



OFFICE OF EDUCATION

Seventh-day Adventist[®] Church
FLORIDA CONFERENCE

Technology Plan Instructions

Technology SWOT Analysis

Begin the process by conducting a SWOT (Strengths, Opportunities, Weaknesses, Threats) Analysis of the current educational technology at your school. This needs to be done as a group brainstorming process that includes the key stakeholders in your schools technology and financial leadership. For more information on the SWOT Analysis process please visit

https://www.mindtools.com/pages/article/newTMC_05.htm

Setting Goals – General Information

Based on your SWOT analysis, identify specific academic goals related to educational technology that you want this plan to achieve. When writing goals it is important to be sure each goal is measurable. In other words, you need to be able to clearly know if you have achieved the goal. Avoid making them to general or broad. Use the SMART acronym when developing goals. To make sure your goals are clear and reachable, each one should be:

- Specific (simple, sensible, significant).
- Measurable (meaningful, motivating).
- Achievable (agreed, attainable).
- Relevant (reasonable, realistic and resourced, results-based).
- Time bound (time-based, time limited, time/cost limited, timely, time-sensitive).

For more on SMART goals visit <https://www.mindtools.com/pages/article/smart-goals.htm>

Academic Goals

What are the outcomes you want to see academically as a result of this plan? Write this portion carefully as the rest of the document must directly support these goals.

The following areas need to be addressed:

- Robotics
- Programming

- Innovation – for grant recipients
- Keyboarding

Each Academic Goal will be referenced as AG1, AG2, etc. in the rest of the document.

Innovation and Robotics Goals

Each school in the Florida Conference is expected to operate a robotics program and develop an Innovation Academy/Lab. These goals should be drawn from your school's Innovation Plan. If you have not yet developed an Innovation Plan for your school use the following goal: "Provide Adventist Robotics opportunities for students at all grade levels." You can customize this to meet or exceed this statement.

Technical Goals

What are the specific, measurable improvements goals for your infrastructure, hardware, and other technology equipment? Each goal should reference one or more academic goals that it will help support. Cross reference any other applicable goals.

Training and Support Goals

Training of staff and ongoing support of technology in the schools is a critical piece of any technology implementation. Each goal should reference one or more academic goals that it will help support. Cross reference any other applicable goals.

Core Instructional Plans

Describe how the school will provide the listed instructional elements. You may add additional instructional elements as needed to support your goals. These may reference listed goals.

Implementation Plan

Please create a detailed timeline of how you plan to implement the goals and Core Instructional Plans. Some of these may be ongoing, others may be new implementations. Please be sure to list the time budget and goal/plan item number that each action covers. Be sure to have an action to cover all the Goals and Core Instructional Plans.

Support Plan

Describe the school plan for providing technical and instructional support for the goals and instructional plans.

Budget Plan

Please include a three-year projected technology budget. Be sure to include the listed categories.

Approvals

List dates of the approving entities and a signature of the approving entity. Please work closely with the Conference Technology Coordinator throughout the process to ensure final approval.

Appendix 1 – Current Status of Technology

Please complete a thorough survey of the current technology currently being used in your school. Be sure to include the categories listed. Add categories as needed.

Appendix 2 – Previous Plan Assessment

If you have had a previous technology plan, please provide a detailed assessment of the successes and challenges on the plan implementation. Be sure to include a copy of the previous plan.

Appendix 3 – Policies

List all your Technology Policies. Be sure to include those listed and any others that may be specific to your school. Be sure to list the date of board approval for each policy. These must meet or exceed the conference policies.

Appendix 4 – Technology Committee and Resources

List the following:

- Technology Committee Members – this committee should be a board sub-committee but can include members that are not on the school board. The Conference Technology Coordinator or their designee should be an ad hoc member of this committee.
- Technology Committee Meeting Schedule – demonstrate a regular meeting plan
- Technology Resources – These can be companies or individuals on which you rely to provide advice or services.

Appendix 5 – Technology Committee Minutes

Attach the minutes from your technology committee for the last 5 years.

Appendix 6 – Innovation Plan

Attach your school's Innovation & Robotics Plan