## Technology Needs Assessment Inventory

<table>
<thead>
<tr>
<th>Technology Plan Component</th>
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<tbody>
<tr>
<td><strong>A Vision for Technology and Student Learning</strong></td>
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<tr>
<td>1. technology mission</td>
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<td>2. technology vision of learning</td>
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<td>3. technology vision for using technology for services and organizational effectiveness</td>
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<tr>
<td><strong>Access</strong></td>
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<tr>
<td>1. hardware replacement, adoption, and expansion plan</td>
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<tr>
<td>2. software replacement, adoption, and expansion plan</td>
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<tr>
<td>3. technology hardware and software inventory system</td>
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<td>4. up-to-date student information (e.g., attendance, discipline, grades) system</td>
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<tr>
<td>5. file management storage system for students and teachers (e.g., portfolios, student assignments)</td>
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<td>6. universal design access for students with disabilities (i.e., adaptive technology)</td>
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<tr>
<td><strong>Connectivity</strong></td>
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<tr>
<td>1. a fast, sustainable local area network (LAN) and wide area network (WAN)</td>
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<tr>
<td>2. affordable home internet service for students and parents</td>
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<tr>
<td>3. a school wireless internet and portal connection</td>
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<td>4. effective technology security system</td>
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<td>5. system for parent access to student grades and records</td>
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<tr>
<td>6. school/district web page and portal for students, parents, and teachers</td>
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</tbody>
</table>

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<tr>
<th>Technology Plan Component</th>
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<tbody>
<tr>
<td><strong>Policies, Standards, and Practices</strong></td>
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<tr>
<td>1. information technology improvement process.</td>
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<tr>
<td>2. policy and procedures for selection and purchasing of software.</td>
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<tr>
<td>3. a policy and procedures for selection and purchase of hardware.</td>
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<tr>
<td>4. email and internet use policy and procedures</td>
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<tr>
<td>5. policy and procedures for research and development</td>
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<tr>
<td>6. policy and procedures to regarding student personal computers at school</td>
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<tr>
<td><strong>Resources to Support the System and Build Capacity</strong></td>
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<tr>
<td>1. an effective and efficient technology maintenance system</td>
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<tr>
<td>2. a software installation system</td>
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<tr>
<td>3. an efficient and effective repair system</td>
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<tr>
<td>4. skillful and client-friendly technology support staffing</td>
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<tr>
<td>5. sustainable technology financial planning process and resources</td>
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<td>6. community partnerships to support technology use</td>
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<tr>
<td>7. technology organizational structure and coordination</td>
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<tr>
<td><strong>Assessment of Effectiveness/Accountability</strong></td>
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<tr>
<td>1. system to evaluate the effectiveness of technology use</td>
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<tr>
<td>2. a system to evaluate the impact of technology on learning, teaching, and organizational effectiveness</td>
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</table>
## Technology Needs Assessment Inventory

<table>
<thead>
<tr>
<th>Professional Development</th>
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</thead>
<tbody>
<tr>
<td>1. opportunities to learn how to teach basic technology competencies to students</td>
</tr>
<tr>
<td>2. opportunities for teachers to learn basic technology competencies</td>
</tr>
<tr>
<td>3. opportunities for clerical, security, and classroom paraprofessional staff to learn technology competencies</td>
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<tr>
<td>4. opportunities for teachers to learn technology integration strategies and practices</td>
</tr>
<tr>
<td>5. opportunities for administrators and supervisors to learn technology competencies and support practices</td>
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<tr>
<td>6. a system for providing just-in-time, on-line support and face-to-face coaching services and resources.</td>
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<tr>
<td>7. opportunities for technical staff to get ongoing training to have up-to-date technical knowledge and skills</td>
</tr>
<tr>
<td>8. opportunities for staff to be familiar with the selection and use of adaptive technology for students with disabilities.</td>
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</tbody>
</table>
## Technology Plan

<table>
<thead>
<tr>
<th>Technology and Student Learning</th>
<th>Access</th>
<th>Connectivity</th>
<th>Policies, Standards, and Practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Create a technology mission.</td>
<td>A. Create and implement a hardware replacement and expansion plan.</td>
<td>A. Create and implement a plan to evaluate and make necessary changes to the school's local area network (LAN) and wide area network (WAN).</td>
<td>A. Create and implement an information technology improvement process.</td>
</tr>
<tr>
<td>B. Create a technology vision.</td>
<td>B. Create and implement a software replacement and expansion plan.</td>
<td>B. Create and implement a plan to provide affordable home internet service.</td>
<td>B. Create and implement procedures and policies for selection and purchasing of software.</td>
</tr>
<tr>
<td>C. Identify components of a technology-rich engaged learning environment.</td>
<td>C. Create and implement a technology hardware and software inventory system.</td>
<td>C. Create and implement a plan to evaluate and make necessary changes to school wireless internet and portal access.</td>
<td>C. Create and implement procedures and policies for selection and purchase of hardware.</td>
</tr>
<tr>
<td></td>
<td>D. Create and implement a plan for using technology student information (e.g., attendance, discipline, grades) system.</td>
<td>D. Create and implement a plan to audit and make necessary changes to technology security.</td>
<td>D. Evaluate and make necessary changes to the email and internet use policy and procedures.</td>
</tr>
<tr>
<td></td>
<td>E. Evaluate and make necessary changes to the file management storage system for students and teachers (e.g., portfolios, student assignments).</td>
<td>E. Create a school/district web page and portal for students, parents, and teachers.</td>
<td>E. Create and implement policy and procedures for web and portal publishing.</td>
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<tr>
<td></td>
<td>F. Create a plan for meeting the needs of students with disabilities by having adaptive technology available.</td>
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<td>F. Create and implement policy and procedures for research and development.</td>
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<td>G. Create and implement policy and procedures regarding student use of personal computers at school.</td>
</tr>
<tr>
<td>Resources to Support the System and Build Capacity</td>
<td>Assessment of Effectiveness/Accountability</td>
<td>Professional Development</td>
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<tr>
<td>A. Evaluate and make necessary changes to the technology maintenance system.</td>
<td>A. Create a data collection system to evaluate the effectiveness of technology use.</td>
<td>A. Create and implement a plan to teach basic technology competencies to students.</td>
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</tr>
<tr>
<td>B. Evaluate and make necessary changes to the software installation system.</td>
<td>B. Create and implement a plan to evaluate the impact of technology on learning, teaching, and organizational effectiveness.</td>
<td>B. Create and implement a plan to teach basic technology competencies to teachers.</td>
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<tr>
<td>C. Evaluate and make necessary changes to the repair system.</td>
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<td>C. Create and implement a plan to teach basic technology competencies to clerical, security, and classroom paraprofessional staff.</td>
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<tr>
<td>D. Evaluate and make necessary changes to the technology support staffing.</td>
<td></td>
<td>D. Create and implement a plan to teach technology integration strategies and practices to teachers.</td>
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<tr>
<td>E. Evaluate and make necessary changes to the technology financial planning process and resources.</td>
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<td>E. Create and implement a plan to teach technology support practices and competencies to administrators and supervisors.</td>
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<tr>
<td>F. Evaluate and make necessary changes to the community partnerships to support technology use.</td>
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<td>F. Create and implement just-in-time, on-line support and face-to-face coaching services and resources.</td>
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</tr>
<tr>
<td>G. Evaluate and make necessary changes to the technology organizational structure and coordination.</td>
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<td>G. Create and implement a plan for ongoing training for technical support staff.</td>
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</tr>
</tbody>
</table>

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