



**ARKANSAS
DEPARTMENT
OF EDUCATION**

**USER MANUAL
Technology Plan
Submission**

November 2013

TABLE OF CONTENTS

Technology Plan Purpose	2
Registering for access to the Technology Plan Submission Application.....	3
Accessing the Technology Plan Application	4
Demographics Tab	6
School Profile	7
Technology Committee.....	8
Vision and Mission Statement	9
Current Technology Assessment	10
Needs Assessment	11
Goals Objectives and Strategies.....	12
Policies and Procedure.....	14
Technology Infrastructure.....	14
Technology Plan Submission	15
District Acceptable Use Policy.....	15
Budget Plan	16
Technology Plan Evaluation	16
Statement of Assurances	17
Technology Revision/Approval Notification	17

Technology Plan Purpose

To provide a single location process by which education providers across the state can submit Technology Plans for approval by the Arkansas Department of Education (ADE) and through which ADE can respond to the providers request or manage plans.

The ADE Technology Plan Submission and Management System will allow education providers the ability to securely submit Technology Plans and applicable details necessary. The application will allow the ADE Employee or Section responsible to review the plan submitted and take appropriate actions based on the defined work flow process outlined in the Project Scope section.

The application will maintain a high level of security to ensure controlled accessibility of confidential data.

Registering for access to the Technology Plan Submission Application

To access the Technology Plan submission application the user will need to register and obtain a Login and Account No. The Technology Plan Submission Application Login in page is linked from the main ADE web page at www.arkansased.org

To register as a new user



Login required to Submit Technology Plan



E-mail:

Account No.:

Password:

Remember my login on this computer until I press logout

On the Technology Plan Submission login page select the box labeled “New Users–Register!”

On the following screen input your Name, District LEA (*ie. District your school belongs to*), email and password information.

All users including Reviewers and Submitters need to obtain their Login by registering in this page.

The email and the password provided here will be your Login and Password to access the application. The required fields will be highlighted with a red border.

Please complete your Registration Details

First name:

Middle name:

Last name:

District LEA:

E-mail:

Password:

Confirm Password:

Ok Cancel

New Users-Register! Lost password? Ok

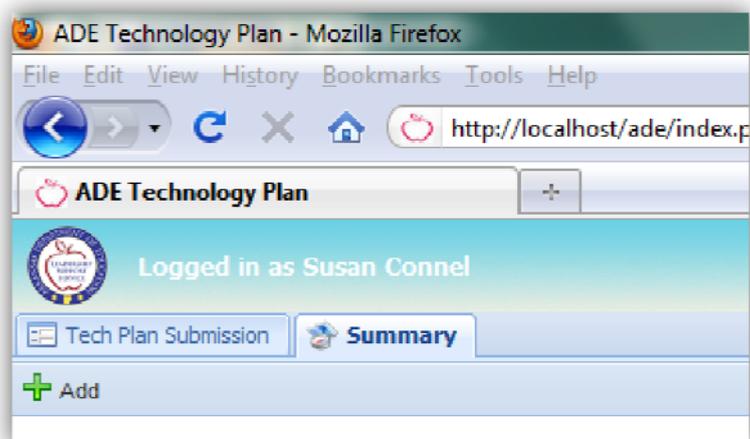
Once you click the **OK Button** on this page, you will be prompted if your Registration is successful.

Accessing the Technology Plan Application

Once you have requested Login and have been successfully completed registration, you should get a Registration confirmation email with User Name and Account Number information. You need your email ID , Account No and Password to be able to access the Technology Plan Submission Application.

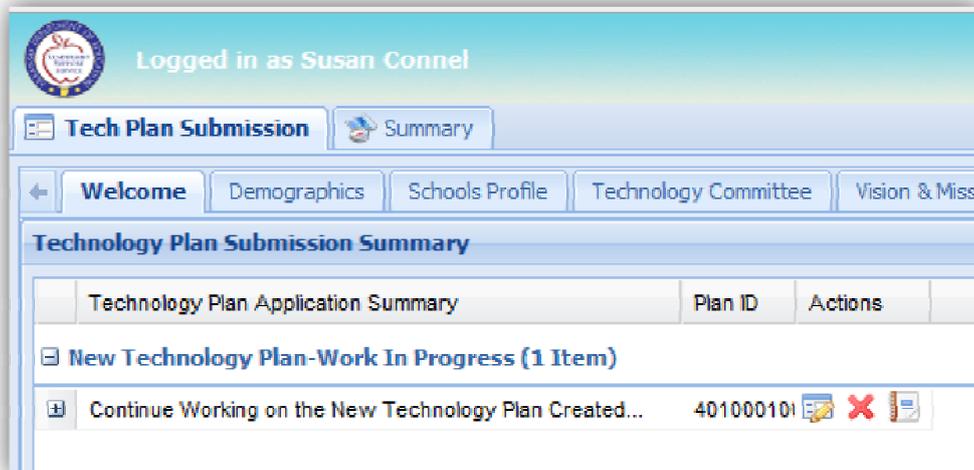
When you first sign in there will be a Welcome page with some basic information. You will see 2 tabs if you are a submitter.

- Tech Plan Submission
- Summary



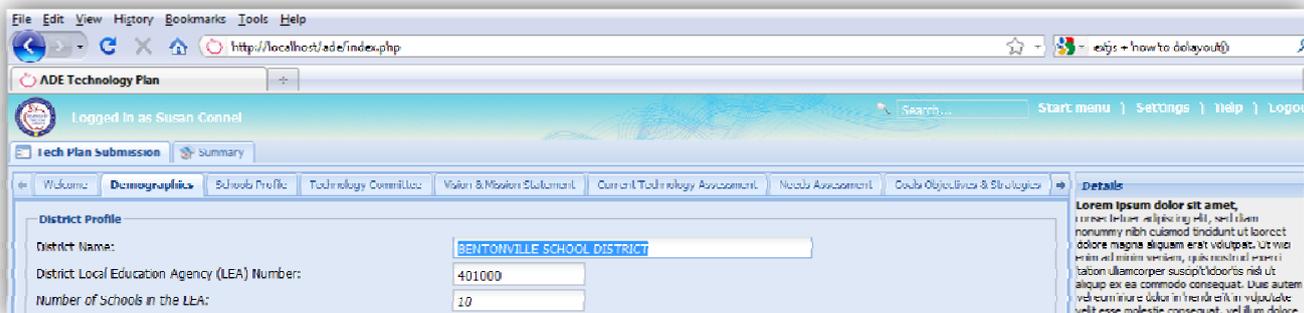
Click on the Tech Plan Submission Tab. Now you should be able to start creating your new Technology Plan. You will be able to see 3 icons for the following functions

-  Continue working on newly created application
-  Delete this application
-  Print Preview this Application



Click on the **“Continue working on the newly created Application”** icon. It should take you to the below screen.

You will see 13 tabs, in which you are required to enter appropriate information. The section on the right side of the screen with title **“Details”** will provide you with helpful information you need to enter data in each of the tab. The required fields are always highlighted with a red border.



Demographics Tab

In this Page, you will need to provide your District profile and other demographic information related to computers and internet.

(Data need to be provided by the Client)

Description	Year 1	Year 2	Year 3
Number of computers & other devices with Internet access before application.	1.00	2.00	3.00
Number of computers & other devices with Internet access after application.	2.00	3.00	4.00
Direct connections to the Internet number of drops.	4.00	5.00	6.00
Number of classrooms with Internet access.	7.00	8.00	9.00
Direct broadband services between 10 Mbps and 200 Mbps.	0.00	0.00	0.00

Before you navigate to the next tab you need to press **'Save'** button. This located at the end of the each page (*block*).

Number of classrooms with Internet access.	7.00	8.00	9.00
Direct broadband services between 10 Mbps and 200 Mbps.	0.00	0.00	0.00

Page 1 of 1 | Displaying items 1 - 5 of 5

Save Reset Print

School Profile

In this page you need to List each school in the district by the official school name, LEA number, E-Rate entity number and National Center for Educational Statistics number. To be consistent, please use the same school name that will be submitted to Child Nutrition for the Cycle 2 APSCN Report.

The schools under your district should be auto populated for you by the application. If you need to **“Add”** or **“Delete”** a School, you need to use the **“Add more rows”** and **“Delete”** icons located at the top of this screen.

Logged in as Susan Connel

Tech Plan Submission Summary

Welcome Demographics **Schools Profile** Technology Committee Vision & Mission Statement Current Technology Assessment Needs Assessment Goals Objectives & Strategies

To be consistent, please use the same school name submitted to Child Nutrition for the Cycle 2 APSCN Report. Please list the name of every school, new and non-instructional facilities for which you file E-Rate

+ Add More Rows - Delete

School Name	Lea #	E-Rate Entity #	NCES #	BEN #
THOMAS JEFFERSON ELEM. SCHOOL	401001	83117	78	
WASHINGTON JUNIOR HIGH SCHOOL	401002	83123	74	
BENTONVILLE HIGH SCHOOL	401003	201703	73	
R.E. BAKER ELEMENTARY SCHOOL	401004	83121	75	
OLD HIGH MIDDLE SCHOOL	401005	83122	1229	
SUGAR CREEK ELEMENTARY SCHOOL	401006	83120	1423	
APPLE GLEN ELEMENTARY SCHOOL	401007	83124	1424	
SPRING HILL MIDDLE SCHOOL	401008	83125	160	
ELM TREE ELEMENTARY SCHOOL	401009	83116	165	

Before you navigate to the next tab you need to press **‘Save’** button. This located at the end of the each page (block).

COOPER ELEMENTARY SCHOOL 401015 16047840 1482

Page 1 of 1

Displaying items 1 - 15 of 15

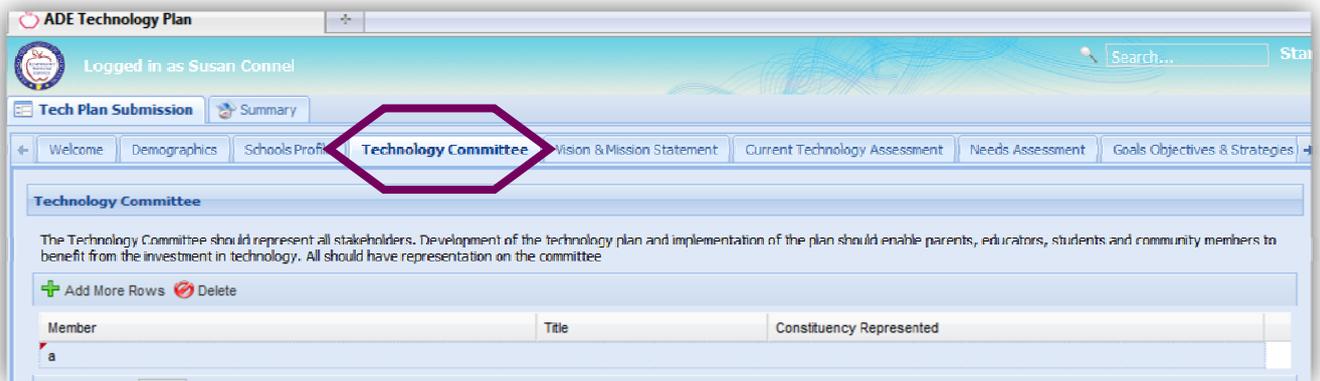
Save Reset Print

Technology Committee

The Technology Committee should represent all stakeholders. Development of the technology plan and implementation of the plan should enable parents, educators, students and community members to benefit from the investment in technology and all should have representation on the committee. *(refer to the Technology Guiding Questions manual)*

You will need to Use the “**Add more rows**” and **Delete** icons to Add and Delete members in the Technology committee.

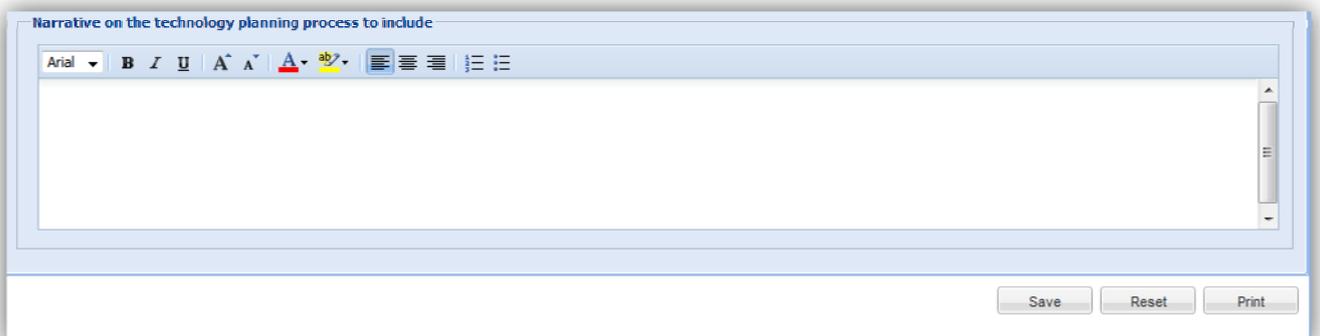
If you need to add a new member, data in all the three fields on the Technology Committee are required.



The screenshot shows the 'ADE Technology Plan' web application interface. The user is logged in as Susan Connel. The 'Technology Committee' tab is selected and highlighted with a red hexagon. Below the navigation tabs, there is a section titled 'Technology Committee' with a descriptive paragraph. Below the paragraph are two buttons: 'Add More Rows' (with a green plus icon) and 'Delete' (with a red minus icon). Below these buttons is a table with three columns: 'Member', 'Title', and 'Constituency Represented'. The table currently has one row with the letter 'a' in the 'Member' column.

You can enter a detailed narrative of the technology plan process in the below shown section. This narrative should include Planning process, Planning process input and Communication of the plan. Also the text can be formatted with the inbuilt formatting options provided in this section.

Before you navigate to the next tab you need to press 'Save' button. This located at the end of the each page (block).



The screenshot shows a text input area titled 'Narrative on the technology planning process to include'. The input area has a rich text editor toolbar with options for font face (Arial), bold (B), italic (I), underline (U), text color (A), background color (ab), bulleted list, numbered list, and indent. Below the input area are three buttons: 'Save', 'Reset', and 'Print'.

Vision and Mission Statement

In this block you will be able to write detailed description of the Vision and Mission statements of your technology plan. Please use the built in formatting options to format your text. ([refer to the Technology Guiding Questions manual](#))

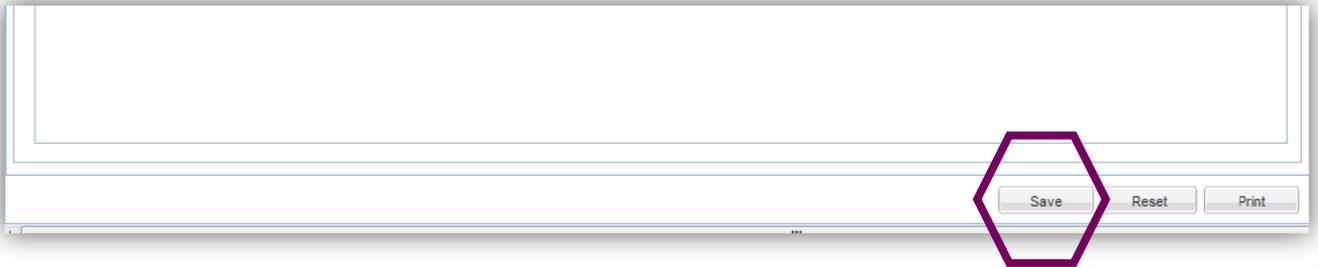
The font of the text will be fixed to Arial and you will not be able to change it.

A vision statement expresses thoughts about what the district's future educational environment should look like. It should be written in broad terms and should guide the development of the technology plan.

A mission statement is a brief, general description of the district's plans for promoting the effective use of technology to improve students' performance. The mission statement describes the steps that will need to be taken in order to achieve the district's vision.

If you need more guideline regarding this block, please refer the “**Details**” section located on the right hand side of the page.

Before you navigate to the next tab you need to press 'Save' button. This located at the end of the each page (block).

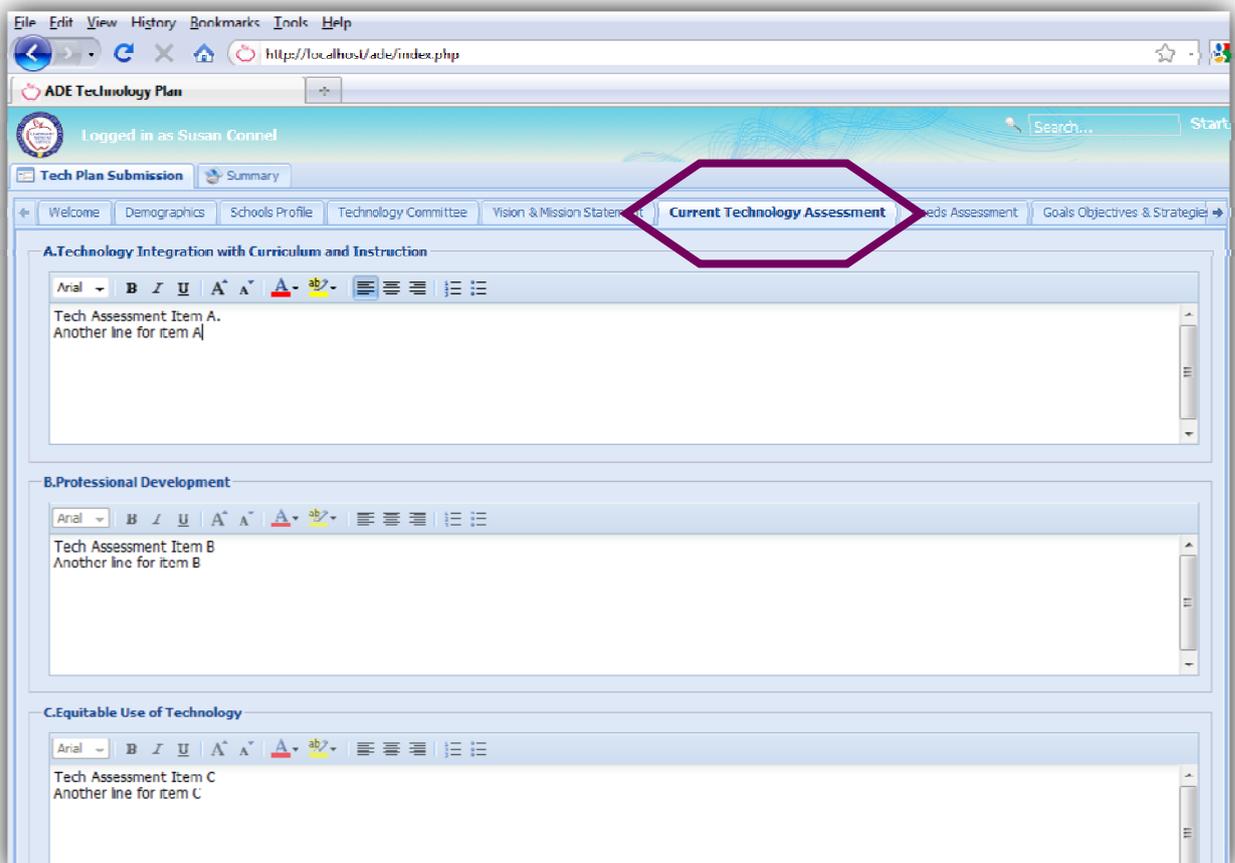


Current Technology Assessment

This block contains five sections: *(refer to the Technology Guiding Questions manual)*

1. Technology Integration with Curriculum and Instructions.
2. Professional Development
3. Equitable use of technology
4. Current Technology Inventory
5. Technology Equipment Inventory

Please refer to the "Details" section for guidelines to enter information in each of the section



D.Current Technology Inventory

Technology Equipment Inventory

List Of Equipment	Serial #	Make & Model	Dt. Of Purch	Install Dt.	Original Location	Current Location	Repl. Dt.	Quantity	Notes
Laptop Computers	123456	Toshiba Satellite	2010-03-02	2010-03-09	Lab1	Lab2		10	

Page 1 of 1

Displaying items 1 - 1 of 1

Needs Assessment

Use this block to describe about the “**Needs Assessment**” your district conducted to develop this technology plan. *(refer to the Technology Guiding Questions manual)*

You are also required to attach a sample of the Assessment at the end of the technology plan.

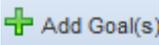
You may have to include details like critical component and key results of this assessment. Use the inbuilt options to format your text and remember the font is limited to “Arial”

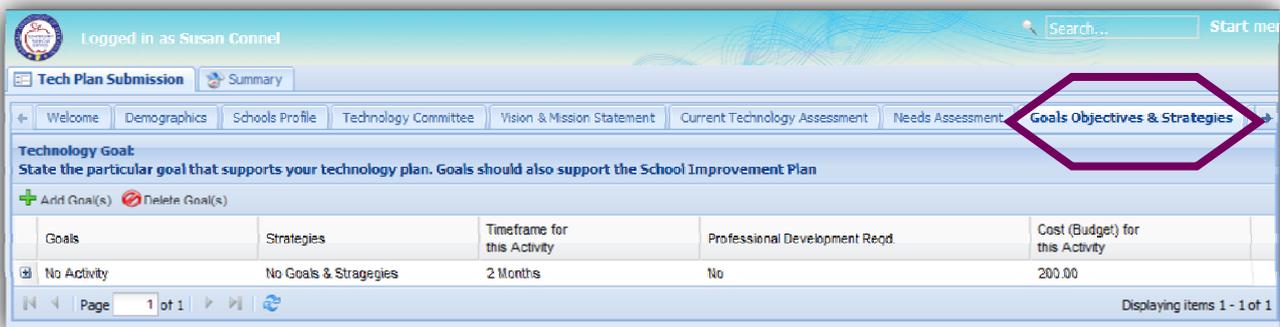
Click the “**Save**” button to save your details before you navigate to other blocks

The screenshot shows a web browser window with the URL <http://localhost/ade/index.php>. The page is titled "ADE Technology Plan" and shows a user logged in as "Susan Connel". The navigation menu includes "Welcome", "Demographics", "Schools Profile", "Technology Committee", "Vision & Mission Statement", "Current Technology Assessment", "Needs Assessment", and "Goals Objectives & Strategies". The "Needs Assessment" tab is selected and highlighted with a purple hexagon. Below the navigation menu, there is a text editor area with a toolbar containing options for font (Arial), bold, italic, underline, text color, background color, bulleted list, numbered list, and link. The text editor is currently empty. At the bottom right of the text editor area, there are three buttons: "Save", "Reset", and "Print". The "Save" button is highlighted with a purple hexagon.

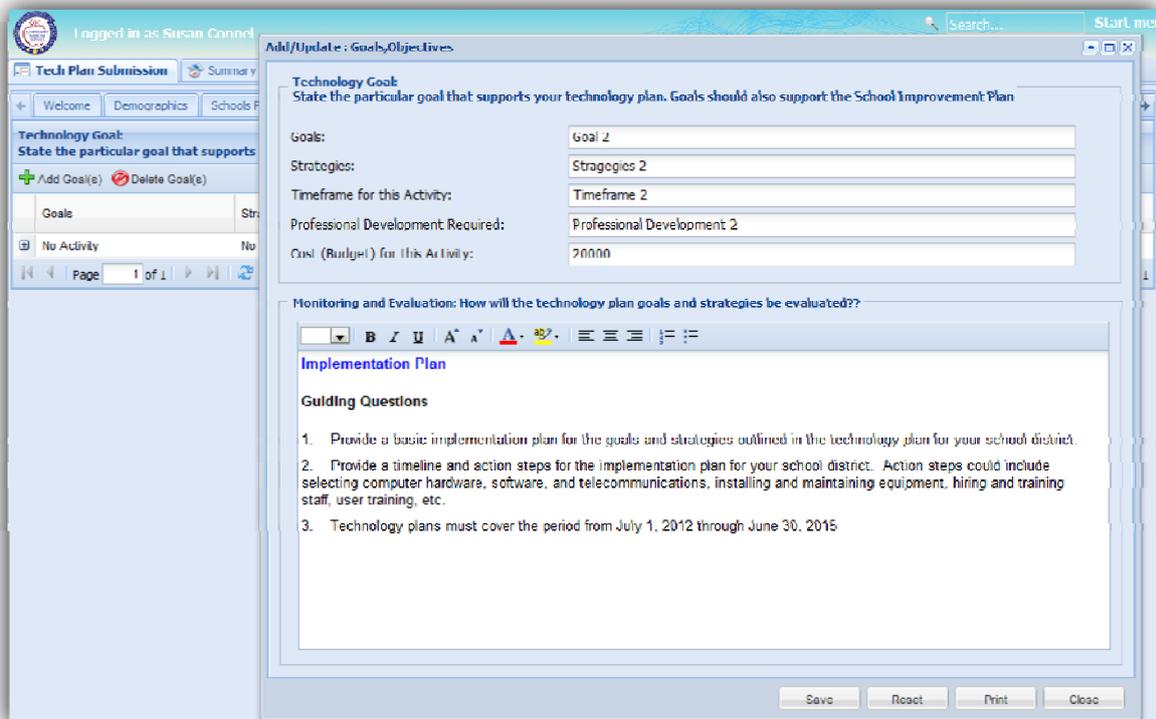
Goals Objectives and Strategies

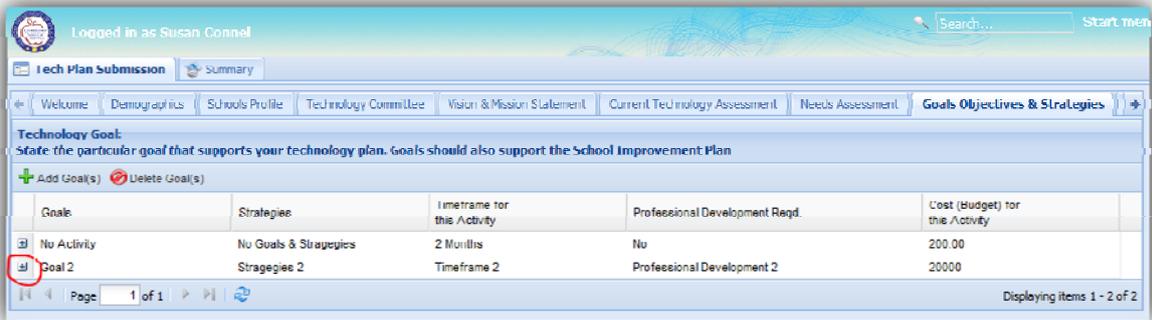
In this block you are required to list and describe your specific goals and activities for technology based on the results of your needs assessment. Also you need to provide a basic implementation plan for the goals and strategies outlined in the technology plan for your school district. You should also include a timeline and action steps for the implementation plan for your school district. ([refer to the Technology Guiding Questions manual](#))

Use the  **Add Goal(s)** and  **Delete Goal(s)** icons to Add and Delete Goals in this Goals Objectives & Strategies Section.

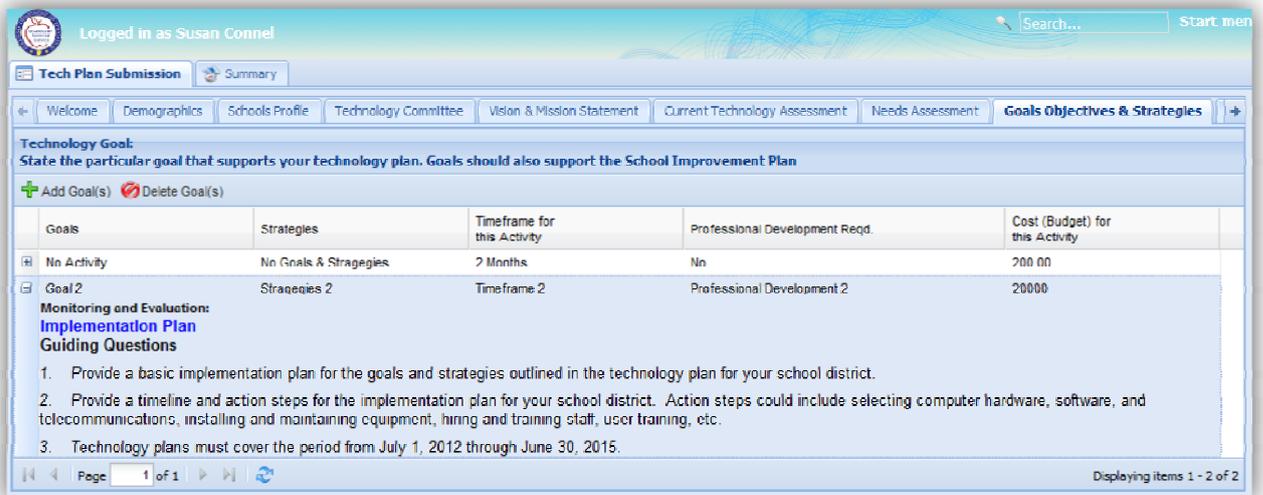


When you click on this button  **Add Goal(s)** a pop-up window will appear where you can enter necessary details as shown below. Do not forget to press 'Save' button located at the bottom end of this window. After successful validations, the popup window will disappear and the table will reflect the new goal just added.

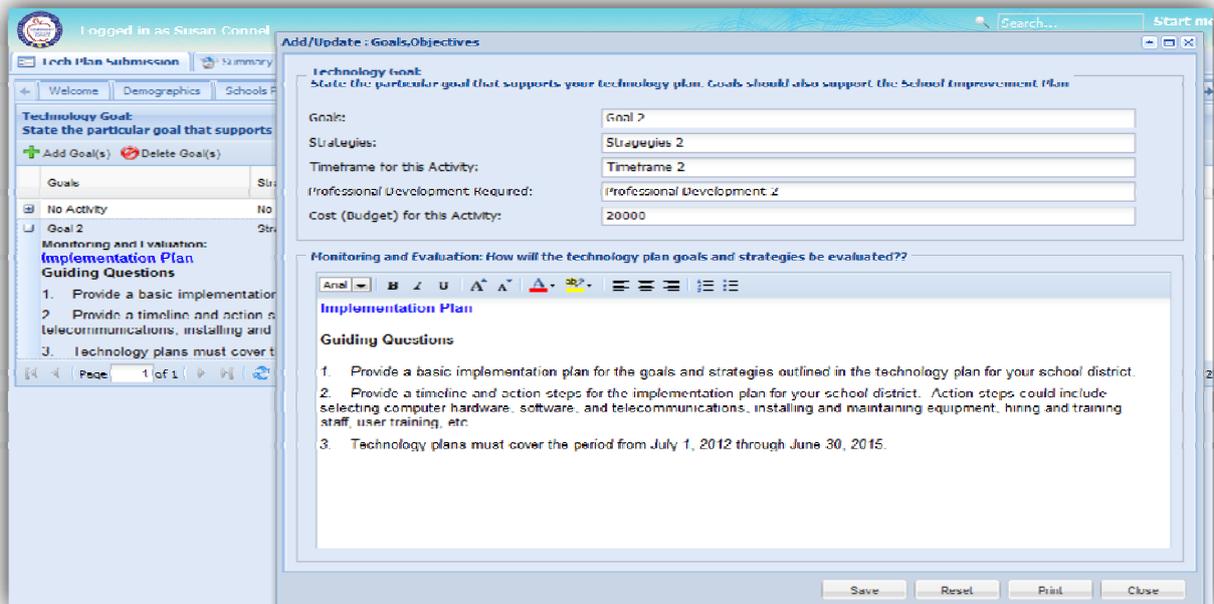




Also, if you notice there is a small + sign on the first column of the grid, which implies that on a click the row will expand.



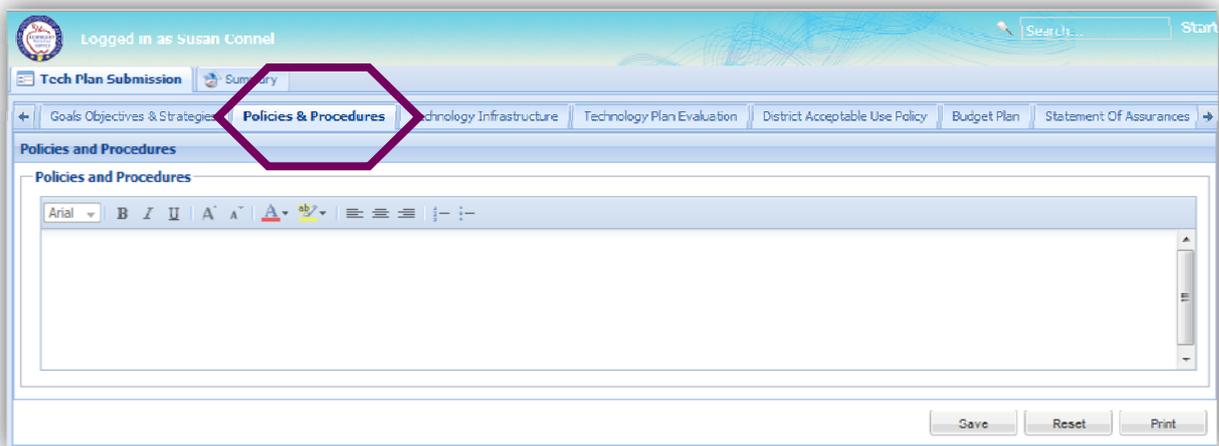
If you want to edit the contents you have added just double click on the row you want to edit and this should bring up the pop-up window where you can make necessary changes.



Policies and Procedure

In this block you can enter detailed description about the key components of the policies and procedures in place. ([refer to the Technology Guiding Questions manual](#))

Your text font will be limited to “Arial”. You can format your text using inbuilt options. Also click the save button before you navigate to other blocks.

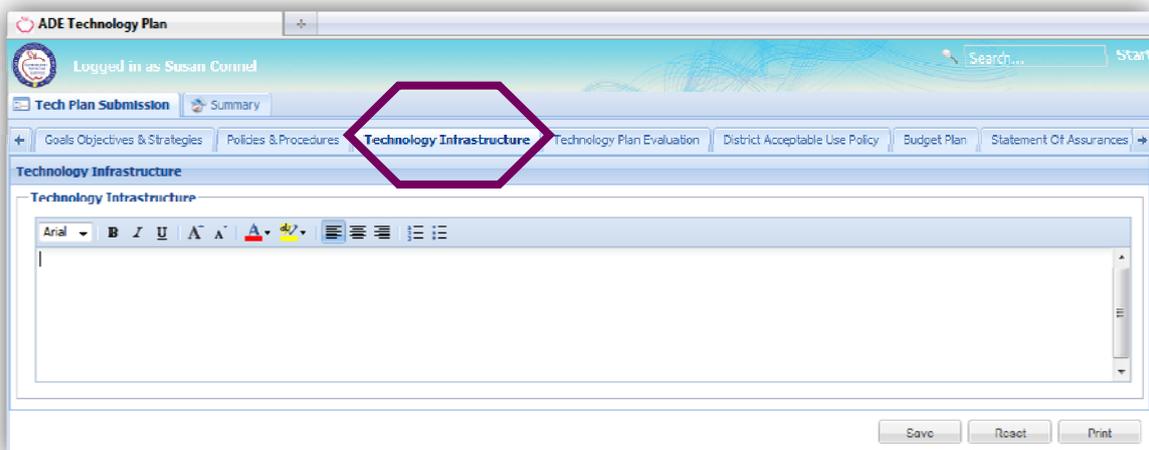


Technology Infrastructure

This criteria section is designed to stimulate planning for the physical technology infrastructure required for the district to deliver educational services. ([refer to the Technology Guiding Questions manual](#))

Your text font will be limited to “Arial”. You can format your text using inbuilt options. Also click the save button before you navigate to other blocks.

“**Details**” Section will provide you guideline to enter information.

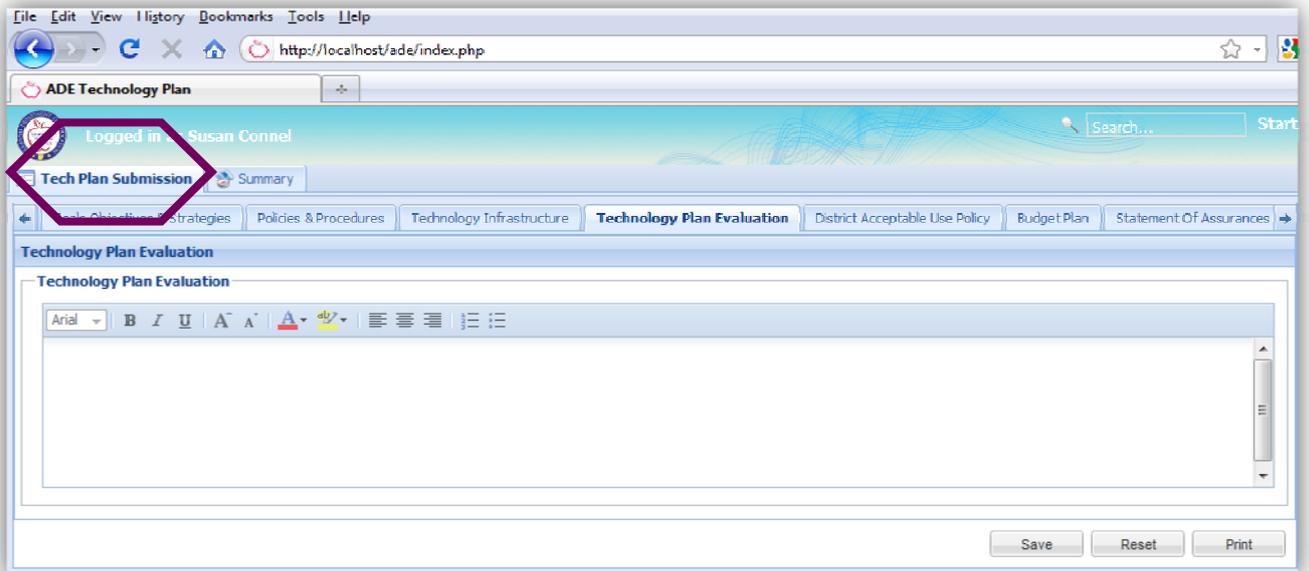


Technology Plan Submission

All districts and charter schools must submit the following templates with authorized signatures pages signed in blue ink. (refer to the [Technology Guiding Questions manual](#))

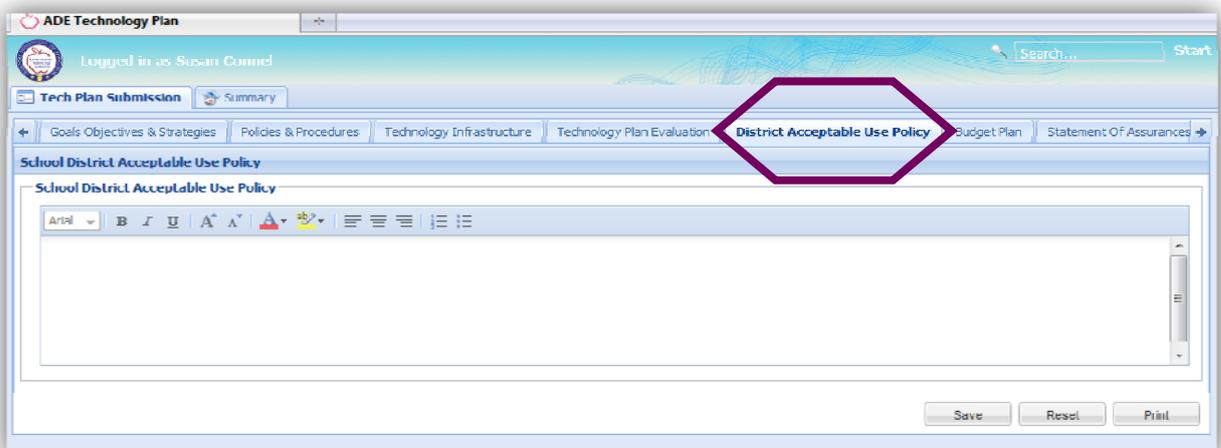
Your text font will be limited to “Arial”. You can format your text using inbuilt options. Also click the save button before you navigate to other blocks.

“**Details**” Section will provide you guideline to enter information



District Acceptable Use Policy

Your text font will be limited to “Arial”. You can format your text using inbuilt options. Also click the save button before you navigate to other blocks. “**Details**” Section will provide you guideline to enter information



Budget Plan

This criterion is designed for the school to show evidence that a budget has been planned and exists for the course of the **three-year technology plan**. (refer to the [Technology Guiding Questions manual](#))

ITEM	QTY	BUDGET	STATE	FEDERAL	STATE/LOCAL
Item 1: Network Servers					
Switches/Routers/DSUs	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Cables	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Cables (desktop & laptop)	0	\$0.00	\$0.00	\$0.00	\$0.00
Firewall or Proxy (include software cost)	0	\$0.00	\$0.00	\$0.00	\$0.00
LAN wiring (Local Area Network)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Server Software	0	\$0.00	\$0.00	\$0.00	\$0.00
Network File Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Printers	0	\$0.00	\$0.00	\$0.00	\$0.00
Fiber	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Access Points	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Maintenance:	0	\$0.00	\$0.00	\$0.00	\$0.00
Server (number of servers connected to Internet)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Storage	0	\$0.00	\$0.00	\$0.00	\$0.00
Email Server	0	\$0.00	\$0.00	\$0.00	\$0.00
DNS (Domain Name Services)	0	\$0.00	\$0.00	\$0.00	\$0.00
Web Hosting Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless WAN	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless LAN	0	\$0.00	\$0.00	\$0.00	\$0.00

Technology Plan Evaluation

Evaluation of a technology plan must be continuous and based upon a variety of factors. Major evaluation activities assessing target competencies should be conducted each year. (refer to the [Technology Guiding Questions manual](#))

Technology Plan Evaluation

Save Reset Print

Statement of Assurances

Click on the “**Submit Application**” to submit your Technology Plan. When you submit you plan, all the details will be evaluated and missing required fields will be listed out.

You also have a option of printing you Technology plan from this page.

Logged in as Susan Connel

Search... Start

Tech Plan Submission Summary

Goals Objectives & Strategies Policies & Procedures Technology Infrastructure Technology Plan Evaluation District Acceptable Use Policy Budget Plan **Statement Of Assurances**

Technology Plan Statement Of Assurances

School District Name:

The LEA

The LEA is an equal opportunity employer and shall perform to all affirmative action and other applicable requirements; accordingly, the applicant does not discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap or sex in any manner prohibited by law. Further, the applicant agrees to comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.

The LEA agrees that the Arkansas Department of Education, or any of its duly authorized representatives, at any time during the terms of this technology plan, shall have access to, and the right to audit examine any pertinent books, documents, papers, and records of grantee related to this plan.

The LEA certifies that they have not been barred from contracting or otherwise doing business with the State or Federal Governments.

This plan, and all matters or issues collateral to it, shall be governed by, and construed in accordance with, the laws of the State of Arkansas.

This plan has been reviewed and approved by the District Technology Committee, the District Superintendent, and the approved by the School Board.

Submit Application Print

Technology Revision/Approval Notification

Each plan will be reviewed for approval based on the criteria and standards outlined in the technology guidelines document. The Department will provide a certificate of approval to certify that plans have been approved in a manner consistent with the criteria of the E-Rate, No Child Left Behind, and Enhance Education Through Technology (EETT) programs.

 **REMINDER:**

SAVE AN ELECTRONIC COPY OF THE TECHNOLOGY PLAN.



If you need additional information e-mail:

Belinda.Kittrell@arkansas.gov -OR- Wilma.Toombs@arkansas.gov

To remove hidden characters

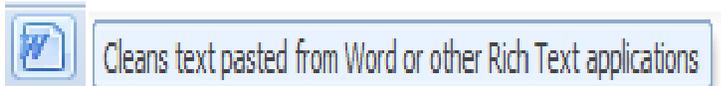
To remove hidden characters from the tech plan that are inserted from copying and pasting text.

Steps:

1) Selected the information that was copied and click the "Word"  button to clean text pasted from Word or other Rich text application. Next click the "Save" button.

2) Click back in the selected text area and click the "Exclamation"  button to remove additional formatting. Click the "Save" button to apply the changes.

3) Observe that the text is now readable and you can now print.



Please remember to Save and Print