

Southern Union of Seventh-day Adventists

Educational Technology Plan

For Academies and Elementary Schools

SCHOOL IDENTIFICATION	School Name Enter School Name Here		
	School Address Enter School Address Here		
	City Enter City	State State	Zip 12345
	Phone # (123) 456-7890	Fax # (123) 456-7890	
	Start Date 1/1/10	End Date 1/1/10	

TECHNOLOGY PLAN CONTACT	Name Enter Name of Technology Contact		
	Address Enter Address		
	City Enter City	State State	Zip 12345
	Phone # (123) 456-7890	Fax # (123) 456-7890	Email Address Enter Email Address

Protocol

If you decide to go with this plan and need help, please call your local conference Department of Education.

Instructions:

In each section, please enter the information specific to your school. You only have to click on the existing text, and enter your own. Please feel free to copy and paste from existing documents.

As you are completing your plan, please replace the existing sample appendices with information from your school.

This is a template and is only to be used as a guideline. If there is a section that you wish to include, please do so. If there is a section you wish to exclude, please confirm with your conference's Department of Education that you may do so. If you include a section not already on the template, copying and pasting an existing table and then changing the information is the best method as the existing tables are set up to not break at a page.

<u>Categories</u>	<u>Components</u>
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<u>Local Mission Statement</u>	
<i>Should reflect school mission</i>	Type IT Department Master Plan Mission Statement here

<u>Goals</u>	
<i>Should reflect school goals</i>	Type IT Master Plan goals here
<i>Spiritual Component</i>	Type IT Master Plan spiritual component here

<u>Evaluation and Plan Review</u>	
<i>Annual review of Technology Plan and updates based on review</i>	Include review and revisions to IT Master Plan here

<u>Policies</u>	
<i>Acceptable use for students and staff</i>	Include Acceptable Use Policy link (if applicable) here (actual policy should be in Appendix 1 of the document)
<i>Inclusion of policy in handbook</i>	Indicate where AUP is published (website, handbook, etc.)

<u>Technology Committee</u>	
<i>Frequency of meetings</i>	How often will committee meet?
<i>Committee composition (Teacher, board member, Administration, Home & School, IT Staff)</i>	Who is on the committee?
<i>Purpose (recommend to administration or implementation of policy)</i>	What is the purpose of the committee?

<u>Categories</u>	<u>Components</u>
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<u>Infrastructure</u>	
<i>School's physical or logical network (cabling, routers, wireless APs, LAN or VLAN)</i>	<p>Enter planned infrastructure</p> <p>System types</p> <p>Include link to minimum computer standards (if applicable). Actual standards should be included in Appendix 2 of the document</p>

<u>Curriculum Integration</u>	
<i>Project or activity based skills that are embedded into classroom curriculum</i>	Enter how curriculum integration is or is planning to be accomplished
<i>Keyboarding</i>	Enter how keyboarding is or is planning to be accomplished
<i>Computer safety</i>	Enter how computer safety is or is planning to be accomplished

<u>Professional Development</u>	
<i>Teacher</i>	Enter how professional development as it relates to technology is or is planning to be accomplished for the teachers
<i>Administration</i>	Enter how professional development as it relates to technology is or is planning to be accomplished for members of administration
<i>IT Staff</i>	Enter how professional development as it relates to technology is or is planning to be accomplished for the IT staff

<u>Categories</u>	<u>Components</u>
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<u>Technical Support</u>	
<i>Means and availability of obtaining support (help desk, outside contract, local conference, etc.)</i>	Enter how professional development as it relates to technology is or is planning to be accomplished

<u>Supporting Resources</u>	
<i>SUETA, TDEC, other resources</i>	Type URLs for supporting resources or include URLs in Appendix 3

<u>Equipment Procurement Standard</u>	
<i>Donation acceptance policy</i>	Enter technology donation acceptance policy
<i>Minimum computer standards</i>	Enter minimum computer standards...do not fall into the trap of being too specific. This can also be a link to Appendix 2.
<i>Minimum software standards</i>	Enter minimum software standards...do not fall into the trap of being too specific. See Appendix 4 at end of this document.

<u>Equipment Lifecycle</u>	
<i>How long each computer should be used before replacement</i>	Enter equipment lifecycle or link to Appendix 5.

<u>Timetables</u>	
<i>Implementation of Technology Plan (Action Plans)</i>	Enter implementation plan here (include in Appendix 6) Go to www.sueta.org/implementationplan.pdf for examples

<u>Categories</u>	<u>Components</u>
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<u>Projected Funding</u>	
<i>Sources of funds (see matrix)</i>	Enter sources here other than technology fee, grants, fundraisers
<i>Technology fee, grants, fundraisers</i>	Enter sources here. Should include things like fees, grants, fundraisers.
<i>Itemized Budget</i>	See Appendix 7 sample...replace with your own
<i>Capital expenditures</i>	Enter capital expenditures and projected completion dates

<u>Backups, Audits, Inventories</u>	
<i>Backup Plan and Disaster Recovery</i>	Enter IT backup and disaster recovery plan here or link to appropriate document or Appendix 8
<i>Inventory</i>	Enter planned inventory here or link to appropriate document or Appendix 9
<i>Audit Plan</i>	Enter audit plan here or link to appropriate document or Appendix 10

Appendix 1

Acceptable Use Policy

Please include the Acceptable Use policy your school follows. Please make sure it includes all aspects your conference Department of Education requires.

Appendix 2

Minimum Computer Standards

Please include the Minimum Computer Standards your school follows. Please make sure it includes all standards your conference Department of Education requires, if any.

Appendix 3

Supporting Resources

Please include the Supporting Resources your school uses, if any.

Appendix 4

Minimum Software Standards

Please include the Supporting Resources your school uses. Please make sure to follow the conference Department of Education standards, if any.

Appendix 5

Equipment Lifecycle

Please include the Equipment Lifecycle plan your school uses. Please make sure it follows the conference Department of Education plan, if any.

Appendix 6

Implementation Plan

Please include the Implementation Plan for this document.

Appendix 7

Itemized Budget

Please include the Itemized Budget for this plan if all Technology Plan items are implemented.

Appendix 8

Backup Plan

Please include the data Backup Plan your school uses. Please make sure it follows the conference Department of Education plan, if any.

Appendix 9

Inventory

Please include the Equipment Inventory if the technology plan is followed.

Appendix 10

Audit Plan

Please include the Audit Plan your school uses. Please make sure it follows the conference Department of Education plan, if any.