

Winn Parish Technology Plan



*All Will Learn:
Whatever it Takes!*

Louisiana Technology Plan

Fiscal Years covered in this basic plan include: 2014-2015 2015-2016 2016-2017 Both the State of Louisiana – Department of Education – and the United States federal government require Technology Plans for the purposes of technology funding and grants. School districts and charter schools who wish to remain eligible for federal technology funding, such as the federal E-rate discount program and federal technology grant initiatives, must develop their next technology plan to cover July 1, 2014 – July 1, 2017. Completion of this 2014-2017 Technology Plan and submission to the Louisiana Department of Education (LDOE) for approval will maintain the LEA's eligibility for state and federal programs for 2014-2017.

Plan Development

Technology planning should be an integral part of the strategic planning process of LEAs; therefore, LDOE has compiled the following form to assist with the technology planning and writing process.

Plan Requirements

The following requirements are imposed by the federal E-rate program and must be met for technology plans submitted for E-rate program eligibility:

- The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education services.
- The plan must include a professional development strategy to ensure that staff knows how to use these new technologies to improve education services.
- 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.
- The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.
- School districts and charter schools receiving E-rate discounts on Internet access must be in compliance with The Children's Internet Protection Act (CIPA). CIPA requires a school district to have an Internet Safety/Acceptable Use Policy in place that has had at least one public hearing.
- School districts and charter schools receiving E-rate discounts on Internet access must filter Internet access in order to prevent students from accessing material that may be pornographic or otherwise harmful to them.
- Plans need to include any E-rate eligible services for which a school district is seeking E-rate discounts.
- The plan must be written and have a date of creation that pre-dates any E-rate Form 470s filed for services for the specific E-rate program year. The technology plan must also cover the entire E-rate program year.

To read more about the E-Rate Program, please click [here](#).

Plan Submission and Review

The 2014-17 Technology Plan must be submitted before June 10, 2014, if you need your plan to be approved for the 2014-15 E-Rate year. Remember, the initial creation date for your technology plan must be written before any Form 470s are filed unless your current technology plan covers any portion of the 2014-15 funding year. *Note most Louisiana district's plans are currently approved through July 1, 2014.*

LDOE will review and approve 2014-2017 Technology Plans as they are received. Approval letters will be sent to LEAs as soon as they are approved.

The 2014-17 Technology Plan template that follows will be reviewed to determine if the LEA has made a good faith effort to address the essential components required for E-rate program eligibility. The LEA may be contacted for specific clarifications, as needed.

Please type information directly into the template, as indicated.

Section I: Contact/Demographic Information

Written/Creation Date: **May 5, 2014**

LEA/School Information			
Name	Winn Parish School Board		
Address	304 East Court Street, Winnfield, LA, 71483		
Main Phone Number	318-628-6936	Main Fax Number	318-628-2852
Site Code	064	E-Rate BEN	139353
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	Steve Bartlett	E-mail address	sbartlett@winpsb.org
District Phone Number	318-628-6936	District Fax Number	318-628-2852
Technology Plan Contact			
Name:	Amy Seward	E-mail:	aseward@winpsb.org
Phone:	318-628-6936	Fax:	318-628-6930
E-Rate Contact			
Name:	Amy Seward	E-mail:	aseward@winpsb.org
Phone:	318-628-6936	Fax:	318-628-6930
IT/Network Technical Contact			
Name:	Amy Seward	E-mail:	aseward@winpsb.org
Phone:	318-628-6936	Fax:	318-628-6930
Plan Information			
Expiration Date of Currently Approved Technology Plan	July 1, 2014		
Coverage dates of the plan being submitted	July 1, 2014-July 1, 2017		

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

Mail your original form (signed in blue ink) 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

Steve Bartlett

Print Name

E-Rate Coordinator Signature

Amy Seward

Print Name

Section II: Assessment and Strategies Components

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

Technology Needs Assessment:

Describe the process used to determine the technology needs for the LEA for 2014-2017 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:

Winn Parish has been extremely proactive in trying to get our district ready for PARCC/computerized testing. All schools (7) have had wireless upgrades (Xirrus) as of the 2013-2014 school year. Currently, our internet bandwidth and network readiness exceed the recommendations. District planning, administrator, and technical coordinator meetings, as well as, utilization/tech reports have been used to develop current status and goals. The following priorities and needs will be addressed during 2014-2017.

- Utilize/expand distance learning capabilities within the district
- Continually upgrade devices to meet recommended testing requirements and decrease student to device ratio
- Provide high density high availability wireless/WIFI access
- Increase access and use of communication tools- phone, email, VoIP, teacher web pages

Goals and Strategies:

List the specific goals and strategies for 2014-2017 that address how your LEA will use technology to deliver education and assist with school administration:

Goal 1: All educators and learners will benefit from technology-rich environments that promote maximized student achievement and produce lifelong learners able to excel in a digitally connected information-based society.

Strategies:

- Increase the district's current 300 mb/s Internet bandwidth to the district's 3 rural school sites to support technology integrated instruction and online assessments.
- Provide all administrators, teachers, and students with access to computers and other digital tools and resources which support instruction and expanded learning options
- Build wireless networks for all schools and administrative offices, ensuring both coverage and density.
- Maintain and upgrade internal connections (connections include, but are not limited to, servers, switches, access points, wiring and related components, and uninterruptible power supplies) to facilitate data transport to all schools and administrative offices.
- Provide high-quality internal and contracted technical support to manage and maintain computer networks and plan for future needs.
- Increase the number of compressed video units to include all 7 schools and the central office.
- Increase student machines through district purchasing or Bring Your Own Device Initiatives.

Professional Development Plan:

Describe the professional development strategies you have in place for 2014-2017 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

Goal 1: All educators and learners will benefit from technology-rich environments that promote maximized student achievement and produce lifelong learners able to excel in a digitally connected information-based society.

Strategies:

- All current education administrators/leaders will regularly participate in leadership and professional development offered by recognized authorities in instructional technology leadership.
- All current education administrators/leaders will routinely model appropriate use of technology resources to support administrative and instructional functions.
- All current education administrators/leaders will use a variety of emerging technology (i.e. E-mail, instant messaging, learning management systems, online assessments, digital content and resources, voice technologies) as primary sources of communication and teaching.

Evaluation:

Explain the evaluation process for your technology plan for 2014-2017, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met:

Goal 1: All educators and learners will benefit from technology-rich environments that promote maximized student achievement and produce lifelong learners able to excel in a digitally connected information-based society.

Goal 1 Evaluation:

Monitoring/Evaluation Tool	Person/People Responsible	Timeline
Technology Footprint	Produced by LDOE	Bi-Annually
Technology Readiness Tool	Chief Technology Officer	Bi-Annually
Bandwidth Utilization Reports	District Technology Staff	Monthly
Classroom Observations	School Principal/Curriculum Coordinators	Quarterly

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:

<http://www.louisianabelieves.com/docs/default-source/technology-footprint/2014-technology-footprint-snapshot---winn.pdf?sfvrsn=2>

<http://www.louisianabelieves.com/docs/default-source/technology-footprint/district-footprint-detail-winn.pdf?sfvrsn=6>

Section III: 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 and 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.

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			
<p>Local, Long Distance, and Cellular Telephone Services</p>	<p>Goal: to provide services that facilitate and enhance voice communication between school/district staff, parents, students and other education stakeholders.</p> <p>Strategy: Provide minimum of 70 telephone lines for the district. Increases or decreases of lines needed by school and staff will be based on school/district population statistics and determined annually.</p>	<p>Yearly staff in-service on new and existing technology</p>	<p>District/School Staff will monitor actual use through billing and call logs as well collect a yearly survey from users to determine changes or upgrades that may enhance the productivity and effectiveness of these services. The survey will also inform the district about increases or decreases of services required.</p>
<p>Internet Access</p>	<p>See Section 2, page 4</p>	<p>See Section 2, page 4</p>	<p>See Section 2, page 4</p>
<p>WAN Services for 7 sites @50 Mbps Metro Ethernet</p>	<p>See Section 2, page 4</p>	<p>See Section 2, page 4</p>	<p>See Section 2, page 4</p>
<p>Distance Learning/ Videoconferencing</p>	<p>See Section 2, page 4</p>	<p>See Section 2, page 4</p>	<p>See Section 2, page 4</p>
<p>Web Hosting</p>	<p>See Section 2, page 4</p>	<p>See Section 2, page 4</p>	<p>See Section 2, page 4</p>
E-Rate eligible services/equipment where E-Rate funding is not being sought			
<p>Storage Area Network</p>	<p>See Section 2, page 4</p>	<p>See Section 2, page 4</p>	<p>See Section 2, page 4</p>
Ineligible services/equipment			
<p>iPads and Laptops Support and maintenance of student devices</p>	<p>See Section 2, page 4 See Section 2, page 4</p>	<p>See Section 2, page 4 See Section 2, page 4</p>	<p>See Section 2, page 4 See Section 2, page 4</p>

Section IV: 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 the categories/types of material that are being filtered and periodic reports on all key words, sites and locales being filtered. It is also recommend that any LEA/school who allow exceptions to their filtering policy for certain users, document and retain these exceptions for auditing purposes.

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 devices 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 device while on the LEA/school campus.

Section V: Certifications 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 is filing only for E-Rate **Priority 1 telecommunication services** for funding year(s) 2014-2015, 2015-2016, and/or 2016-2017 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) 2014-2015, 2015-2016, and/or 2016-2017 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) 2014-2015, 2015-2016, and/or 2016-2017 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) 2014-2015, 2015-2016, and/or 2016-2017. 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) 2014-2015, 2015-2016, and/or 2016-2017. The E-Rate Consultant is Morrow and Morrow, Inc. and their contact information (phone/email) is 706-636-4283/bobmorrow@earthlink.net.

Signature of LEA Superintendent or School Director

Date