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# School Technology Plan Template

## MISSION/VISION STATEMENT

A mission statement defines your school's goals and objectives and its approach to reach those objectives. A vision statement describes the desired future position of the school.

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**Questions to consider:**

- Does your school/district already have a mission or vision statement?
- Does your district have a strategic plan? How does this connect to it?
- What motivates your staff to embrace change?

## TECHNOLOGY PLAN COMMITTEE MEMBERS

The following people are acknowledged for their time, thoughtful contributions, and commitment to this learning.

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**Questions to consider:**

- When/where will these meetings be held so that its available to all? (e.g., before school, after school, staff meetings, virtual/in person, etc.)
- How often will these meetings be held? How much additional effort is expected from staff?
- Is it mandatory or optional for staff?
- How to provide a space for safe conversation where people feel heard and valued?
- Have you included all stakeholders (e.g., teachers, educational assistants, students, parents, school trustee, district administrator, community members, etc.)?
- How is this information being communicated/shared out?



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**GUIDING PRINCIPLES – International Society for Technology in Education (ISTE) Standards**

These standards are a road map to helping students become empowered learners. They will deepen educators’ practices, promote collaboration, and challenge them to re-think traditional approaches.

**Questions to consider:**

- How can the [ISTE Standards For Educators](#) be used as a guide?
- Where are you seeing examples of this already?
- What are you trying to accomplish?
- If working in BC – can link to [BC Digital Literacy Framework](#)?

**NEEDS ASSESSMENT AND ANALYSIS**

Overall feeling from teachers and other stakeholders about educational technology in the school currently.

**Samples:**  
The Organizational Climate Questionnaire ([OCDQ-RE](#))  
Denison Organizational Culture Survey ([sample report](#))  
Staff Technology Survey by Emily Miller ([Google Forms](#))  
Family & Community Members Technology Survey by Emily Miller ([Google Forms](#))

**Questions to consider:**

- Which different stakeholder groups need to be targeted with a need’s assessment?
- What is the best way to do this? (e.g., survey, interview, informal and formal observations, focus groups, etc.)
- What does the data show?



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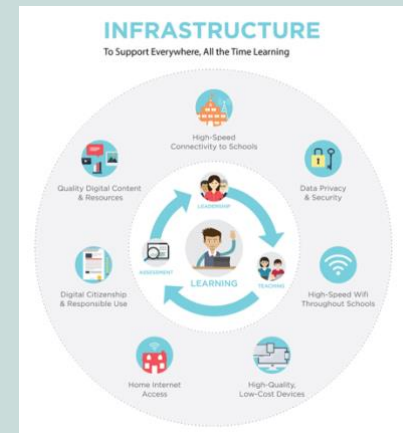
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### DISTRICT AND SCHOOL INFRASTRUCTURE

There are many things that need to be in place in order for a school to run a successful technology program. Outline your district and school's infrastructure.

Blank area for writing the district and school's infrastructure.

- Questions to consider:**
- What is the internet bandwidth in your building(s)?
  - What is your device to teacher and device to student ratio?
  - What district digital resources do you have access to? Are there guidelines?
  - What is the district and school protocol for device maintenance and upgrades?
  - What is the structure of support within the school/district?
  - Is there a student support team?



<https://tech.ed.gov/netp/graphics/>



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**PLAN AND PROCEDURE**  
In the tables below, list your school goals and specific information about how your school can achieve those goals

<b>Goal #1:</b>	<b>Timeline:</b>	<p><b>Questions to consider:</b></p> <ul style="list-style-type: none"> <li>- <i>How could this connect to the District Strategic Plan?</i></li> <li>- <i>How do you address perceptions of ease of use and usefulness when it comes to new technology?</i></li> <li>- <i>How to encourage innovation?</i></li> <li>- <i>What are the expectations of teachers in their use of technology?</i></li> <li>- <i>How to make the learning an authentic, hands-on, and a worthwhile experience?</i></li> <li>- <i>How to develop opportunities for capacity building for staff – small and large group?</i></li> <li>- <i>How to plan for a variety of learning experiences – formal and informal?</i></li> <li>- <i>Who will be providing those learning experiences? (e.g. district experts, colleagues, teacher in another school, observations, co-teaching, mentor, etc.)</i></li> <li>- <i>Who is going to be collecting the evidence?</i></li> <li>- <i>How do you track progress?</i></li> <li>- <i>How often do you build in reflective action to review the goals and progress?</i></li> <li>- <i>Is the timeline realistic?</i></li> </ul>
<b>Evidence:</b>	<b>Resources Needed:</b>	
<b>Outcome(s):</b>		



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<b>Goal #2:</b>	<b>Timeline:</b>	<b>Questions to consider:</b> <ul style="list-style-type: none"><li>- <i>How could this connect to the District Strategic Plan?</i></li><li>- <i>How do you address perceptions of ease of use and usefulness when it comes to new technology?</i></li><li>- <i>How to encourage innovation?</i></li><li>- <i>What are the expectations of teachers in their use of technology?</i></li><li>- <i>How to make the learning an authentic, hands-on, and a worthwhile experience?</i></li><li>- <i>How to develop opportunities for capacity building for staff – small and large group?</i></li><li>- <i>How to plan for a variety of learning experiences – formal and informal?</i></li><li>- <i>Who will be providing those learning experiences? (e.g. district experts, colleagues, teacher in another school, observations, co-teaching, mentor, etc.)</i></li><li>- <i>Who is going to be collecting the evidence?</i></li><li>- <i>How do you track progress?</i></li><li>- <i>How often do you build in reflective action to review the goals and progress?</i></li><li>- <i>Is the timeline realistic?</i></li></ul>
<b>Evidence:</b>	<b>Resources Needed:</b>	
<b>Outcome(s):</b>		



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<b>Goal #3:</b>	<b>Timeline:</b>	<b>Questions to consider:</b> <ul style="list-style-type: none"><li>- <i>How could this connect to the District Strategic Plan?</i></li><li>- <i>How do you address perceptions of ease of use and usefulness when it comes to new technology?</i></li><li>- <i>How to encourage innovation?</i></li><li>- <i>What are the expectations of teachers in their use of technology?</i></li><li>- <i>How to make the learning an authentic, hands-on, and a worthwhile experience?</i></li><li>- <i>How to develop opportunities for capacity building for staff – small and large group?</i></li><li>- <i>How to plan for a variety of learning experiences – formal and informal?</i></li><li>- <i>Who will be providing those learning experiences? (e.g. district experts, colleagues, teacher in another school, observations, co-teaching, mentor, etc.)</i></li><li>- <i>Who is going to be collecting the evidence?</i></li><li>- <i>How do you track progress?</i></li><li>- <i>How often do you build in reflective action to review the goals and progress?</i></li><li>- <i>Is the timeline realistic?</i></li></ul>
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**COMMUNITY RESOURCES AND SUPPORT**

There are many ways to get technical and financial aid to support the success of a technology plan. Do some research into how the surrounding community can help support your specific school goals.

Empty space for student research and notes.

**Questions to consider:**

- *What is the process for requesting funding from the School District?*
- *How can your PAC help support your technology plan?*
- *Are there any businesses in your community...*
  - o *that offer technology grants?*
  - o *that are donating old technology?*
  - o *That can collect donations to support a technology fund?*

*If needed, use [this Technology Grant Application Template](#) to request district or community funding support. Please make a copy and customize as needed.*

