

# Sample School District

## “Assessing Success With Technology”

### Proposal

#### **Program Vision:**

The purpose of the “Assessing Success With Technology” program audit is to provide an expert and unbiased assessment of how the district is using technology to improve instruction and to assist in the effective and efficient operation of the school district. The assessment will look at technology “best practices”, district technology policies, processes, and plans, as well as user satisfaction and attitudes. The assessment will provide data, analysis, and high-level recommendations to assist the district in building on their strengths and improving where needed. It may also serve as a foundation for future technology planning.

The “Assessing Success With Technology” program will build on the good work being done in the Sample schools today; and envisions a future where all members of the educational community are aligned around a common technology vision, employ “best practices”, and where technology users have high levels of satisfaction and full confidence that they are employing the “right” tools in the “right ways”, for the sake of improving teaching and learning and the management and administration of the school district.

#### **Program Goals - Ed Tech Journeys will:**

1. Assess the following areas:
  - a) \*Technical infrastructure: wide area network, local area network, desktops, et al.
  - b) Technical support infrastructure: network support, maintenance support.
  - c) \*Security infrastructure: prevention, forensics, and disaster recovery.
  - d) Software infrastructure: communications, data, instructional.
  - e) Professional development program
  - f) User satisfactions levels and attitudes
  - g) Existing policies governing technology use, as well as existing processes and procedures.

2. Analyze the information collected from the assessments and develop recommendations.
3. Create a document that summarizes the assessment data, and provides high-level analysis, and recommendations.

**Program Structure:**

This proposal is for an on-site program, specifically designed to meet the district's requirements and to deliver on the promises outlined above.

The program will require dedicated time from those most intimately involved in the district's technology program and access to materials such as equipment and software inventories, written policies, etc. Electronic surveys will be used to assess user satisfaction levels and attitudes and augment the surveys with "face to face" interviews with a select group of key leaders and users in each building and at the district office.

After the data is collected on-site, a draft document will be shared with and reviewed by key district leaders. Once the draft document is approved, the final document will be developed.

**\*Technical Infrastructure Assessment:**

The assessment of the technical infrastructure can be highly granular and technical (example: server scans, desktop scans, telecommunications traffic analysis, cabling analysis, etc.). If the district requires a highly granular technical assessment, Ed Tech Journeys will supply experts to perform these tasks. **The cost of these experts is not included in this proposal.**

**\*Security Infrastructure Assessment:**

Like the technical infrastructure assessment the Security Infrastructure assessment can become highly granular and highly technical. If the district requires a highly granular security assessment, Ed Tech Journeys will supply security experts to perform these tasks. **The cost of these experts is not included in this proposal.**

## Technology Leadership

### Vision and Goals

Is there a clear vision for the role of technology? Where does the district want to be in five years?

### Governance

What process is used for developing the vision? How are long and short term decisions made?

### Policy

What policies are in place? Who created the policies? Are they adequate?

### Procedures

Are there clear procedures and processes?

### Budget and Funding

How does the budget reflect technology priorities? Are all funding sources and strategies being utilized?

## Infrastructure

### Access to Technology

Is there enough technology for educators to work with? Is it deployed in ways that maximize its usage? What are the ages of the computers? How are installations done? Updates?

### Cabling

How are the buildings cabled and is the cabling certified and labeled?

### Local Area Network

How is the network designed? Is there a suitable backbone? Are the switches adequate? Servers? What network operating system is in place? What workstation OS?

### Wide Area Network

How is the wide area network configured? What is the bandwidth to the Internet?

### Application Servers

What are some of the key applications running on the infrastructure? (e-Mail, web page, etc)

## Technical Support

### Network Problems

Are there issues with software loading, machines freezing, printers not printing properly, network sluggishness, Internet access, data lines, etc.?

### Network Administration

Adding new users and user rights to the network, deleting users when they leave, rolling over users to new grade levels and buildings, etc.

### Equipment Repair

Fixing computers and other equipment that is physically broken. Hard drives not working, laptop repairs, bulb replacements on projectors, switch repair, server repair.

### Network Maintenance

Applying latest service packs to servers and workstations.

### Installations and Projects

Installation of new computers, projectors, printers, as well as projects like wireless installation, new software installs, etc.

### Desktop Support

Assistance for teachers and administrators on the use of applications that may not be working correctly.

## Security

### Backups

Is all data backed up and stored off site?

### Recovery

If there is a catastrophic event, can the district restore its systems in a reasonable time period?

### Prevention

What systems are in place to prevent network and data security incidents?

### Student Safety

What systems are in place to protect students from Internet safety threats?

## Professional Development

### PD Opportunities

What PD opportunities are available to staff?

### PD Effectiveness

How effective is technology PD?

### Technology Awareness?

How aware are staff members about what tools are available to help them with teaching and learning?

### PD Targets

What areas does PD target?

## Software and Curriculum

### Software Acquisition

Is there a process for selecting and purchasing software? How do teachers and administrators know what software is available that might help them in their work?

### Software Usage

What software is being used the most?

### Software License Compliance

Do purchases and license counts match with the number of installed copies? If asked, could these artifacts be produced?

### Software Updates

When new software is purchased, how is it installed?

### Administrative Software

Are the tools available to administrators adequate?