Technology Needs Assessment Inventory

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

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

Technology Needs Assessment Inventory

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

Technology Plan

Technology and Student Learning	Access	Connectivity	Policies, Standards, and Practices
A. Create a technology mission. B. Create a technology vision. C. Identify components of a technology-rich engaged learning environment.	A. Create and implement a hardware replacement and expansion plan. B. Create and implement a software replacement and expansion plan. C. Create and implement a technology hardware and software inventory system. D. Create and implement a plan for using technology student information (e.g., attendance, discipline, grades) system. E. Evaluate and make necessary changes to the file management storage system for students and teachers (e.g., portfolios, student assignments). F. Create a plan for meeting the needs of students with disabilities by having adaptive technology available.	A. Create and implement a plan to evaluate and make necessary changes to the school's local area network (LAN) and wide area network (WAN). B. Create and implement a plan to provide affordable home internet service. C. Create and implement a plan to evaluate and make necessary changes to school wireless internet and portal access. D. Create and implement a plan to audit and make necessary changes to technology security. E. Create a school/district web page and portal for students, parents, and teachers.	A. Create and implement an information technology improvement process. B. Create and implement procedures and policies for selection and purchasing of software. C. Create and implement a procedures and policies for selection and purchase of hardware. D. Evaluate and make necessary changes to the email and internet use policy and procedures. E. Create and implement policy and procedures for web and portal publishing. F. Create and implement policy and procedures for research and development. G. Create and implement policy and procedures regarding student use of personal computers at school.

Resources to Support the System and Build Capacity	Assessment of Effectiveness/Accountability	Professional Development
A. Evaluate and make necessary changes to the technology maintenance system. B. Evaluate and make necessary changes to the software installation system. C. Evaluate and make necessary changes to the repair system. D. Evaluate and make necessary changes to the technology support staffing. E. Evaluate and make necessary changes to the technology financial planning process and resources. F. Evaluate and make necessary changes to the community partnerships to support technology use. G. Evaluate and make necessary changes to the technology organizational structure and coordination.	A. Create a data collection system to evaluate the effectiveness of technology use. B. Create and implement a plan to evaluate the impact of technology on learning, teaching, and organizational effectiveness.	A. Create and implement a plan to teach basic technology competencies to students. B. Create and implement a plan to teach basic technology competencies to teachers. C. Create and implement a plan to teach basic technology competencies to clerical, security, and classroom paraprofessional staff. D. Create and implement a plan to teach technology integration strategies and practices to teachers. E. Create and implement a plan to teach technology support practices and competencies to administrators and supervisors F. Create and implement just-in-time, on-line support and face-to-face coaching services and resources. G. Create and implement a plan for ongoing training for technical support staff. H. Create and implement a plan to teach staff how to select and use adaptive technology for student with disabilities.

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