

Overview of Proposed ISACS Technology Plan Review Process

In order to qualify for the Universal Service Program, ISACS schools must submit and have approved a technology plan. ISACS has developed the following process (and has approval by the Schools and Libraries Corporation) to be certified to approve independent school technology plans. Since approval for ISACS was received from the SLC, all member schools have received notice that we are ready to accept tech plans for review and certification, *in accordance with the format indicated below*, a format that will meet the SLC and the ISACS Tech Plan Review Committee requirements to approve technology plans. While many of our schools may have already developed more elaborate technology plans, schools must submit a revised and succinct plan following the guidelines provided below (3-5 pages, total).

Notes:

* Before creating the school technology plan to submit to ISACS, read carefully the NAIS pamphlet on Universal Service/Telecommunications Discounts, "Stretching your Technology Dollars" to create a plan that relates well to the expectations and parameters of this program. Also, read the instructions for filling out Forms 470 & 471, again to prepare the school's Technology Plan in the context of meeting the requirements to qualify for e-rate discounts. (Forms are available to download from the following site: <http://www.ed.gov/Technology/erateforms/>)

* The plan should project out for three years.

PLAN CRITERIA

Criteria One: School Description and Demographic Information

In this section provide a brief overview of the school (note school name, address, telephone, fax, e-mail address, technology contact, and school head) and school demographic information (enrollment numbers and the numbers of faculty).

Criteria Two: Goals and Strategy

Provide a set of clear goals and a realistic strategy for using telecommunications and information technology to improve education.

Criteria Three: Professional Development

Provide a professional development strategy that ensures that staff members know how to use the new technologies to improve education. Provide a description of how faculty members will learn to use the technology and integrate it into their curricula. Be certain to include a statement of training philosophy, an outline of how training will be conducted, when the training will be offered, who will provide the training, and how faculty will familiarize themselves with technology appropriate to their areas of instruction.

Criteria Four: Assessment of Needs

Provide an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education. Provide an overview of the current technology environment at the school and what proposed services and systems will be purchased and installed to meet the goals specified in Criteria Two. Provide a timeline for implementation. (Note: this needs assessment should be consistent with the "Summary Description of Needs or Services Requested" in Block 3 and with the "Technology Assessment" in Block 4 of FCC Form 470 and with similar blocks in Form 471.)

Criteria Five: The Budget

Provide a budget that identifies both the school contributions and the Universal Service Fund contributions that will pay for the system and/or services being requested. The school must provide for a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved education. (Note: Include an assurance that the school will secure the necessary hardware and software and training services needed to make effective use of the discounted telecommunications services to be secured through this program.)

Criteria Six: Evaluation

Provide a plan for evaluation that enables the school to monitor progress toward the goals specified in Criteria Two. Describe the process and timing for evaluation.

Criteria Seven: Inventory

Provide a complete inventory of the current hardware and the types of telecommunications services being used.

APPROVAL PROCESS

ISACS has established an ISACS Technology Plan Review Committee made up of volunteers from member schools who understand educational technology from a variety of perspectives including educational, technical and economic. When ISACS receives the technology plans from member schools, it will pass them on to the Technology Plan Review Committee members, noting a primary and secondary reader. The committees will meet on an as needed basis with an understanding that schools are looking for a rapid certification of their technology plans.

Each technology plan will be read by two committee members who will make an independent evaluation as to whether the plan meets the requirements for approval. If the evaluators agree that the plan, as submitted, meets the requirements, the schools will be notified that they have received Certification. If either the primary or secondary reader believes that the plan, as submitted, does not meet the requirements, the plan will be read by the entire committee. After consideration by all members of the committee, a simple majority vote will be taken. If the plan passes that vote, Certification will be granted. If the plan fails the majority vote, the school will be notified that they need to resubmit the plan and will be advised by the Chair of the committee, or a designated member, as to the reasons the plan did not receive Certification. Committee members may not evaluate or vote on their own school's technology plan.

Answers to questions concerning the Universal Service Program, including how to fill out the forms and what will or will not qualify for discounts may be directed to the Schools and Libraries Corporation (SLC) at their website www.slcfund.org or their e-mail address or their toll-free helpdesk <888-203-8100>.

Answers to questions concerning the approval process for ISACS member schools should be directed to the ISACS offices. You may also email your questions to info@isacs.org