

### **E-rate Technology Plan Requirements for Schools and Districts**

A **technology plan** is a plan prepared by a school or district to explain how telecommunications and information technology will be used to achieve educational goals, curriculum reforms, or library service improvements. Current telecommunications and information technology services funded by E-rate to VIDE schools includes email, network electronics (switches etc), communications servers, web hosting (Edline, etc.) telephone, network cable drops, wireless access, video conferencing, Internet services, etc.

In order for schools and districts to continue receiving these services and/or to add additional services they must prepare a one to three (1-3) year technology plan that include the following elements.

#### **Technology plans must at a minimum contain the following elements:**

- Clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
- A professional development strategy to ensure that members of the staff know how to use these new technologies to improve education or library services.
- A needs assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
- 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.
- A sufficient strategy to support the non-discounted elements of the plan: the hardware, software, professional development and other services (electrical upgrades, exterminating services, etc.).