included.)

Required Element: **INTRODUCTORY MATERIAL - SECTION 2**

An introductory section is needed to provide reviewers and other readers with background information and plan context.

Page(s)	STC	SCCTPC	Required Components
6. _____ 7. _____	☐ ☐	☐ ☐	• **MISSION**: The introductory section includes the school mission statement from the school strategic/improvement plan. • **INTRODUCTION**: The introductory section includes a short description of the school background and demographics including size, number and level of buildings, number of teachers and students, socioeconomic information, etc.

Introductory Material complete? Yes ☐ No ☐ (ALL required components MUST be included.)

Required Element: **VISION AND GOALS - SECTION 3**

List broad goals (J2E and Conference-wide) in this section. A vision and goals section si required to provide clarity for the overall direction of the technology program. Detailed goals may appear as part of other required sections.

Page(s)	STC	SCCTPC	Required Components

8. _____
 	
 9. _____
	☐
	
	 ☐
		☐
		
		 ☐
			• Vision: A broad vision is articulated for the school's technology program based on SCC/ NAD-wide vision.
			• Goals: Broad, general school goals are established that reflect expectation s of how technology will be utilized within the school. These might include:
			  • The school's intent to highly integrate technology into teaching and learning;
			  • The relationship of the goals to the long-term vision and the SCC/NAD mission;
			  • Realistic strategies on how technology will be used to improve student learning and achievement;
			  • A description of how the goals address the objectives of the strategic/school improvement plan.

Vision and goals complete? Yes ☐ No ☐ (ALL required components MUST be included.)

I. CURRICULUM

Required Element: **A. Curriculum Integration - SECTION 4**

Goals and strategies, aligned with challenging conference, union, division and national standards for using telecommunications and technology to improve teaching and learning. (Links to NAD Technology Standards can be found on the SCC web site.)

Page(s)	STC	SCCTPC	Required Components
10._____	☐	☐	• Specific goals are aligned with SCC/PUC/NAD, state or national standards for using advanced technology to improve student academic achievement. (These goals should be concrete and measurable.)
11._____	☐	☐	• Strategies describe how technology will be used to improve the academic achievement, including technology literacy of all students.
12._____	☐	☐	• A description is provided on how the school will identify and promote curricula and teaching strategies that integrate technology effectively into curricula and instruction. (**Could** include specific promotions and targeted audiences.)

Element I. A. complete? Yes ☐ No ☐ (ALL required components MUST be included.)

I. CURRICULUM

Required Element: **B. Student Achievement - SECTION 5**

Strategies that are based on research and that integrate technology into curricula and instruction for purposes of improving student academic achievement and a time-line for that integration.

Page(s)	STC	SCCTPC	Required Components
13._____	☐	☐	• A description of how technology (including software and electronically delivered learning materials) will be integrated into curricula and instruction. The information described here could include: • Specific examples from within content areas and/or grade levels; • OR, if desired, the full-curriculum describing the technology integration within the curriculum (OPTIONAL).
14._____	☐	☐	• A time-line for the technology integration into curricula and instruction is included. *Note: A time-line may be directly described in this section or grouped in the timetable section (IV.J) below but must be included.*

Element I. B. complete? Yes ☐ No ☐ (ALL required components MUST be included.)

I. CURRICULUM

Required Element: **C. Technology Delivery - SECTION 6**

Strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance learning technologies.

Page(s)	STC	SCCTPC	Required Components
15._____	☐	☐	• Internet, interactive video, 0n-line courses, and /or other appropriate technologies for distance learning are presented in terms of how these technologies are currently being used to access"distant resources" OR might be used in the future to enhance instruction and increase student achievement.

Element I. C. complete? Yes ☐ No ☐ (ALL required components MUST be included.)

I. CURRICULUM
Required Element: **D. Parental Communications & Community Relations - SECTION 7**
Strategies to promote parental involvement and to increase communication with parents and community, including a description of how parents and community will be informed of the technology to be used with students.

Page(s)	STC	SCCTPC	Required Components
16._____ 17._____ 18._____	☐ ☐ ☐	☐ ☐ ☐	• A description is included on how the educational technology plan will be disseminated to the community. • Additional means of how the technology will be used effectively in communication with parents and promoting parent involvement are identified. These might include web sites, printed materials and teacher meetings. • Some parents and other community members are represented with involvement, contribution to the planning stages, the implementation, and the ongoing assessment of the technology plan.

Element I. D. complete? Yes ☐ No ☐ (ALL required components MUST be included.)

I. CURRICULUM
Required Element: **E. Collaboration - SECTION 8**
Strategies for developing the program, where applicable with adult literacy providers.

Page(s)	STC	SCCTPC	Required Components

19._____	☐	☐	• A description of how the technology program will be developed in collaboration with adult literacy service providers (i.e., Adult Ed, GED certification programs, ESL) is included. This description should reference existing and/or proposed collaborations
			  • Proposed (future) collaborations should be accompanied by a time line.
			  • If *Not Applicable*, include a brief statement explaining the rationale of why it is not applicable for your school, then **enter N/A in the page number area.**

Element I. E. complete? Yes ☐ No ☐ (ALL required components MUST be included.)

II. PROFESSIONAL DEVELOPMENT
Required Element: **F. Professional Development - SECTION 9**
Strategies for providing ongoing, sustained professional development for teachers, administrators and school media personnel to ensure that staff know how to use the new technologies to improve education or library services.

Page(s)	STC	SCCTPC	Required Components
20._____ 21._____ 22._____ 23. _____	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	• Professional development strategies are in place to ensure that ALL staff and administrators are made aware of how to use available technologies to improve student learning. • An indication is provided that the professional development offerings should set the groundwork for integration rather than a narrow focus on skill development. • A time-line for the implementation of various types of professional development training is included. • Awareness is indicated of J2E, NAD/PUC/SCC, state and national standards addressing technology competencies for teachers, administrators and other relevant educators.

Element I. F. complete? Yes ☐ No ☐ (ALL required components MUST be included.)

II. PROFESSIONAL DEVELOPMENT
Required Element: **G. Supporting Resources - SECTION 10**

Strategies and supporting resources such as services, software, other electronically-delivered learning materials, and print resources that will be acquired to ensure successful and effective uses of technology.

Page(s)	STC	SCCTPC	Required Components

24._____	☐	☐	• The plan describes a variety of resources that are utilized to support the entire technology program. Examples:
			   • District policies;
			   • Manuals and printed material;
			   • Video lending library or access to SCC/PUC libraries;
			   • Informational school web site;
			   • Instructional/training software;
			   • Online subscription services;
			   • SCC, PUC, NAD support;
			   • Higher education involvement/support;
			   • Other resources.

Element II. G. complete? Yes ☐ No ☐ (ALL required components MUST be included.)

III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE
Required Element: **H. Infrastructure needs/Technical Specification and Design - SECTION 11**

Strategies to identify the need for telecommunication services, hardware, software and other services to improve education or library services, and strategies to determine interoperability among the components of the technologies to be acquired. Basic descriptions and overall justifications should be included.

Page(s)	STC	SCCTPC	Required Components
25._____ 26._____	☐ ☐	☐ ☐	• A description of the current status of hardware, software, network infrastructure, telecommunications and other technology services in the district is provided. • The plan includes a description of the hardware, software, network infrastructure, telecommunications, and other services that will need to be acquired to improve instruction and student learning.
27._____ 28. _____	☐ ☐	☐ ☐	• Basic strategies for ensuring the interoperability of equipment are provided. (Plans for continuous upgrading and a time-line for technology acquisitions should be included.) • The plan includes a description of the technical support that is available to the school.

Element III. H. complete? Yes ☐ No ☐ (ALL required components MUST be included.)

III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE
Required Element: **I. Increase Access - SECTION 12**

Strategies to increase access to technology for all students and all teachers.

Page(s)	STC	SCCTPC	Required Components
29._____	☐	☐	• The plan addresses the steps that will be taken to ensure all students and teachers have increased access to technology (examples of issues to be addressed might include assistance to students in high-poverty and high need schools or to students needing assistive technologies).

Element III. I. complete? Yes ☐ No ☐ (ALL required components MUST be included.)

IV. FUNDING AND BUDGET
Required Element: **J. Budget and Timetable - SECTION 13**
Time-line and budget covering the acquisition, implementation, interoperability provisions, maintenance, and professional development related to the use of technology to improve student academic achievement.

Page(s)	STC	SCCTPC	Required Components
30._____	☐	☐	• Budgets are detailed annually for each year covered by the plan. Items budgeted for might include: • Salaries and benefits; • Hardware and networking costs; • License agreements; • Software and curriculum support; • Professional development; • Technical support; • Other areas as required by the technology plan.

Element IV. J. complete? Yes ☐ No ☐ (ALL required components MUST be included.)

IV. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE
Required Element: **K. Coordination of Resources - SECTION 14**
Strategies that will be employed to coordinate conference and local resources to implement activities and acquisitions prescribed in the technology plan.

Page(s)	STC	SCCTPC	Required Components
31._____	☐	☐	• A financial plan for long-term investment and sustainability, including coordination and leveraging through local, state and federal programs and/or grants has been developed. (Sources of alternative funding resources are identified here.)

Element IV. K. complete? Yes ☐ No ☐ (ALL required components MUST be included.)

V. MONITORING AND EVALUATION
Required Element: **L. Evaluation - SECTION 15**
Strategies that the school will use to evaluate the extent to which activities are effective in integrating technology into curricula and instruction, increasing the ability of teachers to teach, and enabling students to reach challenging state and national academic standards.

Page(s)	STC	SCCTPC	Required Components
32. _____	☐	☐	• A general description of the process by which the evaluation will be conducted is included.
33. _____	☐	☐	• The evaluation section indicates what measures will be used and how success will be determined.
34._____	☐	☐	The plan indicates the following: • Frequency of evaluations;
35. _____	☐	☐	• Persons responsible for evaluations;
36. _____	☐	☐	• Strategies describing how unmet goals will be addressed.

Element V. L. complete? Yes ☐ No ☐ (ALL required components MUST be included.)

V. MONITORING AND EVALUATION
Required Element: **M. Acceptable Use Policy - SECTION 16**
Strategies are in place to monitor the school's Acceptable Use Plan for staff and student use of the technologies.

Page(s)	STC	SCCTPC	Required Components
37. _____ 39. _____	☐ ☐	☐ ☐	• An Acceptable Use of Technology Policy (AUP) for the school is included. • The Acceptable Use Policy recognizes existing federal requirements for privacy and Internet safety (i.e., The Children's Internet Protection Act [CIPA]). A short description of school "filtering" efforts is included.

Element V. M. complete? Yes ☐ No ☐ (ALL required components MUST be included.)

REVIEWER COMMENTS

SCC TPC REVIEWER COMMENTS