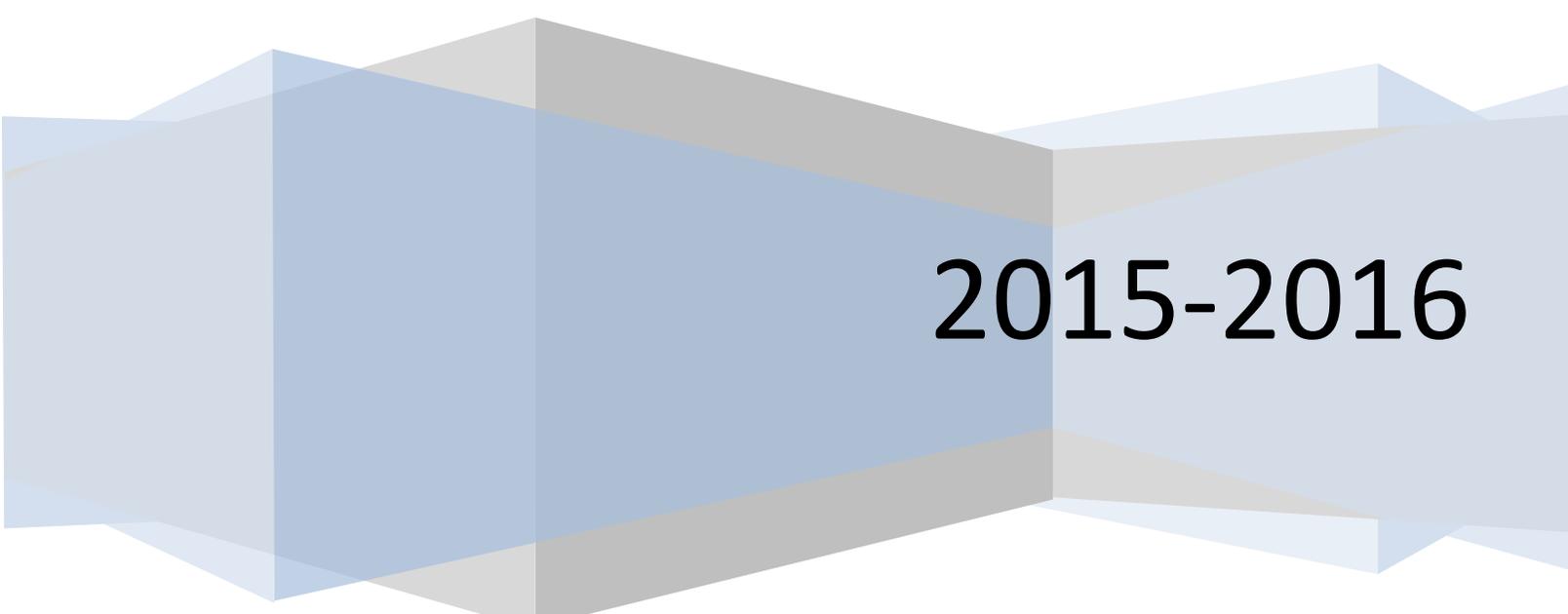


# Marion School District

## Technology Request Process

Acquiring New & Upgraded Technology through the ACSIP



2015-2016

## Overview

What is the Technology Request Process and how do I complete it?

The Technology Request Process is used to select and implement new or upgraded software, hardware or web based subscriptions for instructional purposes. This process is not meant to restrict innovation, but rather to ensure that technology resources are used creatively, efficiently and as effectively as possible. The ultimate goal is to ensure seamless planning that combines our technology needs with our student achievement goals through each school's ACSIP.

Who created this process and why?

The District Technology Leaders Committee has the responsibility for developing our K-12 technology curriculum. To help with this task, the committee created this process and document. The goal of this process is:

- ❖ To support the teachers and school administration as they choose software, hardware, or web based subscriptions for classroom instruction that is based on the needs of their students.
- ❖ Encourage careful decision-making at the building and district level regarding new software, hardware or web based instruction and how it fits into each building's ACSIP.
- ❖ Encourage meaningful discussions about technology inclusion into the ACSIP geared toward student achievement. These discussions should include the ACSIP Committee, department representatives and technology staff at each school.
- ❖ Establish and maintain consistency regarding the upgrading of software and hardware in our schools as well as the renewal process of educational web based subscriptions.
- ❖ Ensure technical and instructional support at the district level for software, hardware and web based subscriptions.

Where can I get funds for this proposal?

Funds for your proposal must come through discussions with the ACSIP committee at each school with final approval by the principal.

Possible funding sources may come from the following:

- ❖ Building budgets
- ❖ District technology budget
- ❖ Title I
- ❖ NSLA
- ❖ Perkins
- ❖ Other funds

## The Technology Request Process

### 1. Identification of Student Needs

Throughout your planning process, keep in mind that this technology request, if approved, will end up in your building's ACSIP. It is imperative that all requests are made in the best interest of the students. Current student data is the basis for all ACSIP interventions and actions. Therefore, the beginning of the Technology Request Process must begin with current student data.

### 2. Identification of Technology Needs

Once student needs are identified, an identification of the technology needed to address an area of student achievement should be sought after. It is suggested that the software, hardware or web based subscription be tried out on a trial basis, if possible. Information about the product and resources should be shared with all appropriate staff members at the school level. Discussions should include the benefits for curriculum and instruction, what intervention can be addressed in the ACSIP, the creation or inclusion of needs within an action(s) of the ACSIP, technical support needs, cost, staff development requirements and evaluation procedures.

### 3. Completion of The Technology Request Form

Once the technology request is approved by the principal, the Technology Request Form must be submitted to the district level. To gain approval, the principal must send the entire request form electronically to:

- Appropriate Director
- Tim Taylor—Technology
- Jeff Altemus—Budget

### 4. Approval of The Technology Request

Once the request form is received electronically from the principal it will be discussed during a District Technology Leaders Committee meeting. Committee members will consider the following:

- ❖ Does request meet the academic needs of the students? How will the technology support the teaching and learning process?
- ❖ Is request based on current student data?
- ❖ Has time and effort been placed on how request fits in to the current ACSIP?
- ❖ Does request address staff development requirements?
- ❖ Does request address how the school will evaluate the action to determine success?
- ❖ Does the project work with current technology capabilities or will new capabilities be needed?

The committee will review the request and submit it to Mr. Johnston for final approval. If needed, requests will be sent back to requesting school for further clarifications. Submit requests as soon as possible. These projects will be evaluated and selected based on curriculum and instructional needs, ability to support them with our technology staff and funding available.

#### 5. Implementation of Technology

Once request is approved it will be given to Julie Coveny for inclusion into the appropriate school's ACSIP. Once incorporated into the ACSIP, approval from the Arkansas Department of Education will be necessary prior to purchasing and full implementation, if funding source is federal funds. Once approval is granted from the ADE, steps will be taken at the school and district level for full implementation. If local funds are used, the Deputy Superintendent will guide the implementation process.

#### 6. Evaluation

As with all interventions within the ACSIP an evaluation must be made. Evaluation of all technology resources and programs will occur on a yearly basis after state testing results are available. This evaluation of ACSIP interventions pertaining to technology along with current data will ensure that our efforts are leading towards student achievement. Technology evaluation will focus on the following:

- ❖ A determination of how the technology supported the teaching and learning process.
- ❖ What curricular goals were addressed and met as a result of the use of the hardware, software or web based product.
- ❖ What was the impact of this implementation on student achievement? What data was used to determine the impact?
- ❖ What are the next steps? Will this particular action continue in the school's ACSIP? Has data shown effectiveness in regards to student achievement? Does action show enough improvement in student achievement to expand to other grade levels and/or schools?

**Marion School District  
Technology Request Form**

This form must be completed and submitted electronically by the building principal for consideration. This form should be submitted to the appropriate Director of Education, Mr. Altemus and Mr. Taylor. The school's ACSIP priorities, goals and benchmarks need to be considered when making a technology request.

**Date:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Is the technology:**

\_\_\_\_\_ New Software    \_\_\_\_\_ Renewal of Software  
\_\_\_\_\_ Hardware        \_\_\_\_\_ Upgrade

**Proposed Funding Source:** \_\_\_\_\_ Building Budget    \_\_\_\_\_ District Technology    \_\_\_\_\_ Title I    \_\_\_\_\_ NSLA    \_\_\_\_\_ Perkins  
\_\_\_\_\_ Other (Please explain.): \_\_\_\_\_

**What Priority in the school's ACSIP will the technology request address?**    \_\_\_\_\_ Literacy    \_\_\_\_\_ Math  
\_\_\_\_\_ Other

1. List the data that supports the need for this technology request.
2. State the Intervention from the ACSIP that the technology request will support or state the Intervention if creating a new one.
3. If creating a new Intervention for the ACSIP, please list the scientific based research to support your technology efforts.
4. Describe your request and include the benefits for curriculum and instruction.
5. Proposed start date and end date: \_\_\_\_\_
6. Person(s) responsible for implementation: \_\_\_\_\_
7. Please describe technology needs (hardware, software or web based subscriptions) that are needed along with the cost involved.
8. What type of professional development will be needed to effectively implement this technology request? Will substitutes be needed? If purchasing software or web based subscriptions, does company provide professional development? If so, are additional costs involved?

- 9. List any personnel at school level or district level needed to implement this request.**
- 10. Please list any other factors that may impact the success of this request.**
- 11. Explain the evaluation process of this request once it is implemented fully. The evaluation should be based on student data and include how the technology supported the teaching and learning, what curricular goals were met, the impact of student achievement as a results of this implementation and next steps. If this is a request to continue the use of specific technology, please provide the student data that shows program effectiveness.**

**Marion School District  
Technology Project Evaluation Form  
District Technology Leaders Committee**

**Date of Request:** \_\_\_\_\_ **Building:** \_\_\_\_\_

**1. Does request meet the academic needs of the students?**     yes     no

Comments:

**2. How will the technology support the teaching and learning process?**

Comments:

**3. Is the request based on current student data?**     yes     no

Comments:

**4. Has time and effort been placed on how request fits in to the current school's ACSIP?**

yes     no

Comments:

**5. Does request address staff development requirements?**     yes     no

Comments:

**6. Does request address how the school will evaluate the action to determine success?**

yes     no

Comments:

**7. Does the project work with current technology capabilities or will new capabilities be needed?**

yes     no

**District Technology Leadership Committee Approval:**

<b>Director of Education</b> _____
<b>Deputy Superintendent</b> _____
<b>Technology Coordinator</b> _____
<b>Superintendent</b> _____

**Tentative Time Frame for implementation as set by the District Technology Leadership Committee:**

Fall of 2014 \_\_\_\_\_

Spring of 2015 \_\_\_\_\_

\*School Year 2015-2016 \_\_\_\_\_

\*School Year 2016-2017 \_\_\_\_\_

\*Approval is tentative, based on funding and timing.

**Funding Source Identified for Project Funding:**

\_\_\_\_\_ Building level funds

\_\_\_\_\_ District technology budget

\_\_\_\_\_ Title I

\_\_\_\_\_ NSLA

\_\_\_\_\_ Perkins

\_\_\_\_\_ Other: \_\_\_\_\_

**Implementation Priority Among Other Requests Approved for 2014-2015: \_\_\_\_\_**

