Technology Innovation Coordinators- Technology Planning Document

Phase 1: Reflection and Discovery **Your goal in Phase 1 is to form a committee, review where you are with your previous plan, and determine your current inventory of supported devices.**
Who are the members of your Tech Committee?
What goals from your previous tech plan need more time to complete or need to be expanded on?
What did your survey show you that your community needs? Link to Family Technology Survey Template Link to Staff Technology Survey Template
Is there any tech already at your location that could be more effectively used in a different way?

Reach out to the IT Department (helpdesk@sd22.bc.ca) to see a current inventory of devices at your site. Compare the list to the devices you have in the building. Then reach out to a Technology Innovation Coordinator for support with determining devices and storage options. Things to consider :
   a) devices that are end of life and when they expire.
   b) as new devices come in please prepare your team for the expired devices to come out.
   c) be sure to plan for a learning focus for the technology with your team. Technology with purpose is transformational.
   d) consider your device storage options and those that can be reused or need replacement. Think of this through a safety lens.
 	
Include this document with your Tech Plan.

Phase 2: Core Research

Your goal in Phase 2 is to explore the current state of educational technology looking for learning directions that interests your committee. Look for ideas that complement your school goals, your students' needs, and the strategic plan that informs your Tech Plan.

Here are some links that will get you started with this phase of your planning:

-**ISTE Standards**

-**SD22 Acceptable Use**

-**District Strategic Plan**

-**Digital Citizenship and Wellness**

What research excited you? How does this impact the direction of your school's tech plan?

How does your tech plan align with your school goals and philosophy?

Has something inspired your team to apply for a residency and explore a topic further with a thinking partner?

What innovations are you considering in your technology plan?

Phase 3: Planning and Framework

Here is where you will compile your committee's reflection, discovery, and research to build your technology plan. When creating your tech plan remember that devices/software/tools are not your main focus. Devices and technologies will change; it is more important to create your plan from a foundation that addresses the specific learning goals of your school. The technological needs will naturally flow out from a well-designed plan.

How will your plan address student agency?

How will your plan address collaboration?

How will your plan address digital citizenship and wellness?

How does your tech plan allign with the social-emotional learning objectives of your school and the district?

How will your plan address professional learning and what supports are you looking for from the district?

(School Name) Technology Plan

Date: (month/day/year)

Next Review Date: (month/day/year)

Technology Plan Goal #1
What district or school goal(s) does this support?
Describe why the goal is important?

List the strategies, technology, and activities that are needed to support the goal(s). *Add lines as needed	What is the timeline?	Budget and Responsibility (District/School)

Technology Plan Goal #2
What district or school goal(s) does this support?
Describe why the goal is important?

List the strategies, technology, and activities that are needed to support the goal(s). *Add lines as needed	What is the timeline?	Budget and Responsibility (District/School)

Technology Removal – Year 1

Technology Type (iOS, PC, Chrome)	Device Name(s)	Storage Type (Cart, Tech Tub, Device Cradle, None)	Location

Technology Request – Year 1

Technology Type (iOS, PC, Chrome)	Amount	Storage Type (Cart, Tech Tub, Device Cradle, None)	Location

Technology Removal – Year 2

Technology Type (iOS, PC, Chrome)	Device Name(s)	Storage Type (Cart, Tech Tub, Device Cradle, None)	Location

Technology Request – Year 2

Technology Type (iOS, PC, Chrome)	Amount	Storage Type (Cart, Tech Tub, Device Cradle, None)	Location

Technology Removal – Year 3

Technology Type (iOS, PC, Chrome)	Device Name(s)	Storage Type (Cart, Tech Tub, Device Cradle, None)	Location

Technology Request – Year 3

Technology Type (iOS, PC, Chrome)	Amount	Storage Type (Cart, Tech Tub, Device Cradle, None)	Location

Technology Removal – Year 4

Technology Type (iOS, PC, Chrome)	Device Name(s)	Storage Type (Cart, Tech Tub, Device Cradle, None)	Location

Technology Request – Year 4

Technology Type (iOS, PC, Chrome)	Amount	Storage Type (Cart, Tech Tub, Device Cradle, None)	Location

Technology Removal – Year 5

Technology Type (iOS, PC, Chrome)	Device Name(s)	Storage Type (Cart, Tech Tub, Device Cradle, None)	Location

Technology Request – Year 5

Technology Type (iOS, PC, Chrome)	Amount	Storage Type (Cart, Tech Tub, Device Cradle, None)	Location

Phase 4: Review and sign off

At this point, send a copy and request a meeting with the Assistant Director of Innovation and Technology and your TIC to review and finalize the plan.

Notes	

Initials _____ _____ _____ _____ _____   _____   _____

Tech Planning Committee   **Admin**   **TIC**

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Asst. Director