

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

Organization Information

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

District Number: 0659

Technology Plan Status

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

Yes No

2016-2018 Technology Plan Date of Creation: March 31, 2015

Identified Official with Authority

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2016-18 Technology Plan Template

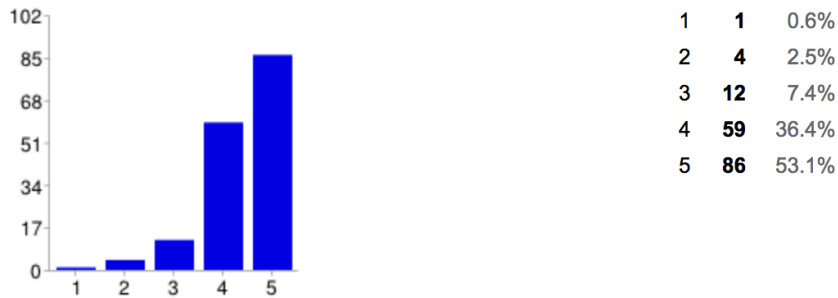
Instructions: Add your responses by typing into the document below.

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:

Northfield Public Schools conducts an annual technology survey with an embedded needs assessment, which includes information regarding hardware, software, network and internet functionality, and professional development regarding technology integration. Survey data are used to plan for the equipment, service, and learning needs of our staff.

Our last survey was conducted from April 30, 2014-May 9, 2014. The data includes responses from 162 individuals. The survey includes rating and open-ended questions. Information gathered with this survey is used to guide our technology department in responding to the needs of our staff, both in terms of infrastructure and providing service and support. Responses regarding overall technology services are included below:

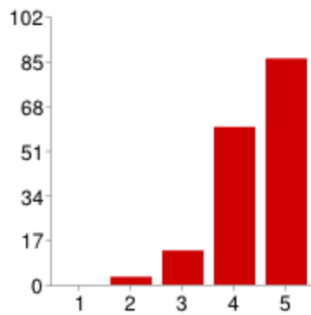
How would you rate the communication and responsiveness of the Technology Services Department to meet your daily needs?



How would you rate the reliability and stability of the district network and computing devices?



How would you rate the effectiveness of the Technology Services Department in general to meet your daily needs?



1	0	0%
2	3	1.9%
3	13	8%
4	60	37%
5	86	53.1%

Throughout the month of February 2015, we also conducted 12 listening sessions regarding our Transformational Technology initiative to provide devices for each of our students and work toward personalizing learning through the use of technology. These included sessions for staff in each of our schools, as well as sessions for families. A corresponding survey was used to gather feedback from those who preferred to share in that manner. The questions were all open ended and focused on gathering input about our end users' experiences, needs, and suggestions for moving forward. Information from these surveys and meetings is being used to plan for our next steps in using personal devices, which includes providing devices to staff and students, maintaining a reliable network, providing resources for families to better understand our technology use for learning, and ensuring professional development for our staff to integrate technology in daily practices to support teaching and learning.

Finally, we implemented the Clarity BrightBytes survey tool for our students in grades 3-12, all licensed staff, and all parents/guardians in the district in November of 2014. This tool provides extensive feedback on classroom technology use, access to technology, skills with various types of technology, and our environment as it pertains to technology use and support. Information from this tool guides us in continuously improving our practice with an understanding of the technology skills, applications, and needs of our students, staff, and families. We will continue to use this tool annually to build longitudinal data to assess our use of technology for learning and respond to the needs of our students, staff, and families.

Goals and Strategies. List the specific goals and strategies for 2016-2018 that address how your LEA will use technology to deliver education and assist with school administration:

Goal 1: The Northfield Public Schools will increase access and reliability to technology for learning.

- *We will use a five-year schedule as a guideline for updating and planning for replacement of computers and related devices to ensure ongoing functionality.*
- *Routine and preventative maintenance will be conducted in order to provide reliable equipment and networks to support educational services.*
- *We will respond to all technical support requests promptly, maintaining communication with those requesting support regarding actions to troubleshoot and remedy any issues.*
- *We will continue to enhance wireless networks to support additional mobile devices throughout all of our school campuses. Additional wireless nodes will be added to support areas of the greatest traffic, including common areas and elementary classrooms that will have increased numbers of personal mobile devices.*
- *Backup and disaster recovery strategies will be reviewed annually.*

- *We will regularly review technology procedures that strive to foster simple computer, network, and Internet access with the goal of supporting anytime, anywhere learning.*
- *Develop strategies to provide ongoing access to technology and learning tools during computer-based testing.*

Goal 2: The Northfield Public Schools will research, implement, and support technology integration to personalize and improve student learning.

- *The Teaching and Learning and Technology departments will work collaboratively to incorporate technology in best practice instructional strategies and curricular materials where they can impact student learning.*
- *The District will continue to provide training, tools, and support for common formative assessments to guide instruction with real-time data.*
- *The District Technology Steering Committee will regularly review emerging technologies and recommend potential uses within the District's curriculum and pedagogical approaches to engage our learners.*
- *District technology and media staff will provide support to curriculum review committees in reviewing technologies that may be appropriate in delivering content or facilitating learning in that subject matter, striving to engage our learners.*
- *The District will support the review of technology during the IEP process in order to provide assistive technologies that are individualized to the student's disability.*
- *The District will review the technology for assessment annually to determine its effectiveness in delivering assessments and reflecting upon student data.*
- *The District Technology Steering Committee will annually review technologies used for District communication and recommend new technologies to further support connection with District stakeholders.*
- *The District will offer a multi-faceted technology professional development program that uses a variety of modalities.*
- *The District Technology Steering Committee, Teaching and Learning Department, and Technology Department will provide common instructional tools to promote creativity, collaboration, communication, and critical thinking in learning, as well as professional development needed to use those tools.*
- *The District will expand access to personal learning technologies and web-based learning management systems for communication in the elementary grade levels.*
- *The District will create and implement digital citizenship tools for students, staff, and families to promote safe and responsible use of technology for learning.*

Goal 3: The Northfield Public Schools will integrate technologies that simplify workflow and assist in administrative tasks and effective communication.

- *The District will implement technologies that streamline family access to student information, athletics and activities, extracurricular registration, online payments, and online form completion for permissions and agreements.*
- *The District will utilize technologies that streamline administrative tasks, reporting, record keeping, collaboration, and access to data as appropriate.*
- *The District will utilize technologies that maximize productivity and support best practice in Professional Learning Communities to focus resources on teaching and learning.*
- *The District Services Leadership Team will collaborate to maximize efficiency and utilize technology in communication of projects that affect multiple departments and organizations within the district.*
- *The District will implement an improved ticketing system for support requests.*

- *The District will streamline staff online tools to utilize single sign on and directory syncing capabilities between products to allow for simplified access to multiple systems that support teaching and learning.*

Professional Development Plan. Describe the professional development strategies you have in place for 2016-2018 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

The Northfield Public Schools will continue to offer differentiated professional learning for all staff on an ongoing basis to meet the varied needs of our teachers, administrators, and support staff. In addition to year-round timely professional learning offerings in our schools, we will continue to support additional learning experiences related to the use of technology to support high levels of student learning and engagement. Our professional development plan includes multiple facets:

- *The Northfield Summer Professional Learning Series is held on Tuesdays throughout the summer, offering a variety of one and two-hour sessions facilitated by teacher leaders. The Summer Learning Series has traditionally had a technology focus and continues to evolve to include a focus on instructional strategies and practices that use technology to support student learning. Sessions include direct instruction, personal coaching, and opportunities for hands-on practice with new tools.*
- *District technology and media staff offer timely optional before and after school sessions for staff intended to impact practice immediately and to provide support for new and/or widely adopted district-provided technology tools.*
- *The District utilizes data including reflective feedback from previous professional development offerings, needs assessments, and surveys such as BrightBytes to plan professional development opportunities to meet the needs of our staff.*
- *The District is a member of TIES, which provides our staff with access to high quality professional learning. We also send a group of staff to the annual TIES conference each December and provide collaborative opportunities for those who attend to reflect upon and share learning from the conference.*
- *While we offer quality professional learning events within our district, we also support and encourage staff in taking ownership of their own professional learning through online collaborative resources, as well as participation in nearby events and inter-district collaborations. Examples of this include promotion of Twitter chats, promotion and planning of EdCamps, and multi-district meetings (both virtual and in-person) to collaborate with others who have similar goals and experiences.*
- *The Technology and Teaching and Learning Departments collaborate to provide no less than one day of scheduled professional development related to technology to support teaching and learning.*
- *The Northfield Education Association, Teaching and Learning Department, and Technology Department are in collaboration to provide a sustained online and in-person new teacher preparation program that will include training in technology, instructional strategies, and district practices.*

- *The District provides access to the technology and media staff for individualized training and coaching regarding technology integration.*

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 will continue to use an annual Technology Satisfaction Survey each spring to assess how we are meeting the needs of our staff with respect to our goals of providing widespread access to and reliability of technology for learning, supporting technology integration to personalize learning, and utilizing technology to facilitate efficient workflow and communication. Survey data will be used to inform next steps for our technology support staff and Technology Steering Committee.

The District will continue to hold annual listening sessions for staff and community members regarding our Transformational Technology initiative that provides personalized mobile devices to our students.

The District will continue to use the Clarity BrightBytes survey tool to assess our integration of the SAMR model, classroom technology use, access to technology, technology skills, and our environment with regard to support of technology.

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:

District Technology Steering Committee: <http://nfld.k12.mn.us/departments/technology/district-technology-steering-committee/>

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:

Northfield Public Schools Technology Plan 2016-18: <http://nfld.k12.mn.us/files/Nfld-Technology-Plan-16-18.pdf>

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:

Student Acceptable Use Policy: <http://nfld.k12.mn.us/files/Board-Policy-524.2.Acceptable-Use-Policy-for-Students-Approved-6.10.13.pdf>

Employee Acceptable Use Policy: <http://nfld.k12.mn.us/files/policies/441boardpolicy.pdf>

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.*