

Technology Practices and Their Associated Indicators

Identifying Information of Individual Completing Form

Name: _____

Telephone No. _____

Position: _____

Email Address: _____

School: _____

Years associated with this charter school?
1 – 3 Years ___; 4 – 6 Years ___; 7+ Years ___

If these do not apply, simply mark them “not applicable”.

Best Practices and Indicators

	Yes	No	Unknown	Explanation/Documentation
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Technology Planning

	Yes	No	Unknown	Explanation/Documentation
1. The charter school has a comprehensive technology plan that provides direction for instructional and administrative technology decision making.				
a. The charter school has a board-approved technology plan that addresses both instructional and administrative technology.				
b. The charter school annually conducts an assessment to identify charter school technology needs.				
c. The charter school has solicited and used broad stakeholder input in developing the technology plan.				
d. At a minimum, the charter school technology plan addresses the subjects below. <ul style="list-style-type: none"> Individual school technology needs Equitable resource allocation, anticipating growth and technology advances Funding for technology Cost-effective acquisition Professional development for technology users Technical support needs of users Infrastructure and network communication, including community access issues Information management and delivery 				
e. The charter school technology plan is compatible with state reporting requirements and aligned with federal initiatives.				
f. The objectives in the technology plan are measurable and reflect the desired outcomes for educational and operational programs.				
g. The charter school’s annual budget provides funds for major technology initiatives as reflected in the plan.				
h. The charter school has taken advantage of opportunities to improve technology operations, increase efficiency and effectiveness, and reduce costs.				
i. The charter school has identified an individual(s) responsible for implementing and updating the technology plan.				

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j. The charter school investigates grant opportunities for technology funding and stays current with state and federal funding initiatives.				
Cost-Effective Technology Acquisition				
2. The charter school acquires technology in a cost-effective manner that will best meet its instructional and administrative needs.				
a. The charter school bases its technology acquisitions on identified needs and its technology plan.				
b. The charter school uses the results of research and evaluations of previous decisions to identify technology that will best meet instructional and administrative needs.				
c. The charter school has established standards for acquiring digital instructional materials, software, and hardware for instructional and administrative use.				
d. The charter school provides opportunities for charter school staff to preview, evaluate, and recommend acquisition of technology strategies, instructional materials, and software.				
e. The charter school coordinates and uses different purchasing strategies to lower costs of acquiring technology and instructional learning systems.				
f. The charter school negotiates purchase prices for technology acquisitions.				
g. The charter school considers future support, operating, maintenance, and disposal costs when it acquires technology.				
h. The charter school equitably distributes technology resources within the charter school.				
Technology Professional Development				
3. Charter school staff receive professional development training for all technologies used in the charter school.				
a. The charter school verifies the availability of appropriate training before acquiring new equipment or software.				
b. The charter school provides appropriate professional development that is based on feedback from central office and staff and is aligned with the charter school's strategic plan and technology plan.				
c. The charter school funds technology training.				
d. The charter school provides a variety of opportunities in terms of time, location, and delivery mode for educators and other charter school staff to obtain technology training.				
e. The charter school has established performance criteria that include technology skills for both teachers and administrators.				

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f. The charter school provides professional development on integrating technology into the curriculum.				
g. The charter school provides appropriate professional development to administrators and non-instructional staff.				
h. The charter school provides specialized training for technology support personnel.				
i. Charter school staff receive training to keep technology skills up-to-date.				
j. The charter school has a process to assess the effectiveness of professional development training provided to ensure competency in the skills targeted.				
Technical Support				
4. The charter school provides timely and cost-effective technical support enabling educators and charter school staff to successfully implement technology in the workplace.				
a. The charter school conducts a comprehensive assessment of the technical support needs of the charter school offices.				
b. The charter school budgets for all costs associated with the installation and support of its technology.				
c. The charter school provides comprehensive technical support to charter school offices.				
d. Technical support responsibilities are appropriately assigned to specific charter school personnel.				
e. The charter school has procedures for a regular, systematic, and equitable prioritization of technical support services.				
f. The charter school effectively coordinates the delivery of support services, analyzing the technical support provided, and shares the resolution of support issues among technical support staff.				
g. The charter school provides timely technical support in accordance with its service priorities.				
h. The charter school evaluates the quality and timeliness of the technical support provided.				
i. The charter school has an equipment replacement policy that specifies a time frame for technologies to be recycled or replaced to minimize the cost of supporting out-of-warranty computers.				
Infrastructure and Network Communication				
5. The charter school maintains a dependable, standards-based infrastructure employing strategies that cost-effectively maximize network and Internet access and performance.				

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a. The charter school employs practices that provide a consistently available and fully operational network.				
b. The charter school has developed written speed and access standards for charter school network resources.				
c. The charter school has virus protection software and procedures in place.				
6. The charter school uses technology to improve communication.				
a. The charter school uses web technologies, such as the Internet and intranet sites, and email to improve and enhance communication between groups such as schools, charter schools, the state, parents, and the community.				
b. The charter school administration uses email to supplement communications of policies and information to schools.				
c. The charter school uses email to circumvent costly meetings whenever feasible and to increase the frequency and speed of communications to parents and teachers.				
7. The charter school has written policies that apply safe, ethical, and appropriate use practices that comply with legal and professional standards.				
a. Staff, teachers, students, and parents are provided written and verbal guidelines describing the appropriate and inappropriate uses of technology, such as school computers, the Internet, copiers, facsimile machines, and TV/VCRs.				
b. The charter school has implemented policies and procedures to prevent access to inappropriate Internet sites.				
c. The charter school provides staff, teachers, students, and parents with written and verbal guidelines describing legal uses of digital materials, both instructional and non-instructional.				
Information Management and Delivery				
8. The charter school has established general controls in the areas of access, systems development and maintenance, documentation, operations, and physical security to promote the proper functioning of the information systems department.				
a. The charter school has written procedures and a standards manual.				
b. The charter school has had an EDP audit within the last three years with no outstanding findings of material weaknesses.				

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c. Appropriate segregation of duties based on charter school size exists within the data processing function.				
d. The charter school protects systems from unauthorized users by using room locks, passwords, firewalls, and other needed means as conditions warrant.				
e. Controls exist to limit access to and prevent release of confidential and sensitive data.				
f. The charter school ensures that independent databases are effectively managed to provide reliable and accurate data and ensure efficient operations.				
g. If the charter school engages a service organization to process transactions on its behalf, the charter school has executed appropriate agreements with the providers and appropriate control procedures have been established.				
9. The information needs of instructional and administrative personnel are met by applying appropriate project management techniques to define, schedule, track and evaluate purchasing, developing, and the timing of delivering IT products and services requested.				
a. The charter school analyzes alternatives to identify the most cost-effective method of delivering IT products and services.				
b. The charter school can demonstrate that its information systems deliver IT products and services in a timely manner.				
c. The charter school has a way to gauge user satisfaction with the delivery of IT products and services.				
d. Users are satisfied with the information they receive from the IT department.				
e. Is there other information that demonstrates the charter school's use of best Technology practices that should be considered?				