**Technology Plan Requirement**

The requirement for districts to have a Technology Plan is not a new one (Regulation 100.12). However, this year there is a new required process for having State Ed approve these plans. Districts must submit a **3 year Technology Plan** by **October 16, 2015** that covers **July 1, 2015-June 30, 2018**. A certified plan must be submitted for both CoSer aid through BOCES on technology purchases AND the application for the SmartBond Act funding. This will be an annual requirement.

1. **Process**: Districts will need to utilize the survey on the State Education website to submit information about their plan. The process is straightforward.
	1. Districts can request **facilitation of** the process by local BOCES **Model Schools** staff.
	2. Draft of plans must be submitted to the RIC certifier by August 26, 2015.
	3. The RIC certifier will provide feedback by September 14, 2015.
	4. Any incomplete or insufficient areas will need to be corrected.
	5. RIC certifier will provide written statement of certification to district.
	6. Superintendent of the district must submit the certified plan by October 16, 2015.
	(Note: data will be cleared each year for new questions the following year. Please be sure you keep a copy of the information submitted.)
2. **Information in the State Ed Survey**: There are two types of information that they are asking for; a) Count and deployment of the technology and b) planning for use of the technology.
	1. **Information about deployment of technology/infrastructure**- This type of information is simply numbers and your tech staff or inventory system will be able to pull this
		1. Section A: LEA Info- Enrollment information
		2. Section C: Tech team/maybe RIC/BOCES- Network, Internet, wireless, device and inventory information; assistive technology and peripherals; additional resources that would help
		3. Section D: Software and IT support: Tech team/Technology Director- OS, browsers, LMS, districtwide software, databases, portal, and staffing
	2. **Planning information**- This is about what you are DOING with those numbers or plan to do with those numbers. These sections typically require some type of description of the how this part was developed (such as stakeholder meeting(s)), a short description (250-500 word depending on the question), and a plan for action (that includes dates and methods of action).
		1. Section B: Vision- Mission, summary of vision and goals, planning process (as table and must have dates of 3 stakeholder meetings), identified gaps
		2. Section E: Curriculum and Instruction- Plan for integration including that for students with special needs
		3. Section F: Professional Development- Summary of plan and the action plan, including dates, staffing assigned to integration
		4. Section G: Technology Investment Plan- Top five planned investments as a chart
		5. Section H: Status of Plan and Community Connectivity- Impacts on plan, plan for increased access for students and availability within community.
		6. Section I: Plan implementation- Full action plan with dates, actions, and outcomes
		7. Section J: Monitoring and Evaluation- Plan for evaluation and status of policies (AUP, Cyberbullying (Requires a public forum), Parent’s Bill of Rights for Data Privacy)
		8. Section K: Feedback on survey

**Resources at State Ed Website:** <http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/home.html>

**Resource Page**

* [NYSED Field Memo](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/InstructionalTechnologyPlans_FieldMemo.pdf) (271KB)
* Survey Questions - [PDF](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/InstructionalTechnologyPlan_survey_%20Final_04-28-15.pdf) (273KB) | [DOCX](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/InstructionalTechnologyPlan_survey_%20Final_04-28-15.docx) (69KB)
* [Survey Guidance](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/surveyguide.html) - [PDF](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/InstructionalTechnologyPlan_SurveyGuidance_rev_04-28-15.pdf) (160KB) | [DOCX](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/InstructionalTechnologyPlan_SurveyGuidance_rev_04-28-15.docx) (98KB)
* [Guide to Accessing the Portal](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/SEDDAS_SEDMonitoringEntitlement_Mini-Guide_%20EdTechSurvey_April2015.pdf) (378KB)
* [Portal Link](http://portal.nysed.gov/portal/page/pref/PortalApp)
* Reviewer Checklist - [PDF](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/ReviewerChecklist_4-24-15.pdf) (239KB) | [DOCX](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/ReviewerChecklist_4-24-15.docx) (40KB)
* [Model Schools Facilitators](https://docs.google.com/spreadsheets/d/1h44ffpU9OKiXJrPevfsLrWDjk4bBZXd19s0MU1Xh_YU/edit?usp=sharing) 
* [RIC Certified Reviewers](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/reviewers.html)
* [Frequently Asked Questions](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/faqs.html) (FAQ) - [PDF](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/TechPlanSurvey_FAQ_FINAL.pdf) (47KB) | [DOCX](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/TechPlanSurvey_FAQ_FINAL.docx) (31KB)
	+ Submit additional questions for the FAQ
* Submission/Review Process Flowchart - [PDF](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/TechPlanWorkflow_05-06-15.pdf) (84KB) | [PPTX](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/TechPlanWorkflow_05-06-15.pptx) (56KB)
* [100.12 Regulation](http://www.p12.nysed.gov/part100/pages/10012.html)
* [NYSED Technology Readiness Tool (TRT)](https://trt.nysed.gov) - Useful tool for maintaining device inventory and conducting technology readiness for CBT assessment ("tech gap analysis")