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Louisiana Technology Plan

Louisiana Technology Plan

Fiscal Years covered in this basic plan include: 2014-2015 2015-2016 2016-2017

Both the State of Louisiana – Department of Education – and the United States federal government require Technology Plans for the purposes of technology funding and grants. School districts and charter schools who wish to remain eligible for federal technology funding, such as the federal E-rate discount program and federal technology grant initiatives, must develop their next technology plan to cover July 1, 2014 – July 1, 2017. Completion of this 2014-2017 Technology Plan and submission to the Louisiana Department of Education (LDOE) for approval will maintain the LEA's eligibility for state and federal programs for 2014-2017.

Plan Development

Technology planning should be an integral part of the strategic planning process of LEAs; therefore, LDOE has compiled the following form to assist with the technology planning and writing process.

Plan Requirements

The following requirements are imposed by the federal E-rate program and must be met for technology plans submitted for E-rate program eligibility:

- The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education services.
- The plan must include a professional development strategy to ensure that staff knows how to use these new technologies to improve education services.
- The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
- The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.
- School districts and charter schools receiving E-rate discounts on Internet access must be in compliance with The Children's Internet Protection Act (CIPA). CIPA requires a school district to have an Internet Safety/Acceptable Use Policy in place that has had at least one public hearing.
- School districts and charter schools receiving E-rate discounts on Internet access must filter Internet access in order to prevent students from accessing material that may be pornographic or otherwise harmful to them.
- Plans need to include any E-rate eligible services for which a school district is seeking E-rate discounts.
- The plan must be written and have a date of creation that pre-dates any E-rate Form 470s filed for services for the specific E-rate program year. The technology plan must also cover the entire E-rate program year.

To read more about the E-Rate Program, please click [here](#).

Plan Submission and Review

The 2014-17 Technology Plan must be submitted before June 10, 2014, if you need your plan to be approved for the 2014-15 E-Rate year. Remember, the initial creation date for your technology plan must be written before any Form 470s are filed unless your current technology plan covers any portion of the 2014-15 funding year. *Note most Louisiana district's plans are currently approved through July 1, 2014.*

LDOE will review and approve 2014-2017 Technology Plans as they are received. Approval letters will be sent to LEAs as soon as they are approved.

The 2014-17 Technology Plan template that follows will be reviewed to determine if the LEA has made a good faith effort to address the essential components required for E-rate program eligibility. The LEA may be contacted for specific clarifications, as needed.

Please type information directly into the template, as indicated.

Section I: Contact/Demographic Information

Written/Creation

LEA/School Information			
Name	International High School of New Orleans		
Address	727 Carondelet Street, New Orleans, LA 70130		
Main Phone Number	504.613.5703	Main Fax Number	504.566.1142
Site Code	344001	E-Rate BEN	16060315
Charter Operator Information (if applicable)			
Name			
Address			
Main Phone Number		Main Fax Number	
Site Code		E-Rate BEN	
Contact Name		Contact E-mail address	
Contact Phone Number		Contact Fax Number	
Superintendent/Headmaster/Director			
Superintendent Name	Nan Ryan	E-mail address	nan.ryan@ihsnola.org
District Phone Number	504.613.5706	District Fax Number	504.566.1142
Technology Plan Contact			
Name:	Nan Ryan	E-mail:	nan.ryan@ihsnola.org
Phone:	504.613.5706	Fax:	504.566.1142
E-Rate Contact			
Name:	Nan Ryan	E-mail:	nan.ryan@ihsnola.org
Phone:	504.613.5706	Fax:	504.566.1142
IT/Network Technical Contact			
Name:	Nan Ryan	E-mail:	nan.ryan@ihsnola.org
Phone:	504.613.5706	Fax:	504.566.1142
Plan Information			
Expiration Date of Currently Approved Technology Plan	June 30, 2016		
Coverage dates of the plan being submitted	July 1, 2014- June 30, 2017		

This form is required to be submitted each year to continue the approval of your technology plan for E-Rate support.

Mail your original form (signed in blue ink) to:

LA Dept. of Education, Attn: Carol Mosley
1201 North Third Street, Ste 5-136
Baton Rouge, LA 70802

*If you would like to also email a copy of your signed form, prior to mailing the original form, please send it to:
Carol.Mosley@LA.GOV*

Date

Superintendent/Principal/Director Signature

Nan Ryan

Print Name

E-Rate Coordinator Signature

Nan Ryan

Print Name

Section II: Assessment and Strategies Components

Instructions: Add your responses by typing into the document below.

Technology Needs Assessment:

Describe the process used to determine the technology needs for the LEA for 2014-2017 and briefly summarize the needs that have been determined. Make sure to include any technology needs that will be supported through E-rate discounts, such as telephone, telecommunications access, Internet, and other E-rate eligible services:

The Head of School implemented a distributive leadership model which included an academic committee of teachers. In addition to their other responsibilities the team was asked to assess the technology needs for International High School. The following needs were identified:

- Current bandwidth is inadequate to provide sustainable access to educational websites during instructional hours.
- The current infrastructure will not support the large amount of technology being used nor the bandwidth increase from 50 Mbits/s to 100 Mbits/s.
- Monitoring software is needed to provide teachers with the ability to see all students' laptops during instructional time, as well as project a student's screen on the projector from their computer.
- A school wide system of communication that supports the effective use of electronic communication is needed.
- Additional wireless access points need to be installed to support the increase in the numbers of wireless devices used for instructional purposes.

Goals and Strategies:

List the specific goals and strategies for 2014-2017 that address how your LEA will use technology to deliver education and assist with school administration:

Technology Leadership Goals:

- All school leadership team members will be technology-proficient according to state adopted standards found in the International Society for Technology in Education's National Educational Technology Standards for Administrators (NETS-A)
- All current school leadership team members will be encouraged to use technology to effectively monitor and evaluate teachers.
- All school leadership team members will routinely model appropriate use of technology resources to support administrative and instructional functions.
- All school leadership team members will use a variety of emerging technologies (i.e., video conferencing, voice technologies, school website, student information systems, school notification systems, and virtual learning environments) as primary sources of communication.
- All school leadership team members will coordinate, implement, evaluate, and modify their school technology plans and/or school improvement plan annually to ensure alignment with overall federal, state and board/district educational technology and accountability goals.
- School leadership team and the RTI Counselor will integrate educational technology into the curriculum and intervention plans.
- All faculty members will effectively incorporate technology usage into their lessons and allow students to access and utilize technology for use in rigorous classwork and assessments.
- Offer opportunities to a large population of stakeholders to access training on various technology initiatives.

Strategies:

- Establish and maintain school-wide system of communication that supports the effective use of electronic communication.
- Provide school leadership with an up-to-date computer, software and appropriate training to ensure its effective use.
- Conduct a technology needs assessment of the school and establish a plan for technology professional development for faculty.

- Provide for a systematic plan to update equipment as needed.

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- Apply for E-Rate funding to upgrade LAN infrastructure (i.e. purchase: more wireless access points, LAN controller, DHCP/DNS server with software, maintain the equipment)
- Include an indicator on evaluation, observation, and walk-through rubrics and checklists addressing the use of classroom technologies and the integration of technology into the curriculum.
- Require use of technology-based applications for maintaining and reporting student grades, attendance records, scheduling, and other necessary record keeping functions.
- Encourage use of web-based lesson plans to communicate more effectively with parents and provide them with access to information relative to student learning and classroom activities.
- Recommend leaders at all levels use and model technology integration.
- Offer faculty the opportunity to post pertinent classroom information to the school website to include, but not limited to, the following: homework, weekly content focus of instruction, parent resources to help support curriculum, student products, and other appropriate information.
- Seek all possible alternative sources of funding through strategic partnering with other programs at the school level as well as business partnerships and fundraising activities.
- Utilize staff expertise to assist in the training and support of other staff members who struggle with technology. This may include turnkey professional developments, special-interest trainings for hardware and software applications as well as encouraging usage of emerging technologies.
- INTERNATIONAL HIGH SCHOOL will use existing budgets to purchase needed technology and provide access to high quality professional development opportunities.

Professional Development Plan:

Describe the professional development strategies you have in place for 2014-2017 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

Professional Development Goals

- All teachers will engage in professional development activities offered locally or through conferences that demonstrate how to integrate technology into the Curriculum.
- All teachers will engage in professional development that includes both online and/or face-to-face local and state-developed professional development opportunities.
- Collaborative Mentoring Group teachers will participate in professional learning communities that facilitate the integration of technology into student learning.
- All new teachers will participate in on-going professional development designed to facilitate the integration of technology into instruction and support the establishment of highly qualified teachers in Louisiana.
- All teachers will be proficient as in the use of technology to enhance student learning by 2017 using a predefined assessment tool.
- All teachers will be trained in resources designed to allow students to safely and effectively conduct research using technology.
- All teachers will know how to use data to personalize/individualize instruction within their content area.
- IHS will provide appropriate support for the assessment, acquisition and implementation of Assistive Technology as outlined in the LA Pupil Appraisal Handbook, Bulletin 1508.
- All teachers and teacher preparation faculty will be trained in software that uses technology to perform administrative tasks efficiently (i.e., digital records, such as electronic grade books, attendance, planning).

Strategies

- Allocate sufficient funds and resources for professional development and technology support personnel.
- Provide opportunities for all teachers to enhance their educational technology knowledge and skills by developing and providing access to professional development programs, funding stipends and substitutes, and providing travel assistance.
- Provide technical troubleshooting training for teachers.
- Utilize e-mail as the official source of communication.

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- Require all teachers complete appropriate technology integration trainings (classroom instructions, wireless) to become technology proficient by 2017.
- Provide teachers with access to appropriate software and hardware in order to integrate technology into daily instruction to facilitate and enhance student learning.
- Send regular e-mail messages about sound educational websites, technology lesson plans and resources, and instructional tools.
- Recommend and support participation in professional organizations (i.e., LACUE, NECC, ISTE, CoSN, Charter Eastbank Collaborative, LDOE) by providing financial assistance to staff for subscriptions.
- Utilize state and or internally developed tools and evaluation instruments for determining teacher technology proficiencies.

Evaluation:

Explain the evaluation process for your technology plan for 2014-2017, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met:

The Head of School is responsible for evaluating the implementation and effectiveness of the technology plan for 2014-2017. He or she may choose to assign a designee to conduct surveys, gather data, conduct observations, etc.

Evaluation Strategy	Frequency	Timeline
School technology planning for grants and E-Rate	Annual	September - March
Attendance by administrators and staff in technology training	Annual	August - May
Budget reports (federal, state, local)	Annual	Fall/Spring
Digital student portfolio	Annual	August - May
Annual parent survey	Annual	April – June
Teacher/Administrator Technology Proficiency Survey	Annual	May
Student Technology Proficiency Survey	Annual	May
Certificates and/or sign-in sheets showing participating in technology training	On-going	August - May
School-level observation and monitoring in the classroom	On-going	Fall/Spring
Monitoring Reports	On-going	Monthly
Review instructional unit plans	On-going	Monthly
Report to VIBE Board *Progress Reports 2015-2016/Final 2017	Annual	June

Optional Links:

Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan:

Enter text here; document will expand to fit.

Section III: IT Infrastructure and Telecommunications Plan Components

List all telecommunication services and IT equipment being procured for the funding year(s) indicated within your technology plan. Be sure to include both E-Rate and non-E-Rate services and equipment that will be obtained to ensure full utilization of all requested E-Rate services. A basic list of services has been included to assist you in this process.

Service	Goals & Strategies	Professional Development	Monitoring & Evaluation
<p>List all services/equipment, as described in the E-Rate Eligible Services List, being procured during the FY 2012-13 funding year. Be sure to include any non-E-Rate services or equipment that will be purchased or implemented to ensure full utilization of requested E-Rate services.</p> <p>Please provide specific quantities and type of service</p>	<p>Provide a clear goal and a realistic strategy for using the requested services and internal connections to improve the delivery of educational services.</p> <p><i>Note: If you have already described your goals and strategies within your technology plan – just write “see plan and the page number” below</i></p>	<p>Provide all professional development strategies being instituted ensure staff and students are able to fully utilize the requested service to improve the delivery of educational services.</p> <p><i>Note: If you have already described your professional development process within your technology plan – just write “see plan and the page number” below</i></p>	<p>Provide a description of the evaluation process the school will utilize to monitor progress toward the identified goals and make mid-course (i.e. mid-year), corrections in response to new developments and opportunities as they arise.</p> <p><i>Note: If the process described in your current technology plan is very general, that description may not be sufficient to meet the expectations of the E-Rate program.</i></p>
E-Rate eligible services/equipment included on either form 470 and/or 471			
<p>Local and Long distance telephone services including VOIP and analog lines</p>	<p>Services used to facilitate and enhance communication between school staff, parents, students, and other education stakeholders</p>	<p>Staff has been and will continue to be trained in the use of existing services. They will have access to other training services as needed to enhance service use.</p>	<p>The Head of School or his/her designee will evaluate the need for increasing or decreasing these services by surveying all IHS employees. All changes in service are strictly monitored by and must be approved by the Head of School.</p>
<p>Internet connection of 100 MBPS</p>	<p>Usage of relatively high performance Internet connectivity for routine research and online applications, and for other online applications like state EOC testing</p>	<p>See technology plan for professional development strategies to ensure student academic success.</p>	<p>The evaluation of the effectiveness of Internet access and connected data circuits will be measured in multiple ways including proficiency of staff and students, measurable student achievement, and progress as measured by application software programs assessments.</p>
<p>Wireless cellular phone service with data plans and hot spots</p>	<p>Constant for administration and essential support staff</p>	<p>Administration and support staff will be trained as need on the effective use and optimum availability of cellular wireless services.</p>	<p>The Head of School or his/her designee is immediately notified of any outages or changes in service which are then reported to the service provider as needed.</p>
<p>Hosted email services for all employees</p>	<p>Provide electronic communications to all employees</p>	<p>Training will be available upon request.</p>	<p>The Head of School or his/her designee will re-evaluate the need to increase/decrease the number of email accounts.</p>

Basic maintenance of all eligible equipment	Provide a quality maintenance support system to insure all equipment is functioning at the maximum capacity and functionality.	The IT contractor (s) will maintain adequate technology certifications to insure each employee is properly trained to provide support.	The Head of School or his/her designee will assess the quality of the basic maintenance structure by reviewing inventory, asset logs and maintenance logs to determine the age and functionality of the equipment.
E-Rate eligible services/equipment where E-Rate funding is not being sought			
Ineligible services/equipment			
Document imaging equipment	Copiers, scanners, and other electronic imaging equipment		
Computer Hardware	Computers and software		
Educational Software	Provide teachers with educational software to increase student performance.		
File Storage	All employees will be provided with space on the servers to store and back-up documents.		
Replace failed workstation computers/laptops as needed	Workstations/laptops which are unrepairable are replaced to sustain our current computer to student ratio.		

Section IV: Policies and Certifications

To ensure all LEAs and schools meet with both federal education and E-Rate policies and certifications, please provide a copy of the following documents for the state to have on file.

1. District's policies pursuant to the Children's Internet Protection Act of 2000 (CIPA) and Internet Safety Policies pursuant to (FCC 11-125).

LEAs/schools must certify that they are in CIPA compliance by having an Internet Safety Policy adopted and implemented at the start of the given funding year. This policy must include a technology protection measure that blocks or filters internet access to visual depictions that (a) are obscene, (b) are child pornography, or (c) are harmful to minors. Filtering is required for all Internet-enabled computers whether used by minors or adults. For E-rate purposes, filtering for adult Internet usage can be disabled for "bona fide research or other lawful purpose."

In addition, any LEA/school applying for E-Rate discounts on anything more than telecommunications services must "...include monitoring of online activities of minors and must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response."

A CIPA Compliance Checklist has been included in the appendix of this document to assist LEAs and schools in either creating or evaluating their policy's compliance with CIPA.

a. Acceptable Use Policy (aka Internet Safety Policy) (include policy number, if applicable, and the date of adoption)

Schools subject to CIPA are required to adopt a policy that addresses:

- i. Access by minors to inappropriate matter on the internet.
- ii. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- iii. Unauthorized access including "hacking" and other unlawful activities by minors online.
- iv. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- v. Restricting minors' access to materials harmful to minors.

b. Proof of Internet Filtering

LEAs/schools must be able to provide proof that all internet traffic is being filtered for obscene and harmful materials to minors. In the past, many LEAs/schools have just provided a copy of a cancelled check or invoice documenting that a filtering package or service has been acquired. LEAs/schools should expand this proof to include a listing of the categories/types of material that are being filtered and periodic reports on all key words, sites and locales being filtered. It is also recommend that any LEA/school who allow exceptions to their filtering policy for certain users, document and retain these exceptions for auditing purposes.

c. Monitoring Policy and/or Proof of Monitoring

Under FCC 11-125, LEAs/schools will now be required to have an official monitoring policy which describes monitoring activity within the LEA's/school's network for compliance with CIPA. This may be through a software package, teacher monitoring, remote viewing of online activities, etc. There is no required type of monitoring activity that a LEA/school must provide; the only requirement is that whatever policy an LEA/school states within its policy must be adhered to by the LEA/school.

Types of monitoring activities that might be included in a LEA/school policy could include: software which scans email for key identifiers or words, reviewing filtering reports and documenting changes/updates being made based upon report data, monitoring of firewall rules and reports, desktop and device level monitoring software for screenshot

capturing, document tracking, remote monitoring, device logging, PC activity, etc.

d. **CIPA Education Policy/Plan and/or Proof of CIPA Education**

LEAs/schools should provide at least one training session for all staff, students and other users of the LEAs/school's internet and intranet regarding the LEA's/school's technology and compliance policies. The training should also include specific information on appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. The training should make users aware of cultural, societal, political and other issues that may

LEAs/schools are not required to purchase software or other specific training materials distributed by any specific provider of an e-safety education courses or materials. LEAs/schools should have proof that all internet and intranet users have been through the LEA/district training and certifying they understand and will abide by the LEA/school policies.

e. **Policy on On-site Use of Personal Portable Devices**

Under current federal guidelines, policies related to personal portable devices that may access either a schools internet or computer network or accesses a mobile network not controlled by the LEA/school while on a LEA/school's campus have not been fully clarified and more detailed guidance is still needed. The FCC has announced that new rules and regulations will be addressed in its upcoming proceedings as they are aware of the increased need by schools to provide students and teachers with flexible options for accessing and using more up-to-date and robust technology devices that the LEA/school does not own, manage, or administratively control due to budget or other constraints. An LEA/school policy might include:

- i. Access to the LEA's/school's network.
- ii. Access by minors to inappropriate matter on the internet.
- iii. Unauthorized access including "hacking" and other unlawful activities by minors online.
- iv. Anti-virus, anti-malware software requirement.
- v. Indemnification clauses for the LEA/school.
- vi. Approval process, certifications and other documents required of any user who want to use their personal device while on the LEA/school campus.

Section V: Certifications and Assurances

- I certify that the strategies and activities have been founded in scientifically based research as required by NCLB, Section 1116 (c)(7)(A)(i) and as defined in NCLB, Section 9101(37).
- I certify that the technical assistance provided by the LEA/school is founded on scientifically based research (NCLB, Section 1116(b)(4)(C) as defined in NCLB, Section 9101(37).
- I certify that the LEA/school will give reasonable public notice and hold at least one public hearing to address proposed technology protection measures and LEA/school internet safety policy as set forth by the Children’s Internet Protection Act (CIPA). The adoption of this policy shall meet the five criteria required by Section 25491 of the Children’s Internet Protection Act (CIPA).
- I certify that the LEA/school will provide all students and staff copies and/or access to the district/school technology policies associated to CIPA including the Acceptable Use Policy, Monitoring Policy, and Policy for On-Site Use of Personal Portable Device (if applicable).
- I certify that the LEA/school will provide at least one training session with all staff, students and other users of the LEAs/school’s internet and intranet per CIPA and FCC Order 11-125. The LEA/school will make every effort to keep signed acknowledgements from all staff and students as proof that they have received and understand all technology policies and have been to at least one training session.
- I certify that the LEA/school/charter operator is filing only for E-Rate **Priority 1 telecommunication services** for funding year(s) 2014-2015, 2015-2016, and/or 2016-2017 and I have filled out the E-Rate Technology Addendum accordingly.
- I certify that the LEA/school/charter operator is filing for E-Rate **Priority 1 telecommunication services and Priority 2 equipment and/or maintenance** for funding year(s) 2014-2015, 2015-2016, and/or 2016-2017 and I have filled out the E-Rate Technology Addendum accordingly.
- I certify that all E-Rate Form 470s and use of state master contract Form 470(s) submitted for funding year(s) 2014-2015, 2015-2016, and/or 2016-2017 are or will be based on the district technology plan; and all Form 470 items can be found in the technology plan and/or addendum.
- I certify that although the basic structure of our technology plan has been approved, we understand that E-Rate rules require a level of consistency between our technology plan and our E-Rate funding requests and that our E-Rate funding requests were not provided or subject to review during the technology plan approval process. We agree on behalf of the district/school/charter operator that the Louisiana Department of Education is not liable if our technology plan is found to be inconsistent with any E-Rate funding requests that may result or be based upon their approval of the district/school's technology plan.
- I certify that our district/school/charter operator will be part of a consortium filing for funding year(s) 2014-2015, 2015-2016, and/or 2016-2017. The lead entity filing our consortium application is _____ and their billed entity (BEN) number is _____. The E-Rate Contact for the consortium is _____.
- I certify that our district/school/charter operator will be using a consultant to assist us in filing for E-Rate funds for funding year(s) 2014-2015, 2015-2016, and/or 2016-2017. The E-Rate Consultant is _____ and their contact information (phone/email) is _____.

Signature of LEA Superintendent or School Director

Date