

## **2016-2018 Technology Plan Guidance**

Most local education agencies (LEAs) currently have an approved 2013-15 Technology Plan on file with the Minnesota Department of Education (MDE) that covers the period of July 1, 2013 – June 30, 2015. School districts and charter schools who wish to remain eligible for federal technology funding, such as the federal E-rate discount program, federal technology grant initiatives, and state telecommunications access aid, must develop their next technology plan to cover July 1, 2015 – June 30, 2018. Completion of this 2016-2018 technology plan and submission to MDE for approval will maintain the LEA's eligibility for state and federal programs for 2016-2018.

For the 2015 funding year, which covers services and equipment to be delivered between July 1, 2015-June 30, 2016, form 470's can be completed any time after July 1, 2014. Districts looking for E-Rate funding on priority two services must have their technology plans written by the time they file their form 470's.

The current 2013-15 technology plans only covers your district through June 30, 2015. To accommodate those districts who need to begin writing their plans sooner, the new 2016-18 technology plan template has been posted on the MDE website:  
<http://education.state.mn.us/MDE/SchSup/SchTech/index.html>.

### **Plan Development**

Technology planning should be an integral part of the strategic planning process of LEAs; therefore, MDE has compiled resources to assist with the technology planning process rather than prescribing a specific 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:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education services.
2. The plan must include a professional development strategy to ensure that staff know how to use these new technologies to improve education services.
3. The plan must also include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.

4. 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.
5. School districts and charter schools receiving E-rate discounts on Internet access must be in compliance with The Children's Internet Protection Act (CIPA) and the Protecting Children in the 21<sup>st</sup> Century Act.

Information on CIPA may be found at:

<http://www.universalservice.org/sl/applicants/step06/cipa.aspx>

Information on Protecting Children in the 21<sup>st</sup> Century may be found at:

<http://www.fcc.gov/document/wcb-public-notice-protecting-children-21st-century-act>

6. Plans need to include any E-rate eligible services for which a school district is seeking E-rate discounts.
7. 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.

[Read more about the E-rate program](http://www.usac.org) (<http://www.usac.org>).

## Plan Submission and Review

The 2016-18 Technology Plan may be submitted at any time before June 30, 2018. For LEAs filing for E-rate in funding year 2015 (July 1, 2015 – June 30, 2016) remember that the technology plan must be written before any Form 470s are filed. Form 470's can be filed by LEAs any time after July 1 for the following program year.

MDE will review and approve 2016-2018 Technology Plans as they are received. Approval letters will be sent to LEAs as soon as they are approved.

To view approved technology plans and approval letters, please visit the Data Center: Data Reports and Analytics: School Technology Plans and Approval Letters.

The 2016-18 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.

LEAs should post their full 2016-2018 plan to their website and provide a link to the full plan in the appropriate space in the template. **Please do not modify the template.** Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to:

[mde.schooltechplan@state.mn.us](mailto:mde.schooltechplan@state.mn.us).

**Technology Plan Cover Sheet**  
2016-2018 (July 1, 2015 – June 30, 2018)

***Organization Information***

District/Agency/School (legal name): Aitkin Public Schools

District Number: # 0001

***Technology Plan Status***

The District/Agency/School has an approved 2013-15 technology plan:

Yes  No

2016-2018 Technology Plan Date of Creation: May 1, 2015

***Identified Official with Authority***

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***Technology Contact***

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## **2016-18 Technology Plan Template**

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

**Technology Needs Assessment.** Describe the processes(s) used to determine the technology needs for the LEA for 2016-2018 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:

### **Aitkin Public Schools**

**The Technology Plan for the Aitkin Public Schools is district wide and covers the period July 1, 2015-June 30, 2018. Included in this plan are the following subdivisions:**

- a. Aitkin High School**
- b. Rippleside Elementary**
- c. The District Technology Team includes representatives from ISD #0001 has a district technology team, which meets once each month and as needed during the school year. In addition, each school within the district has its own building technology team, which also has scheduled monthly meetings throughout the school year. Membership of this district technology team includes a balanced representation of District Administrators, Building Administrators, Teaching Staff, and Special Education Staff. Part of the responsibility of this team is to identify technology needs and develop both short and long range strategies.**

**A technology needs survey was taken by 62 staff members. The survey was completed in September 2014. The district intends to conduct a similar survey every two years to monitor progress toward meeting our goals.**

**Our schools are responsible to prepare students for their future education and employment goals. Our district goal is for 90% of students to graduate from college and be career ready. Colleges make use of technology. Many do not use paper during their normal day. It is our job to ensure that students are ready to use that technology to further their education. They should be ready to work in the college environment because of the planning and work we do as a district to prepare them.**

**In addition, technology needs are determined by an application-based capital budget request from staff, and by building technology team initiatives. Technology needs have also been derived through the curriculum review cycle.**

Through this process the following areas of need were identified:

- 1) landscape
- 2) foundation
- 3) framework
- 4) reinforcement

- Create a strategic plan that allows the infrastructure of Aitkin to improve including but not limited to:

Manage servers, manage users, set up and repair computers, install updated software, dispose of old equipment, maintain inventory, provide training, work with other professionals during remodeling, providing information and support.

- Technology resources needed to better accommodate students' individual learning styles/needs and to better support universal access.
- A concerted effort needs to be made on the part of the district to improve staff knowledge of and ability to use the technology resources that the district already makes available.
- Newer resources need to be made available to teachers for access to streaming and on demand content.
- Teachers need to be able to count on technology functioning properly in order to feel confident in using it to deliver instruction. To accomplish this they need to have technology problems responded to and resolved in a timely manner.
- Student performance and assessment data needs to be available to teachers in an easy to use format so that teachers can use this data in making instructional decisions.

**Goals and Strategies.** List the specific goals and strategies for 2016-2015 that address how your LEA will use technology to deliver education and assist with school administration:

Goal	Strategy	Timeline	Budget	Responsibility	Status
<p>Finish network infrastructure including ...</p> <p>Cisco switches</p> <p>20 + access points</p> <p>Fiber infrastructure</p> <p>Firewall</p> <p>Fiber termination</p>		Summer 2015-Fall 2015	<p>ERATE</p> <p>Approx:</p> <p>\$115,000</p>	Technology Integrationists and District Office	In progress
All staff with a macbook air by 2017	We currently have 20 employees with a macbook air.	Fall 2017		Building principals	Partial
Security cameras	To build a safe school environment.	Summer 2015-Fall 2015		Technology Integrationists and District Office	In progress
150 imac computers placed on a lease to buy option with apple. A total turnover every	To build consistency within the district. And, to create a timeline of rotating to new machines.	Each school year new imacs or macbook airs will be placed on a	\$43,480	Technology Integrationists and District Office	Partial

4 years.		new lease.			
Promethean and Smartboard technology	Replace old technology interactive tv's.	Fall 2015-Fall 2018		Technology Integrationists and District Office	Constant progress
Firewall and Server Upgrade and back up fan	To build a strong foundation for Aitkin Technology	Summer 2015	\$51,538	Technology Integrationists and District Office	Partial
Macbook Cart (30) to replace elementary lab	To allow for mobile of computer lab.	Summer 2015	Part of lease agreement listed above	Building principal	Partial
Purchase 50 new ipads for elementary level	To allow for small group work on ipads in all classrooms	Summer 2015	\$18,950	Building principal	Partial
Install VPP and initiate management of all ipads and app purchases properly	This allows for effective use of purchasing apps and to manage all ipads and mac computers.	Spring 2015-Spring 2016		Technology Integrationists	Partial
Re-image all computer labs	To create consistency on a day to day working basis	Summer and Fall 2015		Technology Integrationists	Partial
Move WAP's to	Allow for improved signals	Summer		Technology	Partial



new locations	around building locations.	2015		Integrationists	
Discard all XP machines in Aitkin Schools	To help keep up-to-date technology in the district with safe equipment.	Spring 2015		Technology Integrationists	Complete
Add two 3-d printers to Aitkin Schools	To enhance new technology to students.	Fall 2015	\$8,000	Technology Integrationists	In-progress
Purchase licenses for the following...  Update all computer labs to windows 8 or 10. Many computer labs will be converted to mac.	To ensure quality technology for student use (printing/research/usability)  Windows 8 and 10  LAN School  Anti-Virus  Renaissance Learning	Summer 2015	\$72,739	Business Manager	Complete
Reprogram	Traffic signals to accommodate the safety of students walking to school.	Summer 2015		Technology Integrationists	Partial

Aitkin Public Schools offers a number of professional development opportunities for our staff. We have built in 8 (1 hour) afternoon staff development sessions into the 2015-2016 calendar. These sessions will be used to support technology and other trainings. These sessions are used to review how to access our many technology resources, to update staff on changes in any of our technology programs or systems, and to make sure that staff has access to the tools that they need to be successful in the classroom.

During the 2015-2016 school year, we will offer before and /or after-school training sessions throughout the school year at the building site level on a pre-registration basis, such as “Technology Tuesdays”. Trainers will be given staff development dollars to teach each session. Trainings are promoted on our technology training web page so that staff may attend at any site if it fits within their schedules. These sessions primarily focus on classroom integration of technology tools. We utilize our own Promethean and Smartboard vendors as well as using seasoned staff members with knowledge of technology. Training is often offered following the deployment of a new technology. For example, *SMART Board* training is offered as additional *SMART Boards* are added throughout the district.

We have the option to send staff to TIES training workshops. Annually, we have various staff members who take advantage of this opportunity. We will continue to promote the TIES workshop for continuous ideas and training.

**Evaluation.** Explain the evaluation process for your technology plan for 2016-2018, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met:

The District Technology Team includes representatives from ISD #0001 has a district technology team, which meets once each month and as needed during the school year. In addition, each school within the district has its own building technology team, which also has scheduled monthly meetings throughout the school year. Membership of this district technology team includes a balanced representation of District Administrators, Building Administrators, Building Technology Staff, District Technology Staff, Teaching Staff, and Special Education Staff.

This team will develop a needs assessment survey that will be published to staff members each February. After completion, the data will be analyzed by the building technology teams.

In section 2, a person is designated to monitor and support the goals and strategies to support the district's technology plan.

**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:

**ITEM #1 – Technology Survey 2014 (link)**

**<https://www.surveymonkey.com/r/CHQ6PPB>**

**ITEM #2 – Bullying Policy**

## **BULLYING PROHIBITION POLICY - #514**

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

### **II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall engage in, permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate

bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student or a group of students;
2. damaging a student’s or a group of students’ property;
3. placing a student or a group of students in reasonable fear of harm to person or property;
4. creating a hostile educational environment for a student or a group of students; or

5. intimidating a student or a group of students.

B. “Immediately” means as soon as possible but in no event longer than 24 hours.

C. “On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

#### **IV. REPORTING PROCEDURE**

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal’s designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly

with the superintendent or the school district human rights officer by the reporting party or complainant.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.

E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.



C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

## **VI. REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

## **VII. TRAINING AND EDUCATION**

A. The school district annually will provide information and any applicable training to school district staff regarding this policy.

B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

C. The administration of the school district may implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

## VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

**Source:** Independent School District No.001, Aitkin, MN

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 423 (Employee-Student Relationships)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

***Reviewed:***                   ***3-19-12***

***Approved:***                   ***4-16-12***

**Link to Current Technology Plan.** Provide the link on the LEA website where the technology plan will be posted and updated throughout the planning period:

***<http://home.isd1.org/>***

**Children's Internet Protection Act (CIPA)**

This LEA has an Internet Safety/Acceptable Use Policy in place.

Yes  No

If yes, please provide a link to access the policy at the LEA website:

***<http://home.isd1.org/district-policies.html>***

This school district deploys an Internet filter to protect minors from material that is pornographic or otherwise harmful to them.

Yes  No

*Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to:  
[mde.schooltechplan@state.mn.us](mailto:mde.schooltechplan@state.mn.us).*