

West Carroll Parish District Technology Plan

Adopted June, 2007

Revised 2011

School Board and Superintendent

2010-2011 School Year

Name	Title
Roger K. Davis	Superintendent
Johnny Smith	District 1
Donald R. Gwin	District 2
Kathy McAllister	District 3
J. Kelly Coleman	District 4 President
J.T. Martin	District 5
Raymond Desselle	District 6 Vice-President
Jerry Gathings	District 7

WEST CARROLL PARISH DISTRICT TECHNOLOGY PLAN

Overarching Goal: All Louisiana educators and learners will benefit from technology-rich environments that support student achievement and produce lifelong learners who are able to succeed in an information society.

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West Carroll Parish Technology Plan

Introduction

West Carroll Parish Schools System(WCPS) has been actively integrating technology into its total educational programs since before the availability of grants designed for that purpose and E-Rate. WCPS realizes that in order for students to become a productive part of an ever-changing technology based society, knowledge and use of current technology skills is a must. West Carroll Parish is a rural, agriculture based, economically deprived geographic region with the majority of students being at or below poverty level. All eight school sites serve high, at-risk student populations. Opportunities for students to become technology literate must come from WCPS.

Economics dictates the opportunities WCPS can provide students. WCPS uses the EETT Grant, CBTF Grant, Superior Textbook 8g Grant, and REAP Grant as well as local funding sources. These sources are used to purchase hardware and software, establish LANS at each school site, and provide high speed wireless Internet connectivity to enhance educational resources.

Current district technology plan has provided a basic outline of what has been done in the past as well as a brief vision of future needs in the field of technology. Changing district technology needs will be addressed in this revised technology plan. Input will come from key stakeholders and will ensure that students and teachers are provided opportunities to become technologically proficient.

Action Step 1: Strengthen Leadership

Leaders at all levels will support systemic change through transformational leadership while monitoring effective use of instructional technology which supports standard-based school improvement efforts.

District Current Status:

1. WCPS administrators/leaders participate in statewide leadership programs such as Principal/Assistant Principal Induction Programs and LeadTech.
2. WCPS administrators and teachers participate in district professional development programs targeting the uses of technology to support instruction.
3. Central office personnel disseminate technology funding opportunities to principals and teachers.
4. Administrators promote email as the primary source of communication with faculty and staff.

District Benchmarks, Target year 2014:

1. All educational administrators/leaders 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).
2. All current educational administrators/leaders will participate in leadership professional development offered by the Louisiana Department of Education.
3. All current educational administrators/leaders will be encouraged to use technology to effectively monitor and evaluate teachers.
4. All newly appointed educational administrators/leaders will participate in ongoing professional development designed to develop/strengthen leadership skills and provide support during the first years of service.
5. All educational administrators/leaders will routinely model appropriate use of technology resources to support administrative and instructional functions.
6. All educational administrators/leaders will use a variety of emerging technologies (i.e., email, voice technologies, and school/district Intranet) as primary sources of communication.
7. All educational administrators/leaders will include components of effective technology integration in the development of school improvement plans.
8. All educational administrators/leaders will support, evaluate, coordinate, and modify school technology plans and/or school improvement plan annually to ensure alignment with overall federal, state and district educational technology and accountability goals.
9. Schools will use innovative restructuring and reallocation of existing budgets to purchase needed technology and provide access to high quality professional development opportunities.
10. Educational administrators/leaders and curriculum specialists will integrate educational technology into the state-mandated *Comprehensive Curriculum* or locally adopted curriculum.

District Evaluation Strategies and Timeline:

Evaluation Strategy	Frequency	Timeline
School Technology Survey	Annual	May
Technology Proficiency Self-Assessment	Annual	May
System/School Technology Surveys	Annual	April-July
Reports to BESE or other state agencies	Ongoing	Monthly meetings (when appropriate)
System/School Technology Plan associated with grant and/or E-Rate applications	Annual	Fall
Enrollment in the state leadership network programs (LELN)	Annual	Fall, Spring, Summer
District/school-level monitoring of School Improvement Plans as it relates to educational technology leadership	Annual	Spring
Appropriate state and system reports (i.e., NCLB consolidated monitoring reports)	Annual	Fall
Budget Reports (federal and/or state grants)	Annual	Fall, Spring

District Strategies:

- Establish and maintain district-wide systems of communication that support the effective use of electronic communication.
- Provide funding and technical support for leaders at all levels to enable participation in ongoing professional development activities such as, but not limited to: LEADTECH, TechTools for Administrators, Educational Leader Induction, and LA LEADS.
- Provide funding and technical support for leaders at all levels to participate in leadership conferences such as, but not limited to the state LaLeads Conference.
- Provide each teacher and administrator with an up-to-date computer, software and appropriate training to ensure its effective use.
- Conduct a technology needs assessment of each school and establish a plan for technology professional development for leaders/aspiring leaders.
- Provide for a plan to systematically update equipment which keeps pace with the changing world of technology.
- Include an indicator to monitor/evaluate integration of classroom technology and curriculum on required observation, evaluation or walk-through district forms.
- Recommend implementation of technology-based applications for maintaining and reporting student grades, attendance records, scheduling, and other necessary record keeping. Move toward 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 that leaders at all levels model technology integration.
- Recommend technology proficiency authentic assessment of all WCPS personnel.
- Recommend school web pages include 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 district/school level.

Action Step 2: Improve Teacher Training

Teachers will participate in effective professional development to ensure that technology and other educational resources available in schools are being used to enhance student learning.

District Current Status:

1. WCPS offers opportunities for quality professional development online and face-to-face.
2. WCPS, in partnership with Region VIII Teaching, Learning, and Technology Center (TLTC), provides opportunities for high quality technology professional development.
3. Online PK-12 database resources and accompanying professional development on using these resources are available.
4. Online lesson plan resources and lesson planning tools focused on integration of technology into the curriculum, including the Comprehensive Curriculum, are accessible district-wide.

District Benchmarks, target year 2014:

1. All teachers will engage in professional development activities offered locally or through regional TLTCs that demonstrate how to integrate technology into the *Comprehensive Curriculum* or the locally adopted curriculum.
2. All teachers will engage in professional development that includes both online and face-to-face local and state developed professional development opportunities.
3. All teachers will participate in professional learning communities that facilitate the integration of technology into student learning.
4. All new teachers will participate in ongoing professional development designed to facilitate the integration of technology into instruction and support the establishment of highly qualified teachers in Louisiana.
5. All WCPS teachers will be proficient in technology use to enhance student learning by 2014.
6. All teachers will be trained in resources designed to allow students to safely and effectively conduct research using technology.
7. All teachers will know how to use data to personalize/individualize instruction.
8. All PK-12 teachers will receive instructional technology support on an on-going basis from a school/district technology facilitator so that there will be at least one half-time support person to support every site or every 20-30 teachers.
9. Appropriate support for the assessment, acquisition and implementation of Assistive Technology as outlined in the *LA Pupil Appraisal Handbook, Bulletin 1508* will be provided by at least one Assistive Technology Specialist and/or Augmentative Communication Specialist for each district.
10. 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, *IEP Maker*, attendance, planning)

District Evaluation Strategies and Timeline:

Evaluation Strategy	Frequency	Timeline
State Technology Survey	Annual	May
State Technology Proficiency Self-Assessment	Annual	May
System/School Technology Surveys	Annual	April-June
Reports to state agencies	Ongoing	June-July
System/School Technology Plan associated with grant and/or E-Rate applications	Annual	October
Certificates or sign in sheets showing participation in teacher professional development opportunities	Ongoing	Fall, Spring, Summer
Appropriate state and system reports (i.e., NCBL consolidated monitoring reports)	Annual	July
District/school-level monitoring of professional development plans as it relates to educational technology leadership	Annual	Fall, Spring
Classroom Observations	District approved cycle	Fall, Spring
Teacher presentations at conferences	Ongoing	Fall, Spring, Summer

District 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.
- Encourage teachers to learn and use correct technology vocabulary.
- Require all teachers complete appropriate technology integration training(s) to become technology proficient by 2014.
- Provide teachers with access to appropriate software and hardware in order to integrate technology into daily instruction to facilitate and enhance student learning. Add a technology strand to teacher/administrator evaluations in line with *Louisiana Components of Effective Teaching* so that technology becomes a seamless part of daily classroom teaching and learning.
- Recommend monthly grade-level meetings include activities that address the integration of technology into the curriculum.
- Send regular email messages about sound educational websites, technology lesson plans and resources, and instructional tools.
- Provide access to various levels of technology lesson plans and instructional resources (beginner to advanced) within the school and district.
- Provide access to a school-based Technology Integration Specialist to assist faculty with job-embedded staff development opportunities and needs, classroom modeling, and development of technology integrated curriculum.

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- Recommend a Technology Liaison serve as a member of the school improvement committee.
 - Recommend and support participation in professional organizations (i.e., LACUE, NECC, ISTE, CoSN) by providing financial assistance to staff.
 - Incorporate Universal Design for Learning Strategies emphasizing accessible technology/ curriculum into professional development initiatives.
 - Utilize state provided tools and evaluation instruments for determining teacher, technology proficiencies.

Action Step 3: Support E-Learning and Virtual Schools

In the past five years there has been significant growth in organized online instruction (E-learning) and "virtual" schools, making it possible for students at all levels to receive high quality supplemental courses or full courses of instruction personalized to their needs. Traditional schools are turning to these services to expand opportunities and choices for students and professional development for teachers.

District Current Status:

1. The district is implementing a high school redesign plan which will provide opportunities for students to participate in E-Learning and/or Virtual School courses.
2. West Carroll Parish Schools will conduct the field test for End of Course Algebra I for all students taking Algebra I.
3. A variety of online staff development opportunities is offered that support the educational goals of schools/district.

District Benchmarks, Target Year, 2014:

1. LVS will be offered to secondary students to meet the curriculum needs of WCPS students.
2. Continue to provide online opportunities for staff development to teachers and administrators
3. WCPS will continue to offer E-Learning and Virtual School opportunities based on needs (including advanced placement courses and dual enrollment courses.)

District Evaluation Strategies and Timeline:

Evaluation Strategy	Frequency	Timeline
Enrollment of online offerings	Annual	Fall, Spring, Summer
Carnegie Units awarded for LVS course offerings annually	Annual	Fall, Spring
Implement High School Redesign	Ongoing	Beginning Fall 2007
Evaluate High School Redesign	Annual	Spring

District Strategies:

- Inform district and school administrators, teachers, and students of e-learning opportunities provided for them by the district and state.
- Allocate federal, state and local funds and resources for e-learning.
- Disseminate LVS information and promote the enrollment of students in the Louisiana Virtual School.
- Offer low-income students the opportunity to have AP exam fees reimbursed through the Advanced Placement Test Fee Reimbursement Program.
- Create e-learning opportunities that support goals and benchmarks provided by the state, district, and local levels.

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- Allocate sufficient funds and resources for high quality professional development and technology support personnel for training personnel in using and creating e-learning opportunities and resources.
 - Encourage teachers and principals to participate in state initiatives that provide e-learning experiences.
 - Collaborate with district policymakers, legislators, and community members to secure annual funds to support e-learning.
 - Offer incentives to teachers and administrators who complete e-learning classes and/or workshops.
 - Provide all high school students with the opportunity to complete one online learning experience prior to graduation.

Action Step 4: Encourage Improved Access and Technology Usage

Most public schools, colleges and universities now have access to high-speed, high-capacity hardware, software, and broadband communications. However, improved access, usage and integrated, interoperable data systems that are current and well-maintained could empower educators to transform teaching.

District Current Status:

- Over 95% of West Carroll Parish classrooms have Internet access.
- Schools have high-speed wireless Internet access.

Sharing of information on E-Rate and other funding resources to help with broadband and network support is available.

Integrated data systems provide administrators with access to (1) school performance data and analysis tools, (2) different type of student-level data, and (3) resources to assist in the analysis and use of data.

West Carroll Parish has a Technology Acceptable Use Policy. The policy addresses online safety, Fair Use, intellectual property, and privacy issues.

District Benchmarks, Target Year 2014:

1. All students, teachers and administrators will have improved access to computers and appropriate connectivity in educational settings.
2. Every school will have broadband capabilities available to the end user for data management, online and technology-based assessments, e-learning, and accessing high-quality digital content.
3. Appropriate assistive/adaptive technology will be available to address the unique requirements of persons with special needs.
4. 80% of all instructional spaces in PK-12 classrooms will exhibit a minimal ratio of 4:1 student-to-networked computer, one networked teacher computer, one networked printer, and a large screen display.
5. 85% of all students will use software packages including a productivity package, virus protection, and software that promote open-ended reasoning and higher-order thinking skills.
6. Every student, administrator, and teacher will receive high-quality technical support to manage and maintain computer networks and plan for future needs, so that there will be at least one (1) full-time technical support person for every 300 computers.
7. The districts and schools will establish recurring funding for technology in all schools.
8. All schools will restructure budgets to reveal cost savings and will reallocate monies to maximize technology resources.
9. The district will continue to seek recurring funding sources to support schools in implementing their technology plans.
10. All students will use age appropriate technology to conduct research, to solve problems, to analyze data, to collaborate, and to communicate with experts and peers.

District Evaluation Strategies and Timeline:

Evaluation Strategy	Frequency	Timeline
Report tracking bandwidth utilization of schools	Annual	Late Spring
School and System Technology Survey Report Data	Annual	Spring
System/School technology plan updates	Annual	Fall, Spring
Technology Proficiency Self-Assessment	Semi-annual	Late Spring
Appropriate state and system reports (i.e., NCBL consolidated monitoring reports)	Annual	June
Classroom observations and evaluations by faculty/principals	As designed by system	As Conducted
Current Technology Acceptable Use Policy on file	Annual	Fall

District Strategies:

- Seek local funding such as property tax and sales tax.
- Participate in State Contract purchasing opportunities that support schools systems.
- Continue to support school system budget line items for technology bandwidth and infrastructure.
- Collaborate with other local and state educational entities for purchasing power by establishing a clearinghouse for local bids that can be accessed by schools and systems.
- Participate in e-rate to maximize the funds available for technology.
- Seek federal, state and corporate grant funding for technology where available.
- Encourage tracking of bandwidth utilization for district and school network environments.
- Continue to expand the computer education courses of study for students.
- Use data from both administrative and instructional systems to understand relationship between decisions, allocation of resources and student achievement.
- Continue to provide Internet content filtering that meets CIPA compliance.

APPENDIX - A

WEST CARROLL PARISH NEEDS ASSESSMENT DATA

A sample of guidance questions for WCPS system to consider when compiling needs assessment follow. Questions are intended as guidance in compiling data and developing needs assessment. Submission of responses to these questions is not required.

Guidance Questions for System Needs Assessment:

1. What do school and system data reveal about the following:
 - Distance learning opportunities for students and teachers,
 - Student-to-computer ratio,
 - Professional development opportunities in instructional technology,
 - Technical support for teachers and schools,
 - Number of instructional classrooms with at least one multimedia Internet access computer,
 - Online database and other web resources utilized within the classroom,
 - Technical skill level of teachers,
 - Teacher and principal quality relative to Integrating technology into the curriculum,
 - Budgetary support of technology in teaching and learning.
2. What are the system's strengths and weaknesses as identified by the data?
3. What patterns and trends emerge from the data?
4. What are areas of weakness that must be affected to help system accomplish technology plan, goals and objectives?
5. How will system set priorities to address needs revealed by weaknesses?
6. Which of the needs have the greatest potential for influencing student learning?

Needs Assessment Summary

Purpose of summary page is to provide a "snapshot" of system's strengths and weaknesses. Strengths are identified on the left side of the following table and weaknesses are identified on the right. Careful consideration should be given to how the technology plan will utilize given strengths to build a stronger foundation as well as how the plan will address the system weaknesses.

Completion Steps for Needs Assessment:

1. Identify and gather all pertinent sources of data including those indicated above.
2. Conduct systematic analysis of all data.
3. Complete Needs Assessment Summary page.

Table: System Strengths and Weaknesses List as identified by data collected.


System Strengths	System Weaknesses
District funding and E-rate provides HIGH SPEED wireless Internet access.	Inadequate funding to provide up-to-date technology opportunities.
Full time technician for maintenance and support.	Most of district's schools report levels of "Developing Technology" integration in the classroom.
All instructional classrooms are connected to Internet with at least one access point.	Technology skills are not considered in hiring of new personnel.
District obtains grant and E-rate funding for technology.	Most professional development opportunities are limited to after hours.
District and school administrators purchase technology and support its use.	School based tech/software support is limited.
District and Region 8 TLTC offer a variety of technology based professional development opportunities.	Software to enhance student learning needs to be upgraded to current versions.
District and school administrators work cooperatively in providing funding for software to improve student achievement.	On-site integration of curriculum and technology is not available.
All school sites have student learning centers.	Network servers need upgrading.

APPENDIX - B

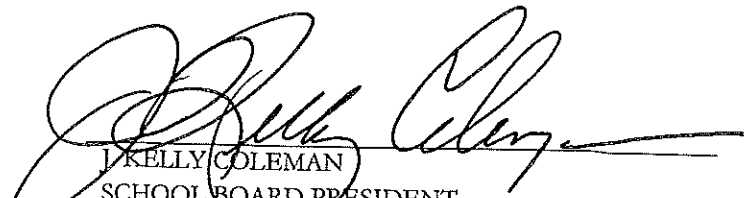
West Carroll Parish System Review Assurance

By signing this form, you confirm that your school board reviewed and approved the WCPS Technology Plan 2007-2014. This signed form is to be included with the system technology plan at the time of its submission to the State Department of Education.

WE HEREBY ACKNOWLEDGE THIS 20TH DAY OF SEPTEMBER, 2011, THAT WE HAVE REVIEWED AND APPROVED THE DISTRICT TECHNOLOGY PLAN FOR WEST CARROLL PARISH.



ROGER K. DAVIS, SUPERINTENDENT
WEST CARROLL PARISH SCHOOLS



KELLY COLEMAN
SCHOOL BOARD PRESIDENT
WEST CARROLL PARISH SCHOOLS

APPENDIX - C (revised new signatures)

West Carroll Parish School Review Assurance

By signing this form, you confirm that you were issued a copy of the WCPS Technology Plan 2007-2014.

WE HEREBY ACKNOWLEDGE THIS 20TH DAY OF SEPTEMBER, 2011, THAT WE HAVE REVIEWED AND ARE FAMILIAR WITH THE DISTRICT TECHNOLOGY PLAN FOR WEST CARROLL PARISH. WE UNDERSTAND THAT OUR SCHOOL TECHNOLOGY PLANS SHOULD MIRROR THE SYSTEM'S PLAN AND SHOULD BE ON FILE WITH THE SYSTEM.

Roger K Davis

 ROGER K DAVIS, SUPERINTENDENT
 WEST CARROLL PARISH SCHOOLS

Name of Principal	Signature	School Name
Eddie Guchereau	<i>Eddie Guchereau</i>	Epps High School
Steve Harris	<i>Steve Harris</i>	Forest High School
Perry Kelly	<i>Perry Kelly</i>	Goodwill Elementary
Truman Smith	<i>Truman Smith</i>	Kilbourne High School
JoAnna Beard	<i>Joanna Beard</i>	Oak Grove Elementary
Emily Bradley	<i>Emily Bradley</i>	Oak Grove High School

APPENDIX - D

West Carroll Parish District Technology Plan
Development Team Members

Names and occupations of team members serving on WCPS Technology Plan Development Team:

Dates of Meetings:

Name	Occupation
Richard Strong	Technology Coordinator
Mark Bowman	Secondary Supervisor
Belinda Chop	Elementary Supervisor
Melanie Schrock	Special Education Supervisor
Charles Holley	Director of Federal Programs
Belinda Brooks	Early Intervention Specialist
Emily Bradley	Principal, Parent
Steve Harris	Principal
Melissa Drurey	Teacher
Christy Kelly	Teacher, Parent
Debra Hawthorne	Community Leader
Maria Stalling	Community Leader, Parent
Debbie Taylor	Local Business & Community Leader
Noel Haynes	Non-Profit After-School Program Coordinator

APPENDIX - E

West Carroll Parish District E-Rate Budget

This Analysis Sheet was prepared in accordance with Section 54.508(b) of the FCC's Rules and Regulations, Chapter 1 of Title 47 of the Code of Federal Regulations.

System: West Carroll Parish	Funding Year: 2011-2012
Prepared by: Richard Strong, Technology Coordinator	Date: September 2011
Specific E-Rate Service(s) Requested- Telecommunication Services, Internet Access, Basic Maintenance of Internal	
E2T2 Goal(s) which are addressed by the service (either reference to a location within the plan or a brief narrative description):	
<p>These services address the E2T2 goals of providing, updating, and increasing communications access for students, teachers, and administrators. The services also provide increased access for staff development designed to improve student, teacher, and administrator technology proficiency at all schools throughout our district. Each goal within the plan directly or indirectly impacts the ability of the schools to meet the EETT Goals.</p>	
Evaluation Activity for the service (either reference to a location within the plan or a brief narrative description):	
<p>Goals will be evaluated based on results of performance on the Louisiana NETS self-assessment instruments administered in late spring. The district and school surveys will provide data used to evaluate progress towards meeting established goals.</p>	

Current level/amount of service:	Level after E-Rate request is filled:	Budget\$ for system's share (for each charge involved in the service):	Planned budget source or line item for each amount:
Telecommunication Pots-Local & Long Distance Service, Cell Phones	\$ 240,247 E-rate Request filed to maintain current level of services	E-rate Discount = 84% WCPS share \$38,439.00	Technology Category of General \$300,000 Budgeted
Internet Access — HIGH SPEED based Wireless Access to all school sites.	\$ 77,577 E-rate Request filed to maintain current level of services.	E-rate Discount = 84% WCPS share \$12,412.00	Technology Category of General \$300,000 Budgeted
Basic Maintenance of Internal Connections	\$ 30,000 E-rate Request filed to maintain eligible equipment.	E-rate Discount = 84% WCPS share \$4,800.00	Technology Category of General \$300,000 Budgeted
Internal Connections	\$ 337,358 E-rate Request Filed for new services -	E-rate Discount = 84% WCPS share \$56,000.00	Technology Category of General \$300,000 Budgeted

APPENDIX - E (cont')

Non-Eligible Requirements to Meet Goals

Hardware required:	Current level:	New required:	Budgeted \$:	Source of funds:
Servers- Computers- Laptops-Thin Clients-Switches-Wireless-Points-Peripherals	12 Servers- More than 800 computers, laptops, thin clients, switches to provide networking.	Equipment added to maintain current level of access using local funds as needed.	Technology Category of General \$300,000 Budgeted	District General Fund, State Funds, Grants.

Software required:	Current level:	New required:	Budgeted \$:	Source of funds:
Microsoft Products: Server 2008, Windows, MS Office, Accelerated Reading/Math, Advanced Learning System, Plato, & Others	Same as required.	Programs will be upgraded as required to maintain current status using local funds as needed.	Technology Category of General \$300,000 Budgeted	District General Fund, State Funds, Grants.

Professional development required:	Current level:	New required:	Budgeted \$:	Source of funds:
On-going professional development as needed to keep teacher skills current.	District provides professional development as needed,	New technologies will require that WCPS provides opportunities for teachers to keep current with changes.	Technology Category of General \$300,000 Budgeted	District General Fund, State Funds, Grants.

Retrofitting required	Budgeted \$:	Source of funds:
Wiring and support needs will be provided as required to maintain and improve networking.	Technology Category of General \$300,000 Budgeted	District General Fund, State Funds, Grants.

Maintenance required:	I Current level:	Location of serviced items:	Budgeted \$:	Source of funds:
Maintenance provided to maintain learning environment.	District technical support provided.	District wide.	Technology Category of General \$300,000 Budgeted	District General Funds

Total amount budgeted for Non-Eligible Requirements: \$ 300,000.00

APPENDIX — F

West Carroll Parish Critical E-Rate Components to Technology Plan

Five critical E-rate components that are reflective of the WCPS's Form 470 and 471 which will be submitted every year as proof of having a written plan prior to submitting the Form 470 and/or 471.

E-Rate Criteria for WCPS Technology Plan:

To qualify as an approved Technology Plan for a Universal Service discount, the WCPS Technology Plan must meet the following five criteria that are core elements of successful school technology initiatives:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services;
2. The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education or library services;
3. 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;
4. The plan must provide for a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy; and
5. The plan must include an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

APPENDIX — F (cont')

E-Rate Technology Plan Component
 WEST CARROLL PARISH
 Funding Year 2011-2012

Telecommunications Services and Internet Access	Goals and Strategies	Professional Development	Budget E-Rate (Our share 16%)	Assessment	Evaluation
<p>TELECOM</p> <p>Local and long distance telephone service (53 lines)</p> <p>Cellular Service (30 lines)</p> <p>Fiber Optic and Microwave Links</p> <p>3 Mbps Dist Learning Circuits</p>	<p>Services are used to facilitate & enhance communication between school staff, parents, students, and other stakeholders.</p> <p>Service is used for fast, on-demand communication services for school personnel while at school, in transit, on field trips and other educational activities.</p>	<p>Staff will continue to be trained in use of existing services. They will have access to other services as needed to enhance service use. Training is held each year for employees on as-needed basis. Training will continue as services are enhanced.</p>	<p>Revenues will come from the district annual operating budgets and assistance from E-Rate. The district will fund ineligible costs and non-discount share. (Total District cost approximately \$38,439.00)</p>	<p>District/School Staff will monitor annually, at minimum, actual use, recommend changes to enhance the productivity of these services.</p>	<p>Technology Coordinator will evaluate the need for increase or decrease by surveying superintendents, and/or other staff annually. Technology staff will survey cell phone end-users to determine the communication strategies being used for students and teachers. Strategies will be evaluated to determine effectiveness of methods of communication for entities.</p>
<p>INTERNET ACCESS</p> <p>25mbps IA Service</p> <p>Data Plans (12)</p> <p>Web Hosting</p>	<p>See technology plan for student achievement goals and strategies. Service will be used to provide adequate bandwidth to Internet.</p>	<p>See technology plan for professional development strategies to ensure student academic success. Technology coordinator will train necessary staff to conduct speed test and use of monitoring software.</p>	<p>Revenues will come from the district annual operating budgets and assistance from E-Rate. The district/school will pay the non-eligible share. (Total district cost is approximately \$12,412.00)</p>	<p>Staff and provider will monitor annually and report to the district's technology committee actual use, recommend changes to enhance the productivity and effectiveness of these services.</p>	<p>Evaluation of the effectiveness of Internet access and circuits will be measured in multiple ways including staff and student proficiency which is measured by application software programs.</p>
<p>BASIC MAINT. of Internal Connections</p> <p>Maintain eligible equipment and connectivity.</p>	<p>To provide services necessary to ensure the continued operation of eligible equipment and connectivity.</p>	<p>See technology plan for professional development strategies</p>	<p>Revenues will come from district annual operating budgets and assistance from E-Rate. The district/school will pay the non-eligible share. (Total cost to district is approximately \$4,800.00)</p>	<p>Staff and provider will monitor annually and report to district technology committee actual use, recommend changes to enhance the productivity and effectiveness of these services.</p>	<p>Evaluation of Basic Maintenance services will be measured in multiple ways including proficiency of staff and students measured by application software programs.</p>

E-Rate Addendum To Technology Plan Update

E-Rate Year: 2011-2012

Name of System/School: West Carroll Parish Schools

System ID:

School ID (if applicable):

* Cells will wrap for large descriptions

		Column Sum:	\$ 699,799.65			\$ 587,831.71	\$ 111,967.94
Service or Function'	Category	Quantity and/or Capacity	Total Pre-Discount Amount	Expected Discount Rate	System or School Funding Source for Amount Responsible*	Total Funding Commitment Requested	Total Amount for System or School Responsibility
Business and Complete Choice Lines	Telecommunications	53	\$ 39,981.00	84%		\$ 33,584.04	\$ 6,396.96
Long Distance Service	Telecommunications	53	\$ 18,531.60	84%		\$ 15,566.54	\$ 2,965.06
Cell Service	Telecommunications	28	\$ 30,348.00	84%		\$ 25,492.32	\$ 4,855.68
Cell Service	Telecommunications	2	\$ 2,484.00	84%		\$ 2,086.56	\$ 397.44
Data Plans	Internet Access	9	\$ 6,480.00	84%		\$ 5,443.20	\$ 1,036.80
Data Plans	Internet Access	3	\$ 2,160.00	84%		\$ 1,814.40	\$ 345.60
25 Mb s Internet Access Service	Internet Access	7 sites	\$ 63,000.00	84%		\$ 52,920.00	\$ 10,080.00
FO Conn & microwave links	Telecommunications	7 sites	\$ 127,423.32	84%		\$ 107,035.59	\$ 20,387.73
3 Mbps distance learning circuits	Telecommunications	4	\$ 36,096.00	84%		\$ 30,320.64	\$ 5,775.36
Web Hosting	Internet Access	7 sites	\$ 5,937.72	84%		\$ 4,987.68	\$ 950.04
New Equipment	Internal Connections	7 sites	\$ 337,358.01	84%		\$ 283,380.73	\$ 53,977.28
LAN, server, switch maintenance	Basic Maintenance	For district	\$ 30,000.00	84%		\$ 25,200.00	\$ 4,800.00

Louisiana E-Rate Technology Plan Addendum

Fiscal Years covered in this basic plan include: 2012-2013 2013-2014 2014-2015

Section I: Contact/Demographic Information

LEA/School Information			
Name	West Carroll Parish School District		
Address	314 East Main Street, Oak Grove, LA 71263-0000		
Main Phone Number	318-428-2378	Main Fax Number	318-428-3775
Site Code	062	E-Rate BEN	139320
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		E-mail address	
District Phone Number		District Fax Number	
Technology Plan Contact			
Name:	Richard Strong	E-mail:	mrstrong@wcpssb.com
Phone:	318-428-2378	Fax:	318-428-3775
E-Rate Contact			
Name:	Richard Strong	E-mail:	mrstrong@wcpssb.com
Phone:	318-428-2378	Fax:	318-428-3775
IT/Network Technical Contact			
Name:		E-mail:	
Phone:		Fax:	
Plan Information			
Expiration Date of Currently Approved Technology Plan	June 30, 2012		
Coverage dates of the plan being submitted	July 1, 2012 - June 30, 2015		

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

Mail your original signed (in blue ink) form 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

R. Kent Davis

Print Name

E-Rate Coordinator Signature

Richard Strong

Print Name

Section II: 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 or 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.

Additionally, included in Appendix A, is a worksheet

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			
Local telephone service - 60 business lines	See Plan	Staff has been trained	N/A
Long distance service - 60 business lines	See Plan	Staff has been trained	N/A
Cell Service - 37 devices	See Plan	Staff has been trained	N/A
Wireless Internet Access - 10 devices/6 air cards	See Plan	Staff has been trained	N/A
Internet Access - 25 Mbps to 7 sites	See Plan	Staff has been trained	N/A
Wide Area Network - 1 Gbps fiber to 3 sites/Microwave to 4 sites	See Plan	Staff has been trained	N/A
Distance Learning - 4 - 3 Mbps distance learning circuits	See Plan	Staff has been trained	N/A
Web hosting - 7 sites	See Plan	Staff has been trained	N/A
LAN, Switch and Server Mtnc	See Plan	Staff has been trained	N/A
E-Rate eligible services/equipment where E-Rate funding is not being sought			

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 all types of material that is being filtered, reports on what has been filtered,

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 devises 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 devise while on the LEA/school campus

Section III: CERTIFICATION 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 **will not submit** an E-Rate application for Funding Year 2012 – 2013 and I have filled out the E-Rate Technology Addendum accordingly.
- I certify that the LEA/school/charter operator is filing only for E-Rate **Priority 1 telecommunication services** for funding year(s) 2012-2013, 2013-2014, and/or 2014-2015 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) 2012-2013, 2013-2014, and/or 2014-2015 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) 2012-2013, 2013-2014, and/or 2014-2015 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) 2012-2013, 2013-2014, and/or 2014-2015. 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) 2012-2013, 2013-2014, and/or 2014-2015. The E-Rate Consultant is _____ and their contact information (phone/email) is _____.

Signature of LEA Superintendent or School Director

Date