



Information (Library Media) & Technology Plan Review/Approval Form

Long range planning improves services and resources for the entire educational community. With wide stakeholder input, planning can define programming needs, goals, and objectives and can provide a clear direction and recommendations for the future. A long-range plan is a requirement for districts by:

- **Wisconsin Statutes - Section 121.02(1)(h) and Administrative Rules PI 8.01(2)(h), PI 8.01(2)(k), and PI 9.03(1)(e)** – focus on the implementation of Standards (h) and (k) related school library media programs/services and computer literacy
- **State of Wisconsin** discounted video and data lines
- **No Child Left Behind Act of 2001** (Enhancing Education Through Technology - Title II, Part D, Subpart 1)
- **Technology and Copyright Harmonization (TEACH) Act of 2001**
- **Universal Service Program (E-rate)** – Telecommunications Act of 1996

Below is the form used to review a district's three-year Information (Library Media) and Technology Plan or Technology Plan. To request a review, provide the district information and plan page numbers below, attach it to the district plan, and mail it to: **Plan Approval - IMTT, Department of Public Instruction, PO Box 7841, Madison, WI 53707-7841**

For information and assistance, contact: *Stuart Ciske* [Email: stuart.ciske@dpi.state.wi.us -- Phone: 608-267-9289]

District Name:	CESA:	LEA Code:	Date of Local Board Approval:
District Library Media Coordinator:	Phone:		E-mail:
District Technology Coordinator:	Phone:		E-mail:

Plan Page Number	Criteria Source						Criteria For Plan Evaluation	For DPI Use Only!
	WI Info Tech Plan	WI State Statutes	NCLB	Erate	TEACH Act 2001			
			X				INTRODUCTION Relevant Research Base: The plan contains a synopsis of the relevant research on the impact of information (library media) and instructional technology resources/services on student academic achievement.	
	X	X					Vision and Mission: The plan contains a vision and mission statement tied to the district's overall vision/mission or strategic plan.	
	X	X	X				BACKGROUND	
	X	X	X	X			NEEDS ASSESSMENT/CURRENT STATUS -- Evidence exists that the district has completed a comprehensive needs assessment (see <i>Information (Library Media) and Technology Planning Rationale & Guidance</i> at http://www.dpi.state.wi.us/dpi/dltcl/imt/index.html) in its effort to collect, analyze and summarize data that informs the district on:	
	X						Previous Plan Goals: There is evidence that the district has analyzed the successes and shortcomings of its previous plan(s).	
			X	X			Assessments Reflecting on Wisconsin Focus Areas:	
							<ul style="list-style-type: none"> • Student Proficiency: evidence and analysis of data relating to information and technology attitudes/proficiency levels of students <ul style="list-style-type: none"> ✓ identification of underserved populations concerning information and technology literacy, access and/or equity. 	
			X	X			<ul style="list-style-type: none"> • Staff Proficiency: evidence and analysis of data relating to information and technology attitudes/proficiency levels of teaching, administrative and other district staff 	
	X	X	X				<ul style="list-style-type: none"> • Effective Teaching and Learning Practices related to the integration of <i>Wisconsin's Model Academic Standards for Information and Technology Literacy (ITL)</i> into the local curriculum; 	
	X	X	X				<ul style="list-style-type: none"> • Access to the Information Resources and Learning Tools (facilities, balanced and diverse collections); 	
	X	X	X				<ul style="list-style-type: none"> • Systems Support and Leadership (staffing, policies); and 	
	X	X	X				<ul style="list-style-type: none"> • Resources and Fixed Assets: There is evidence that the district has comprehensive inventories for the information (library media) and technology program(s) that include: <ul style="list-style-type: none"> ✓ alignment of <i>ITL</i> to the local curriculum 	
		X		X			<ul style="list-style-type: none"> ✓ Learning Tools (computer and AV hardware and related fixed assets); 	

Plan Page Number	Criteria Source					Criteria For Plan Evaluation	For DPI Use Only!
	WI Info Tech Plan	WI State Statutes	NCLB	Erate	TEACH Act 2001		
		X		X		<ul style="list-style-type: none"> ✓ Instructional Resources including instructional software and library media materials;(print, electronic and online subscriptions/resources, multimedia), and ✓ Complete descriptions of its telecommunications and technology infrastructure, networking, and connectivity systems. 	
		X	X	X		<p>GOALS AND OBJECTIVES--Plan goals are derived and prioritized from analysis of needs assessment data collected. Goals and objectives should: Reflect a connection between relevant research on successful use of technology/information and student achievement and the district's current condition as determined by analysis of data from needs assessments.</p> <p>Focus on increasing student achievement and increasing student and staff information and technology literacy using technology and library media programs/services.</p>	
		X	X	X		<p>IMPLEMENTATION ACTION PLAN--Each goal, derived from the needs assessment analysis, must have a corresponding action/implementation plan.</p> <p>The Implementation Action Plan for each goal</p> <ul style="list-style-type: none"> • Includes target objectives, activities, person(s) responsible, timelines, budget, and success indicators; • Identifies the information and technology resources (infrastructure, hardware, software, etc...), curriculum changes (teaching techniques, collaborative issues, scheduling, curriculum revision, etc...) and other support services from the library media and instructional technology programs necessary to achieve the goal(s). • Identifies possible partners for collaborative efforts to achieve the plan goals and objectives. • Includes provisions for continued, quality professional development for staff. <p>Budget: There is a budget summary sheet for the plan that includes allocations for information (library media) and technology resources; budget coordination; and funding sources necessary for goal implementation which details:</p> <ul style="list-style-type: none"> • Software, Hardware, Infrastructure, Facilities, Operations, Maintenance & Upgrades, Staff Development, and Human Resource priorities. • Common School Fund purchases and district funding for information (library media) services <p>Adult Literacy: There is evidence the district has programs in place to provide or assist other entities in advancing adult technology literacy among community members</p>	
		X	X	X		<p>MONITORING PROGRESS & EVALUATING THE PLAN</p> <p>There is evidence the district has identified and described the processes and tools to monitor progress towards plan goals and success of planning process.</p> <p>The plan explains how the district will incorporate evaluation information to facilitate ongoing planning, incorporate mid-course corrections in response to new developments/opportunities, and communicate that information to parents and other stakeholders in the district.</p>	
	X		X			<p>PROCEDURES & POLICIES -- There is evidence that the district has policies required for:</p> <p>Technology Concerns for Students with Special Needs</p> <p>CIPA/Internet Safety & AUP</p> <p>Copyright [use of copyright material in digital format]</p> <p>Materials Selection</p> <p>Materials Reconsideration</p> <p>Inter-Library Loan</p>	

(For DPI use only)

- Yes No Meets criteria for certification: Information (Library Media) and Technology Plan
- Yes No Meets criteria for certification: Educational Technology Plan

Reviewer _____ Date Completed _____

Plan is Certified: July 1, _____ through June 30, _____

Comments:

Strengths of the plan:

Suggestions for Improvement: