

**NJ Department of Education
District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan Checklist**

<IMPORTANT>-BEFORE COMPLETING CHECKLIST READ:

To comply with the E-Rate program, complete the components associated with the unshaded boxes in the REQ'D BY E-RATE column. Completion of other components are recommended but not required. Submission procedures found here:

[Three-Year Educational Technology Plan Checklist Submission Procedure: 2013-2016](#)

This Document in: PDF | Microsoft Word

DIRECTIONS: Place a check in the unshaded **COMPLETED** column when the **TASK** has been completed.

TASK	Completed	
	Req'd by E-Rate	Not req'd E-Rate
<p>DATE: Provide your educational technology plan's creation date (the date when the technology plan first contained all of the required elements in sufficient detail to support the products and services requested on the Form 470). (http://www.usac.org/sl/applicants/step01/default.aspx)</p> <p>Tech Plan creation date: <u>04/01/2013</u></p>	<input checked="" type="checkbox"/> 5	

	Indicate in the unshaded spaces the page number where the corresponding information is found	
Inventory Sample Table	Req'd by E-Rate	Not req'd by E-Rate
<p>TECHNOLOGY INVENTORY:</p> <p>1. Describe the technology inventory <u>needed to improve</u> student academic achievement in the 2013-2014 school year that informs the basis for the Form 470. Include in the description the internal connections and basic maintenance <i>for 12 months of the e-rate funded year</i>, such as the following areas:</p> <ul style="list-style-type: none"> a) Technology equipment including assistive technologies b) Networking capacity c) Filtering method d) Software used for curricular support and filtering e) Technology maintenance and support f) Telecommunications equipment and services g) Other services 	<input checked="" type="checkbox"/> 6-8	
<p>NEEDS ASSESSMENT:</p> <p>Describe the needs assessment process that was used to identify the necessary telecommunication services, hardware, software, and other services to improve education.</p>	<input checked="" type="checkbox"/> 8	

	Indicate in the unshaded spaces the page number where the corresponding information is found	
	Req'd by E-Rate	Not req'd by E-Rate
<p>THREE-YEAR GOALS:</p> <p>2. List clear goals for 2013-2016 that address district needs. There must be strong connections between the proposed physical infrastructure (bandwidth, cabling, electrical systems, networks) and goals. Include goals for using telecommunications and technology that support 21st century learning communities.</p>	<input checked="" type="checkbox"/> 10	
<p>THREE-YEAR IMPLEMENTATION AND STRATEGIES TABLE: Implementation Activity Sample Table</p> <p>3. Describe the realistic implementation strategies to improve education. Include in the description the timeline, person responsible and documentation (or evidence) that will prove the activity occurred. Address only 'a' and 'b' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment.</p> <p>a. telecommunications, b. information technology, c. educational technology (including assistive technologies), and d. student technology readiness in preparation for online testing in 2014-2015.</p>	<input checked="" type="checkbox"/> 11	
	<input checked="" type="checkbox"/> 11	
		<input checked="" type="checkbox"/> 11
		<input checked="" type="checkbox"/> 11
<p>PROFESSIONAL DEVELOPMENT STRATEGIES: Professional Development Sample Table</p> <p>4. Professional development strategies should ensure that staff (teachers, school library media personnel and administrators) knows how to effectively use the technologies described in this plan to improve education, and will continue to support identified needs through 2016. <i>Address only 'a' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment.</i></p> <p>Describe the planned professional development strategies by addressing each of the following questions:</p>	<input checked="" type="checkbox"/> 12-13	

<p>a) How will ongoing, sustained professional development be provided to all educators, (including administrators) that increases effective use of technology in all learning environments, models 21st century skills, and demonstrate learning experiences through global outreach and collaboration in the classroom or library media center?</p>		<input checked="" type="checkbox"/> 12-13
<p>b) What professional development opportunities, resources and support (online or in person) exist for technical staff?</p> <p>c) How will professional development be provided to educators on the application of assistive technologies to support educating all students?</p>		<input checked="" type="checkbox"/> 12-13
<p>EVALUATION PLAN: Evaluation Plan Sample Table</p> <p>5. Describe the evaluation process that enables the progress and effectiveness of goals to be monitored.</p>	<input checked="" type="checkbox"/> 14	
<p>6. Describe the process to make mid-course corrections in response to new developments and opportunities as they arise.</p>	<input checked="" type="checkbox"/> 14-15	
<p>FUNDING PLAN (July 2013 – June 2014): Funding Plan Sample Table</p> <p>7. Provide the anticipated costs for 2013-2014 by source of funds (federal, state, local and other) and include expenses such as hardware/software, digital curricula including NIMAS compliance, upgrades and other services including print media that will be needed to achieve the goals of this plan. Allow specific provisions for interoperability among components of such technologies to successfully achieve the goals of this plan.</p>		<input checked="" type="checkbox"/> 15-16

District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan Checklist
The use of this table is optional and is provided as a convenience.
Stakeholder Sample Table

Stakeholder Table		
Title	Name	Signature
Superintendent		
Principal	Sr Jude Boyce, SSJ	
Technology Coordinator	Mrs. Tina S. Krook	
Curriculum Director/Curriculum Committee Member	Ms Bethany O'Brien	
Teacher	Rev. Gary Brandon	
Special Education Teacher	Ms Sandy Vitale	
Library Media Specialist	Mrs. Patricia Murray	
Guidance	Ms. Amanda Faulhaber	
Board Member	Mrs. Rosemary Paduano	
Parent	Mrs Coral Carpio	
Student	Francisco Garcia	
Community Member		

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signatures at end
of document.**

Our Lady of Mount Carmel School
Asbury Park, NJ 07712

Technology Plan 2013 – 2016

DATE:

Provide your educational technology plan's creation date (the date when the technology plan first contained all of the required elements in sufficient detail to support the products and services requested on the Form 470).

<http://www.usac.org/sl/applicants/step01/default.aspx>

Tech Plan creation date: 04/01/2013

Our Lady of Mount Carmel School is a Catholic elementary school established in 1923 and accredited by the Commission on Elementary Schools of the Middle States Association of Schools. The school has served parish children and children from the surrounding communities in an effort to bring solid academic achievement to these students in a Catholic environment. It is located in Asbury Park, NJ.

Over the past decades the area, as well as the school, has undergone many changes. The administration still seeks to serve the children by providing a well-rounded program to meet the changing needs of a diverse student population. The school is located in an Abbott District as defined by the State of New Jersey.

The mission of the Our Lady of Mount Carmel School Community is to accept the challenge to accompany and stimulate its students to seek out personal excellence in spiritual, academic, social and technological growth.

TECHNOLOGY INVENTORY:

1. Describe the technology inventory needed to improve student academic achievement in the 2013-2014 school year that informs the basis for the Form 470. Include in the description the internal connections and basic maintenance *for 12 months of the e-rate funded year*, such as the following areas:

- h) Technology equipment including assistive technologies**
- i) Networking capacity**
- j) Filtering method**
- k) Software used for curricular support and filtering**
- l) Technology maintenance and support**
- m) Telecommunications equipment and services**
- n) Other services**

The classrooms at Our Lady of Mount Carmel School (OLMCS) have PCs with a printer and a SmartBoard. Additionally, Faculty are able to borrow ipads or laptops on rolling carts for students to use. The entire school is networked to two central servers and also has wireless capability throughout the building. Some PCs have outlived their normal life cycle and we are in the process of recycling many units and replacing them. Likewise, as wireless demand rises, we are enhancing the capability by adding access points. Filtering is accomplished via SonicWall. An inventory of equipment is kept in the Computer Lab and updated throughout the school year. A policy is in place for faculty and student use of technology.

PROJECTED TECHNOLOGY NEEDS

Three-Year Educational Technology Plan Inventory Table			
Area of Need	Describe for erate funded year 1 2013-2014	Describe for erate funded year 2 2014-2015	Describe for erate funded year 3 2015-2016
Technology Equipment including assistive technologies	<ul style="list-style-type: none"> • Add 25 ipads • Buffalo external backup drive 4TB • Recycle older classroom PCs & dedicate one new PC for SmartBoard. • Consider adding laptops in rolling carts for student use. • If wireless demand continues to rise, add two more Access points to second floor. • Evaluate servers, replace older server this year or next. 	<ul style="list-style-type: none"> • Original PCs definitely need to be replaced. Decision on whether to have roll carts of laptops or hardwired PCs must be made. (Dedicate one new PC for SmartBoard) • Replace server if not done. • <i>If wireless demand continues to rise</i>, add two more Access Points to second floor if not already done. • upgrade two 2626 24-Port 10/100 + 2 1000TX PR Switch units. Replace with HP 2620-24 port switch. 	<ul style="list-style-type: none"> • Assess printer needs • Review & evaluate choice made to use laptops in classrooms. • Consider an ipad for every child approach. • Updates and/or upgrades should be finalized if not completed in year one or two.
Networking Capacity	<ul style="list-style-type: none"> • Cable modem (100Mbps) is satisfactory • New wireless network needs to be evaluated 	<ul style="list-style-type: none"> • Cable modem (100Mbps) is satisfactory • Adding laptops means more wireless demand. 	<ul style="list-style-type: none"> • Cable modem (100Mbps) is satisfactory • Wireless update or satisfactory as is?

		Do we need to further update infrastructure?	
Filtering Method	<ul style="list-style-type: none"> • SonicWall satisfactory • Investigate Bascom as an alternative 	<ul style="list-style-type: none"> • Decide on SonicWall vs. Bascom 	<ul style="list-style-type: none"> • Evaluate decision.
Software used for curricular support and filtering	<ul style="list-style-type: none"> • Rosetta Stone, GENESIS, Writing Roadmap, Brainpop. Sonic Wall provides gateway protection; MS Security Essentials installed on local PCs and laptops. 	<ul style="list-style-type: none"> • Continue use: Rosetta Stone, GENESIS, Writing Roadmap, Brainpop. Sonic Wall provides gateway protection; MS Security Essentials installed on new local PCs and laptops. 	<ul style="list-style-type: none"> • Continue use: Rosetta Stone, GENESIS, Writing Roadmap, Brainpop. Sonic Wall provides gateway protection; MS Security Essentials installed on new local PCs and laptops.
Technical Support and maintenance	<ul style="list-style-type: none"> • Review/renew basic maintenance contracts so all technology in Lab and classrooms is covered. • Provide for separate services for eratable items. Contracted company is Envision Innovative Solutions; Manasquan NJ Spin # 143029148 	<ul style="list-style-type: none"> • Review/renew basic maintenance contracts so all technology in Lab and classrooms is covered. • Provide for separate services for eratable items. Contracted company is Envision Innovative Solutions; Manasquan NJ Spin # 143029148 	<ul style="list-style-type: none"> • Review/renew basic maintenance contracts so all technology in Lab and classrooms is covered. • Provide for separate services for eratable items. Contracted company is Envision Innovative Solutions; Manasquan NJ Spin # 143029148
Telecommunication equipment and services	<ul style="list-style-type: none"> • Central phone and security is reviewed and upgraded yearly as needed. • Eratable services currently supplied by Verizon, CTI, and Cingular. ATTM is cellular provider • Infrastructure (telephone) is responsibility of Telex 5215 Hwy 34 South in Farmingdale, NJ 07727; security is managed by CWR Security Systems, Inc. 	<ul style="list-style-type: none"> • Central phone and security is reviewed and upgraded yearly as needed. • Eratable services currently supplied by Verizon, CTI, and Cingular. ATTM is cellular provider. • Infrastructure (telephone) is responsibility of Telex 5215 Hwy 34 South in Farmingdale, NJ 07727; security is managed by CWR Security Systems, Inc. 200 Atlantic Ave. in 	<ul style="list-style-type: none"> • Central phone and security is reviewed and upgraded yearly as needed. • Eratable services currently supplied by Verizon, CTI, and Cingular. ATTM is cellular provider • Infrastructure (telephone) is responsibility of Telex 5215 Hwy 34 South in Farmingdale, NJ 07727; security is managed by CWR Security Systems, Inc.

	200 Atlantic Ave. in Manasquan, NJ. <ul style="list-style-type: none"> • Ethernet cabling sufficient. 	Manasquan, NJ. <ul style="list-style-type: none"> • Ethernet cabling sufficient. 	200 Atlantic Ave. in Manasquan, NJ. <ul style="list-style-type: none"> • Ethernet cabling sufficient.
<ul style="list-style-type: none"> • Other Services: 	<ul style="list-style-type: none"> • Printer supplies for Lab and Classrooms. HP 2600 Printers are aging and print quality declining. Purchase film and/or fuser OR evaluate purchase of new printers. • Web site reviewed on annual basis 	<ul style="list-style-type: none"> • Printer supplies for Lab and Classrooms. • Web Site reviewed on annual basis 	<ul style="list-style-type: none"> • Printer supplies for Lab and Classrooms. • Web Site reviewed on annual basis

NEEDS ASSESSMENT:

Describe the needs assessment process that was used to identify the necessary telecommunication services, hardware, software, and other services to improve education.

Our school’s strategic planning includes professional development in technology for all members of the faculty. The computer lab is also used by teachers to help students create projects using various software. The administration, technology director and faculty confer and develop projects to connect both areas of the curriculum. Additionally, through professional development, teachers are able to use I-pads to sharpen their skills. These opportunities to increase knowledge and dexterity in technology applications give all involved a chance to make suggestions for improvements in our current status. Presently, the Middle States review, which we are addressing, also offers an opportunity for parents, students, teachers to provide input on our technology services and instruction. A newly employed maintenance firm (Envision Innovative Solutions) is expected to provide input and advice. Outside support from a firm who provides on site assistance, TechKnow will provide input. The Principal and IT person keep abreast of innovations, which may be appropriate to add to needs, and they pass this information along to faculty and staff. Feedback on past IT services is what led us to reconsider our outside support provider.

Needs are also assessed through observation, evaluation, and feedback of:

1. Expertise or skill level of current and newly hired faculty.
2. Comprehensive evaluation of present technology vs needs.

3. Curricula demands and changes.
4. Skill level of students.
5. Student performance on computer and web-based projects.
6. Writing Roadmap (CTBS) results.
7. Performance-based and project-based task requirements.
8. Enrichment, assistive, reinforcement needs of students.

THREE-YEAR GOALS:

2. List clear goals for 2013-2016 that address district needs. There must be strong connections between the proposed physical infrastructure (bandwidth, cabling, electrical systems, networks) and goals. Include goals for using telecommunications and technology that support 21st century learning communities.

- Increase hardware availability: Replace older computers with new internet-ready, hardwire and wireless capability PCs or laptops to increase speed of information retrieval and dependability of classroom units. Consider rolling carts as a feasible replacement to the small number of PCs in classrooms. Purchase additional I-pads to expand availability to a greater number of students. Possible ipad program so that each student has an ipad.
- Provide direct assistance to teachers on ways to generate project based learning experiences and Internet research techniques.
- Replace older Server to insure sustainability and dependability of network and Internet connections.
- Upgrade two 2626 24-Port 10/100 + 2 1000TX PR Switch units. Replace with HP 2620-24 port switches. Purpose is to replace older units with newer technology that will enhance connectivity (Internet) throughout the building.
- As wireless need increases, expand number of access points to ensure all students can use the Internet effectively.

THREE-YEAR IMPLEMENTATION AND STRATEGIES TABLE:

- 3. Describe the realistic implementation strategies to improve education. Include in the description the timeline, person responsible and documentation (or evidence) that will prove the activity occurred. Address only ‘a’ and ‘b’ below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment.**
- e. telecommunications,**
 - f. information technology,**
 - g. educational technology (including assistive technologies), and**
 - h. student technology readiness in preparation for online testing in 2014-2015.**

District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Documentation
1	Replace older computers with new PCs and laptops to increase speed of information retrieval and dependability of classroom units.	2013-2016	Principal/IT	Invoices
2	Provide direct assistance to teachers on effective ways to generate student created project based learning experiences.	2013-2016	Principal/IT TechKnow personnel.	Plan books; feedback from teachers; project presentations and/or displays; TechKnow.
3	Replace older Server to insure sustainability and dependability of network and Internet connections.	2014-2016	Principal/IT	Invoices.
4	Purchase additional Ipads	2014-2016	Principal/IT	Invoices.
5	Upgrade two 2626 24-Port 10/100 + 2 1000TX PR Switch units. Replace with HP 2620-24 port switch.	2014-2015	IT	Invoices.
6	Beginning with upper grades, implement research strategies and use of Apple Ipads including Pages, Numbers, Keynote, Google Drive. (related to #2)	2013-2016	TechKnow personnel, teachers, IT	Finished product, project, electronic magazine.
7	Continue web-based programs to integrate across the curriculum and insure students are exposed to various technology at appropriate grade levels.	2013-2016	Teachers, IT	Student progress and performance.

PROFESSIONAL DEVELOPMENT STRATEGIES

4. **Professional development strategies should ensure that staff (teachers, school library media personnel and administrators) knows how to effectively use the technologies described in this plan to improve education, and will continue to support identified needs through 2016.**

Address only 'a' below to meet e-rate requirements. Address all areas below to continue planning for a technology-rich learning environment.

Describe the planned professional development strategies by addressing each of the following questions:

- a) **How will ongoing, sustained professional development be provided to all educators, (including administrators) that increases effective use of technology in all learning environments, models 21st century skills, and demonstrate learning experiences through global outreach and collaboration in the classroom or library media center?**
- b) **What professional development opportunities, resources and support (online or in person) exist for technical staff?**
- c) **How will professional development be provided to educators on the application of assistive technologies to support educating all students?**

Educators' Proficiency/ Identified Need	Ongoing, sustained, high-quality professional development planned	Support
Project-based learning	Outside firm specializing in bringing project-based learning to students by working in classroom with teachers, coaching and modeling integrating technology in various curricula.	Workshops, observations plus one-on-one assistance to complete objective. Outside firm is TechKnow.
IT Conference/workshops	IT and/or Principal will attend October conference each year. Faculty invited (optional professional day)	NJ AET's 25th Annual Conference was held 10/2012; This conference is an annual event.
Ipad use for classroom research and projects	Seminar or workshop by qualified personnel on integrating Internet resources by use of the Ipad. (Google box, email)	Apple, Tech-Know
Assistive Technologies	Generation of IEP's and Basic Skills by professionals in each area of need guide faculty and administration in the specific needs of students requiring assistive technologies.	Monmouth Ocean Educational Services Commission

EVALUATION PLAN

5. Describe the evaluation process that enables the progress and effectiveness of goals to be monitored.

Educational Technology Plan Evaluation Narrative	
Describe the process to regularly evaluate how...	
<p><i>a. Telecommunication services, hardware, software and other services are improving education.</i></p>	<ul style="list-style-type: none"> • Each year the telecommunications equipment and services are re-evaluated and upgraded as needed. • Alternate resources are encouraged to submit ideas to improve our present status and bids are encouraged. • Past services are assessed to ensure education is constantly being improved, although price is the largest consideration. This means that price is the primary factor, but it is not the sole factor. Other relevant factors include: prior experience including past performance; personnel qualifications (i.e. technical expertise); managing time/schedule to suit school needs; etc.
<p><i>b. Effective integration of technology is enabling students to meet challenging state academic standards.</i></p>	<ul style="list-style-type: none"> ▪ Principal checks plan books, which must note the use of technology Principal carries out observations. ▪ Tracking software demonstrates progress in keyboarding; ▪ Student project-based presentations demonstrate technology use and mastery as learning tools. ▪ Classrooms are connected to the LAN and then to the World Wide Web via cable modem at 100mbps.
<p><i>c. The LEA is meeting the identified goals in the educational technology plan.</i></p>	<p>Establishing the success of professional development is done by review: Terra Nova results, student assignments and projects, observable success in areas such as technology, essay contests, increase in number of students qualifying for Honor Roll, and faculty feedback. Documentation requirements are also met by evaluating displays or products produced.</p> <p><u>Technology:</u> OLMCS is committed to using technology in varied forms to transform learning, to foster critical thinking, creativity, and innovation, and to prepare students to thrive in the global economy. Students will acquire and apply content knowledge and skills through active exploration, interaction, and collaboration with others across the globe, challenging them to <i>design the future.</i> (ISTE)</p>

6. Describe the process to make mid-course corrections in response to new developments and opportunities as they arise.

Current Status and Moving Forward

Our Lady of Mount Carmel School has worked to see that students and teachers have technology available that keeps pace with the ever-changing upgrades to both hardware and software. Available resources are always in flux and we rely on workshops, outside support from firms such as TechKnow as well as input through the basic maintenance contractor. Evaluation of our infrastructure is done throughout the school year, and we make upgrades as necessary to support the 21st century learning environment. Our school system has utilized prior years of e-rate funding to support the installation of wireless access. We predict upgrades to switches soon to ensure that speed and dependability are consistent. The move to an outside provider for on site support staff will offer our teachers and students learning possibilities without the time constraints of workshops.

FUNDING PLAN (July 2013 – June 2014)

7. Provide the anticipated costs for 2013-2014 by source of funds (federal, state, local and other) and include expenses such as hardware/software, digital curricula including [NIMAS](#) compliance, upgrades and other services including print media that will be needed to achieve the goals of this plan. Allow specific provisions for interoperability among components of such technologies to successfully achieve the goals of this plan.

Funding Plan Table

Three-Year Educational Technology Plan Anticipated Funding Table (First Year)					
ITEM	DESCRIPTION OF ITEM TO BE PURCHASED	FEDERAL FUNDING	STATE FUNDING	LOCAL FUNDING	MISC. (e.g. Donations, Grants)
Digital curricula (see NIMAS)					
Print media needed to achieve goals	Printing supplies (toner, paper, etc)			\$1200	
Technology Equipment	<ul style="list-style-type: none"> • external backup 			\$150	
Technology Equipment	<ul style="list-style-type: none"> • ipads • laptops • server, 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">\$10000</p> <p style="text-align: center;">\$20000</p> <p style="text-align: center;">\$2000</p>		X

	replace older server this year or next.				
Network	Switches	\$1400		\$140	
Capacity	Wireless: two more Access points	\$500		\$50	balance
Filtering	Sonic Wall or Bascom			\$500	
Software	Rosetta Stone, GENESIS, Writing Roadmap, Brainpop. Sonic Wall; MS Security Essentials	\$2500			\$1000
Maintenance	Envision, Inc	\$14000		\$1000	balance
Upgrades					
Policy and Plans	3-year technology plan				
Other services	Cablevision (cable modem access)	\$1200		\$120	
Further Explanation:	<p>OLMCS is an inner city school with students from economically challenged families. We expect to qualify at 90% reimbursement for the foreseeable future (erate) and/or use government Title monies.</p> <p>Wireless access points are planned to provide higher capacity access.</p> <p>Cable modem access is currently satisfactory.</p>				

District/Nonpublic School/ Charter School
Three-Year Educational Technology Plan Checklist
 The use of this table is optional and is provided as a convenience.
Stakeholder Sample Table

Stakeholder Table		
Title	Name	Signature
Superintendent		
Principal	Sr Jude Boyce, SSJ	<i>S. Jude Boyce, SSJ</i>
Technology Coordinator	Mrs. Tina S. Krook	<i>Tina S. Krook</i>
Curriculum Director/Curriculum Committee Member	Ms Bethany O'Brien	<i>Bethany O'Brien</i>
Teacher	Rev. Gary Brandon	<i>Gary E. Brandon</i>
Special Education Teacher	Ms Sandy Vitale	<i>Sandy Vitale</i>
Library Media Specialist	Mrs. Patricia Murray	<i>Patricia Murray</i>
Guidance	Ms. Amanda Faulhaber	<i>Amanda Faulhaber</i>
Board Member	Mrs. Rosemary Paduano	<i>Rosemary Paduano</i>
Parent	Mrs Coral Carpio	<i>Coral Carpio</i>
Student	Francisco Garcia	<i>Francisco Garcia</i>
Community Member		