



## Section I: Contact/Demographic Information

LEA/School Information			
Name	Iberia Parish School District		
Address	1500 Jane Street – PO Box 200 – New Iberia, LA 70560		
Main Phone Number	337-365-2341	Main Fax Number	337-365-6996
Site Code		E-Rate BEN	139260
Charter Operator Information (if applicable)			
Name			
Address			
Main Phone Number		Main Fax Number	
Site Code		E-Rate BEN	
Contact Name		Contact E-mail address	
Contact Phone Number		Contact Fax Number	
Superintendent/Headmaster/Director			
Superintendent Name	Dale Henderson	E-mail address	dhenderson@iberia.k12.la.us
District Phone Number	337-365-2341	District Fax Number	337-365-6996
Technology Plan Contact			
Name:	Dianne LeBlanc	E-mail:	dleblanc@iberia.k12.la.us
Phone:	337-364-7641	Fax:	337-367-9611
E-Rate Contact			
Name:	Dianne LeBlanc	E-mail:	dleblanc@iberia.k12.la.us
Phone:	337-364-7641	Fax:	337-367-9611
IT/Network Technical Contact			
Name:	Duane Guilbeau	E-mail:	dguilbeau@iberia.k12.la.us
Phone:	337-364-7641	Fax:	337-367-9611
Plan Information			
Expiration Date of Currently Approved Technology Plan	July 1, 2014		
Coverage dates of the plan being submitted	July 1, 2014 – July 1, 2017		

**This form is required to be submitted each year to continue the approval of your technology plan for E-Rate support.**

**Mail your original form (signed in blue ink) to:**

LA Dept. of Education, Attn: Carol Mosley  
1201 North Third Street, Ste 5-136  
Baton Rouge, LA 70802

*If you would like to also email a copy of your signed form, prior to mailing the original form, please send it to:  
Carol.Mosley@LA.GOV*

April 25, 2014

Date

Superintendent/Principal/Director Signature

Dale Henderson

Print Name

E-Rate Coordinator Signature

Dianne LeBlanc

Print Name

## Section II: Assessment and Strategies Components

### A. Technology Needs Assessment:

Technology is increasingly a means for empowering students. It effects the way we learn, the way we communicate, and the way we socialize. The Iberia Parish School District recognizes that technology is at the core of virtually every aspect of our students' daily lives and we must leverage it to provide engaging and powerful learning experiences and educational content. We believe that every student must develop strong technological skills and continually use them in order to function in our 21<sup>st</sup> century global society.

In order to provide students with these opportunities, our technical infrastructure must be able to support rapid technological changes and transformations in curriculum delivery. Our technology must deliver information to students and all stakeholders in a safe and secure environment where consistent access and equity are ensured. Our administrators and teachers must be offered professional development opportunities and supported to successfully integrate technology into the teaching and learning process.

In order to identify the current technological needs of the district, the following data was reviewed:

- The Iberia Parish School District Technology Footprint Snapshot as compiled by the Louisiana Department of Education
- The Iberia Parish School District Footprint Detail (school-by-school analysis) as compiled by the Louisiana Department of Education
- Recommended device specifications as published by the Louisiana Department of Education
- Recommended student to computer ratio as published by the Louisiana Department of Education
- Recommended Internet and network recommendations as published by SETDA and the Louisiana Department of Education
- District bandwidth utilization reports
- District content filtering reports
- Data collected in classroom observations and walk-throughs
- Data collected in Professional Learning Communities Meetings

Based on the district's current analysis, we have determined that the following priorities and needs will be addressed throughout 2014-2017. All priorities marked with an asterisk are supported through E-rate discounts.

- Expand technology capacity for students, teachers, and leaders through increased Internet, wide area network, and local area network bandwidth.\*
- Upgrade network infrastructure to support expanded learning opportunities and online assessments.\*
- Provide wireless networks for all schools and administrative offices, ensuring both coverage and density.\*
- Increase access and use of communication/collaboration tools, including but not limited to, cloud based applications, email (hosted), websites(hosted), phone, VOIP, and texting.\*
- Increase the number of devices meeting the recommended device specifications.
- Continue to provide quality professional development opportunities aligned to curriculum standards, ISTE NETS standards, Marzano’s high-yield instructional strategies, and 21<sup>st</sup> century skills, to ensure all teachers, administrators, and district leaders effectively use technology to enhance and assess instruction.

In summary, the Iberia Parish School District’s highest priority is our students’ success. We will continue to review and update our needs and make adjustments as necessary. We are committed to the implementation of 21<sup>st</sup> century learning in order for our students to reach their highest potential and succeed in this global economy.

## B. Goals and Strategies:

**Overarching Goal: All Iberia Parish educators and learners will benefit from technology-rich environments that promote maximized student achievement and produce life-long learners able to excel in a digitally connected information-based society.**

### **GOAL 1: Network Infrastructure**

**All students and educators will have access to a comprehensive network infrastructure to support teaching and learning.**

#### **Strategies:**

1.	Maintain and enhance the network infrastructure to provide widespread access and connectivity, and to support emerging technologies.
2.	Increase Internet bandwidth to our administrative and school sites, as needed, based on both State and SETA recommended bandwidth targets and the actual utilization needs of our district to support technology integrated instruction and online assessments.
3.	Provide all administrators, teachers, and students with access to computers and appropriate connectivity in all educational settings.
4.	Build wireless networks for all schools and administrative offices, ensuring both coverage and density.
5.	Maintain and upgrade internal connections (connections include, but are not limited to, servers, switches, access points, wiring and related components, and uninterruptible power supplies) to facilitate data transport to all schools and administrative offices.
6.	Provide high-quality technical and professional support needed to facilitate successful implementation and efficient and reliable operations of computer/communication technologies throughout the District.
7.	Expand server virtualization.
8.	Research, plan, and implement a virtual desktop infrastructure.
9.	Improve current data back-up and disaster recovery plan.
10.	Upgrade data center hardware and software.
11.	Improve network monitoring and management software and solutions.
12.	Research and possibly implement a voice over IP telephony (VOIP) service to all schools and administrative offices.
13.	Use data from both administrative and instructional systems to understand relationship between decisions, allocation of resources, and student achievement.
14.	Continue to participate in the E-rate program to maximize funds available for technology.
15.	Establish a recurring funding source for technology purchases.
16.	Devise a technology replacement plan.

17. All schools and district offices will have the necessary electrical wiring to support all technology equipment.

**Evaluation:**

	<b>Monitoring/Evaluation Procedure</b>	<b>Person/People Responsible</b>	<b>Timeline</b>
1.	Bandwidth Utilization Reports	District Technology Staff	Review Weekly
2.	Technology Readiness Tool	Chief Technology Officer	Evaluate and Update as New Computers are Purchased
3.	Tech Readiness Footprint	Produced by the Louisiana Department of Education	Review Bi-annually
4.	E-rate Funding Commitments	Chief Technology Officer	Review Annually
5.	District Purchasing Records	Chief Technology Officer	Review Annually
6.	Work Order Reports	District Network Supervisor	Review Daily

**GOAL 2: Technology Access**  
**All students and staff members will have access to a variety of information resources and technology tools.**

**Strategies:**

1.	Provide learning opportunities through the use of technology tools(including, but not limited to, computers and mobile devices, student response devices, interactive white boards, projectors, digital and video cameras, scanners, graphing calculators, and science probes) and electronic resources (including, but not limited to, LPB Cyberchannel, WorldBook Online, Ebsco Databases, application software and Internet) to conduct research, to solve problems, to analyze data, to collaborate, and to communicate with experts and peers.
2.	Maintain and expand online learning environments (Moodle, Edmodo, Iberia Virtual Program).
3.	Monitor and evaluate the use of the technology tools and technology integrated instruction during classroom walk-throughs and observations.
4.	Work towards a 3:1 student/computer ratio with modern equipment. Research 1:1 and BYOD models in planning for the future.
5.	Provide appropriate assistive technologies for students with disabilities.
6.	Provide educational programs and professional development through the use of telecommunication technologies and other technology-based media resources (i.e., videoconferencing).
7.	Continue to enforce prerequisite technological skills training for all teachers receiving new hardware and/or software.
8.	Develop a cloud environment for hosting email, files, and document collaboration.
9.	Research electronic textbook options.

10.	Purchase software and online resources based on curriculum standards and state adopted technology guidelines.
11.	Devise a technology replacement plan.
12.	Establish a recurring funding source for technology purchases.
13.	Collaborate with other district and state entities for “purchasing power” on potential technology acquisitions.
14.	Use data from both administrative and instructional systems to understand relationship between decisions, allocation of resources, and student achievement.
15.	Create and maintain a curriculum repository to allow for communication and sharing of model lessons (documents, flipcharts, videos, etc.).

**Evaluation:**

	<b>Monitoring/Evaluation Procedure</b>	<b>Person/People Responsible</b>	<b>Timeline</b>
1	Tech Readiness Footprint	Produced by the Louisiana Department of Education	Review Bi-annually
2.	District Purchasing Records	Chief Technology Officer	Review Annually
3.	Enrollment, Credits Awarded and/or Usage Reports from Online Learning Environments	Principal, Guidance Counselor, District Curriculum and Technology Staff	Review Annually
4.	Compass Observations and Walk-Through Documentation	Principal, District-Level Evaluator, District Curriculum and Technology Staff	Review Annually
5.	OnCourse Lesson Plan Reports	Principal, District Curriculum and Technology Staff	Review Annually
6.	Inventory Reports	Principal and District Technology Staff	Review Annually

**GOAL 3: District and Administrative Leadership**

**All leaders will support systemic change through transformational leadership while monitoring effective use of instructional technology which supports standards-based school improvement efforts.**

**Strategies:**

1.	Participate in professional development opportunities designed to develop/strengthen leadership skills.
2.	Monitor and evaluate the use of the technology tools and technology integrated instruction during classroom walk-throughs and observations.
3.	Provide staff development opportunities to assist in the effective use of technology to support curriculum standards and to meet goals of this plan, funding stipends and substitutes, and providing travel assistance where necessary.

4.	Support and model the use of technology as a tool for data collection and analysis to inform curricular, instructional, and behavioral intervention decisions.
5.	Use a variety of technologies as primary sources of communication.
6.	Collaborate with all stakeholders to evaluate the effectiveness of existing training programs.
7.	Encourage teachers to include a technology component in the Professional Growth Plan.
8.	Include activities that address the integration of technology into the curriculum in grade-level meetings and/or professional learning communities meetings.
9.	Serve as a member of the School's Technology Committee.
10.	Develop a staff development plan to identify, prioritize, and address effective technology integration and emerging technologies.
11.	Develop mentoring programs among staff that allows for a structured sharing of ideas to assist in the integration of technology into the curriculum.
12.	Encourage and support involvement in national, state, and local professional organizations and conferences.
13.	Recognize and encourage certifications in educational technology facilitation and educational technology leadership.
14.	Use data from both administrative and instructional systems to understand relationship between decisions, allocation of resources, and student achievement.
15.	Conduct technology needs assessments annually.
16.	Seek all possible alternative sources of funding through strategic partnering with other programs to support educational technology initiatives.
17.	Include components of effective technology integration in the development and implementation of school improvement plans.

**Evaluation:**

	<b>Monitoring/Evaluation Procedure</b>	<b>Person/People Responsible</b>	<b>Timeline</b>
1.	Compass Observations and Walk-Through Documentation	Principal and District-Level Evaluator	August - June
2.	Agendas, Sign-In Sheets, Certificates, and/or Professional Development Transcripts proving participation in professional development opportunities	Principal, District Curriculum and Technology Staff	August - July
3.	District and School-Level Monitoring of Professional Growth Plans	Principal and District Curriculum Staff	Fall, Spring



4.	Professional Development Portfolios	Teacher, Principal, District Curriculum and Technology Staff	Spring
5.	School Improvement Plans and/or Professional Development Plans	Principal, District Curriculum and Technology Staff	Fall, Spring
6.	Technology Purchases and Inventory Documentation	Principal and District Technology Staff	August - July
7.	OnCourse Lesson Plan Reports	Principal and District Curriculum Staff	August - May

**GOAL 4: Teacher Proficiency and Effective Instruction**

**Student learning within all classrooms will be enhanced through effective and active teacher utilization of technology.**

**Strategies:**

1.	Integrate technology into all curricular areas to assist students in meeting curriculum standards and to enhance teaching and learning.
2.	Use appropriate technology tools and electronic resources in order to integrate technology into daily instruction to facilitate and enhance student learning.
3.	Participate in staff development opportunities to assist in the effective use of technology to support curriculum standards and to meet goals of this plan.
4.	Use technology as a tool for data collection and analysis to inform curricular, instructional, and behavioral intervention decisions.
5.	Include a technology component in the Professional Growth Plan.
6.	Include components of effective technology integration in the development of lesson plans.
7.	Participate in activities that address the integration of technology into the curriculum in grade-level meetings and/or professional learning communities meetings.
8.	Participate in professional organizations (e.g. LACUE, ISTE).
9.	Participate in mentoring programs among staff that allows for a structured sharing of ideas to assist in the integration of technology into the curriculum.
10.	Model effective student management strategies to maximize the benefits of classroom learning and technology.
11.	Model responsible digital citizenship, including instruction on legal and ethical behavior issues related to technology.
12.	Use a variety of technologies as primary sources of communication.
13.	Use data from available systems to understand relationship between decisions, allocation of resources, and student achievement.

**Evaluation:**

	<b>Monitoring/Evaluation Procedure</b>	<b>Person/People Responsible</b>	<b>Timeline</b>
1.	Compass Observations and Walk-Through Documentation	Principal and District-Level Evaluators	August - June
2.	Agendas, Sign-In Sheets, Certificates, and/or Professional Development Transcripts proving participation in professional development opportunities	Teacher, Principal, District Curriculum and Technology Staff	August - July
3.	Professional Development Portfolios	Teacher and Principal	August - July
4.	OnCourse Lesson Plan Reports	Teacher, Principal, and District Curriculum Staff	August - May
5.	Professional Growth Plans	Teacher and Principal	Fall, Spring

**GOAL 5: Student Proficiency and Online Safety**

**All students will appropriately utilize technology to be prepared as digital citizens in an ever-changing global society.**

**Strategies:**

1.	Provide students with access to high-end technology tools and resources and quality instruction to acquire technology skills.
2.	Provide instruction to students on how to be responsible digital citizens, keeping staff and students informed of the latest legal and ethical behavior issues related to technology.
3.	Require students to use multiple forms of technology to access, understand, manage, interpret, evaluate, and analyze information for content, relevancy, and accuracy and be able to present that information in a variety of formats.
4.	Provide learning opportunities through the use of technology resources and tools to enhance individual and group projects, cooperative learning, thematic studies, and varied learning techniques.
5.	Support and increase participation in online learning environments.
6.	Provide instruction to students on how to critically evaluate information found on the Internet for quality, accuracy, and reliability.
7.	Provide opportunities for students to use a variety of software packages, including productivity packages, virus protection, and software that promotes open-ended reasoning and higher-order thinking skills.
8.	Expand the computer education courses of study for students.
9.	Provide instruction regarding the technology skills required for a successful online testing experience.

10.	Provide online testing experiences throughout the year using platforms such as Measured Progress, Eagle, and SuccessMaker.
11.	Maintain compliance with the Internet Safety Education: Protecting Children in the 21 <sup>st</sup> Century Act and RS 17:280 which requires school districts to provide internet safety education. Lessons include, but are not limited to, cyber bullying awareness and response and appropriate online behavior for students on social networking sites and chat rooms.
12.	Maintain compliance with the federal Children's Internet Protection Act (CIPA).
13.	Review and revise annually, if necessary, the Iberia Parish School System's Acceptable Use Policy. Address issues such as online safety, fair use, copyright, intellectual properties, privacy issues, and other district policies regarding technology use. Include the Iberia Parish Acceptable Use Policy in student handbooks and require parent and student signatures representing acceptance of responsibilities that will be assumed during usage of district technologies.
14.	Monitor content filtering logs.

**Evaluation:**

	<b>Monitoring/Evaluation Procedure</b>	<b>Person/People Responsible</b>	<b>Timeline</b>
1.	Compass Observations and Walk-Through Documentation	Principal and District-Level Evaluators	August - June
2.	OnCourse Lesson Plan Reports	Teacher, Principal, and District Curriculum Staff	August - May
3.	Technology Purchases and Inventory Documentation	Principal and District Technology Staff	August - July
4.	Number of Students Participating in an Online Learning Environment	Teacher, Principal, and District Technology Staff	Review Annually
5.	Number of Students Participating in Computer Education Courses	Teacher, Principal, District Curriculum Staff and District Technology Staff	Review Annually
6.	Student Portfolios	Teacher	August - May
7.	Internet Safety Instruction Verification Form	Teacher, Principal, District Comprehensive Learning Support System Specialist, District Technology Staff	Review Annually for Compliance
8.	Content Filter Logs	District Technology Staff	Review Weekly

**GOAL 6: Communication with Stakeholders**

**All teachers, administrators, and parents will have access to a variety of technologies to enhance two-way communication between school and the home.**

**Strategies:**

1.	Update Iberia Parish School District Website and school websites to increase communication between the schools and the community. Include features such as interactive calendars, newsletters, student and parent portals, language translation, mobile device functionality, and social media integration.
2.	Provide email accounts to all employees upon completion of a district required acceptable use course.
3.	Maintain and increase awareness/access of the JPAMS Student Progress Center portal which allows parents to view grades, attendance, course and testing history, and discipline.
4.	Showcase examples of innovative technology integration methods on district and/or school website.
5.	Continue to use web-based lesson plans and teacher websites to communicate more effectively with parents and provide them with access to information relative to student learning and classroom activities. Topics include, but are not limited to, homework, weekly content focus of instruction, parent resources to help support curriculum, student products, and a school calendar.
6.	Provide technology-related workshops for parents (IPSB Annual Parent Fair, I-Safe, etc.)
7.	Provide all schools with local and long distance phone service used to facilitate and enhance communication between school, staff, parents, students, and other educational stakeholders.
8.	Provide eligible school personnel with cellular service for fast, on demand communication between school, in transit, on field trips, and other educational activities.
9.	Provide all locations with high speed data lines and necessary technologies to enhance communication between the district, schools, teachers, parents, and all educational stakeholders. This includes, but is not limited to, network faxing and emergency and general messaging between the district/schools and parents.

**Evaluation:**

	<b>Monitoring/Evaluation Procedure</b>	<b>Person/People Responsible</b>	<b>Timeline</b>
1.	Number of Teachers Maintaining Classroom Website	Technology Department Staff	August - July
2.	Edgecar Student Progress Usage Report	Technology Department Staff	Review Annually
3.	OnCourse Lesson Plan Usage Report	Technology Department Staff	Review Annually
4.	Edgecar JCall Usage Report	Technology Department Staff	Review Annually
5.	Agenda and Sign-In Sheets for Parent Workshops, Open House, and Family Nights	Teacher, Principal, and District Parental Involvement Specialist	Fall, Spring

## C. Professional Development Plan:

In order to ensure that all teachers, administrators, and district leaders have the skills and knowledge to deliver quality curriculum and instruction to meet the varied needs of all students, the Iberia Parish School District will continue to provide on-going, high-quality, sustained professional development. The district will also continue to develop courses which are aligned to curriculum standards, NETS standards, high-yield instructional strategies, and 21<sup>st</sup> century skills.

Professional development strategies include:

- Administrators and district leaders will participate in professional development opportunities designed to develop/strengthen leadership skills
- Administrators and district leaders will provide staff development opportunities to assist in the effective use of technology to support curriculum standards and to meet goals of this plan.
- Administrators and district leaders will support and model the use of technology as a tool for data collection and analysis to inform curricular, instructional, and behavioral intervention decisions.
- Administrators and district leaders will collaborate with all stakeholders to evaluate the effectiveness of existing training programs.
- Administrators and district leaders will develop mentoring programs among staff that allows for a structured sharing of ideas to assist in the integration of technology into the curriculum.
- Administrators will include activities that address the integration of technology into the curriculum in grade-level meetings and/or professional learning communities meetings
- Administrators will include components of effective technology integration in the development and implementation of school improvement plans.
- Teachers will participate in staff development opportunities to assist in the effective use of technology to support curriculum standards.
- Teachers will participate in activities that address the integration of technology into the curriculum in grade-level meetings and/or professional learning communities meetings.
- Teachers will participate in mentoring programs among staff that allows for a structured sharing of ideas to assist in the integration of technology into the curriculum.

## Section III: IT Infrastructure and Telecommunications Plan Components

Service	Goals & Strategies	Professional Development	Monitoring & Evaluation
List all services/equipment, as described in the E-Rate Eligible Services List, being procured during the funding years 2014 - 2017. Be sure to include any non-E-Rate services or equipment that will be purchased or implemented to ensure full utilization of requested E-Rate services.	Provide a clear goal and a realistic strategy for using the requested services and internal connections to improve the delivery of educational services.	Provide all professional development strategies being instituted ensure staff and students are able to fully utilize the requested service to improve the delivery of educational services.	Provide a description of the evaluation process the school will utilize to monitor progress toward the identified goals and make mid-course (i.e. mid-year), corrections in response to new developments and opportunities as they arise.
<b>E-Rate eligible services/equipment included on either form 470 and/or 471</b>			
Local and Long Distance Phone Service for 32 locations	Iberia Parish Technology Plan Goal 6 - Strategy 7	Provide yearly staff in-service on new and existing technology	District/School Staff will monitor actual use through billing and call logs as well collect a yearly survey from users to determine changes or upgrades that may enhance the productivity and effectiveness of these services. The survey will also inform the district about increases or decreases of services required.
Internet Access	Iberia Parish Technology Plan Goal 1 - Strategies 2, 3, 5 Goal 2 – Strategies 1, 2, 6, 8 Goal 5 – Strategy 5 Goal 4 – Strategies 1, 2 Goal 5 – Strategies 1, 3, 4, 6, 10 Goal 6 – Strategy 5	Iberia Parish Technology Plan Goal 2 – Strategy 6 Goal 3 – Strategies 3, 4, 8, 10, 11 Goal 4 – Strategies 3, 7, 9 See also: Section C - Professional Development Plan	Network supervisor will monitor usage and recommend changes based on utilization reports. Upgrades may be made to enhance the productivity and effectiveness of this service. Administrators and district leaders will monitor and evaluate the use of the technology tools and technology integrated instruction during classroom walk-throughs and observations.
Wide Area Network Connectivity-Hybrid Data Network with speeds of 100Mbps to 1Gbps (depending on location)	Iberia Parish Technology Plan Goal 1 – Strategies 1, 2, 3, 5, 12 Goal 2 – Strategies 1, 2, 6, 8 Goal 3 – Strategies 4, 5 Goal 4 – Strategies 1, 2 Goal 5 – Strategies 1, 3, 4, 6, 10 Goal 6 – Strategies 5, 9	Iberia Parish Technology Plan Goal 2 – Strategy 6 Goal 3 - Strategies 3, 4, 8, 10, 11 Goal 4 – Strategies 3, 7, 9 See also: Section C - Professional Development Plan	Network supervisor will monitor usage and recommend changes based on utilization reports. Upgrades may be made to enhance the productivity and effectiveness of this service. Administrators and district leaders will monitor and evaluate the use of the technology tools and technology integrated instruction during classroom walk-throughs and observations.
PRI Lines – up to 4 lines	Iberia Parish Technology Plan Goal 6 – Strategy 9	Staff has been and will continue to be trained in the use of this service.	District leaders and administrators will evaluate the need for these services on an annual basis.
Wireless Local Area Networks – includes, but not limited to, the purchase of access points, controllers, POE switches, wiring, and any other equipment deemed necessary to integrate wireless	Iberia Parish Technology Plan Goal 1 – Strategy 4	Iberia Parish Technology Plan Goal 2 – Strategy 6 Goal 3 - Strategies 3, 4, 8, 10, 11 Goal 4 – Strategies 3,7, 9 See also: Section C - Professional Development Plan	Network supervisor will monitor usage and recommend changes based on utilization reports. Administrators and district leaders will monitor and evaluate the use of the technology tools and

technology into our current network infrastructure			technology integrated instruction during classroom walk-throughs and observations.
E-rate Eligible Internal Connections - including but not limited to, servers, switches, cabling and related components, Media Converters, transceivers, NICS, uninterruptible power supplies, etc.	Iberia Parish Technology Plan Goal 1 – Strategies 1, 2, 3, 5, 10, 12	Staff has been and will continue to be trained to use and support these technologies.	Network supervisor will monitor usage and recommend changes based on utilization reports. Upgrades may be made to enhance the productivity and effectiveness of this service. Administrators and district leaders will monitor and evaluate the use of the technology tools and technology integrated instruction during classroom walk-throughs and observations.
Email and Web Hosting Services	Iberia Parish Technology Plan Goal 2 – Strategy 8 Goal 3 – Strategy 5 Goal 4 – Strategy 12 Goal 6 – Strategies 1, 2	Staff has been and will continue to be trained to use and support these technologies.	Technology staff will monitor and collect data from users to determine the current effectiveness of communication strategies being used and to determine if new or upgraded delivery methods are required to meet communication goals.
<b>E-Rate eligible services/equipment where E-Rate funding is not being sought</b>			
<b>Ineligible services/equipment</b>			
Computers and Peripherals	Iberia Parish Technology Plan Goal 1 – Strategy 3 Goal 2– Strategies 1, 4, 5, 10 Goal 5 – Strategies 1, 3, 4,	Iberia Parish Technology Plan Goal 2 – Strategy 7 Goal 3 – Strategy 3 Goal 4 – Strategies 3, 7, 9 See also: Section C – Professional Development Plan	Administrators and district leaders will monitor and evaluate the use of the technology tools and technology integrated instruction during classroom walk-throughs and observations.
Software and Licensing– including but not limited to, anti-virus, Microsoft Office , client access licenses, OnCourse, Measured Progress, Edmentum(Plato), JPAMS, content filtering, email archiving, LPB Cyberchannel, Ebsco Databases, WorldBook Online, Alio, Successmaker	Iberia Parish Technology Plan Goal 1 – Strategies 10, 11 Goal 2 – Strategies 1, 2, 8, 9, 10 Goal 4 – Strategy 1 Goal 5 – Strategies 1, 3, 4, 7, 10	Iberia Parish Technology Plan Goal 2 – Strategy 7 Goal 3 – Strategy 3 Goal 4 – Strategies 3, 7, 9 See also: Section C – Professional Development Plan	Administrators and district leaders will monitor and evaluate the use of the technology tools and technology integrated instruction during classroom walk-throughs and observations.
Technology Staff Salaries, Contracted and Professional Services	Iberia Parish Technology Plan Goal 1 – Strategy 6	Staff has been and will continue to be trained in order to provide high-quality technical support.	Network Supervisor will review reports from work order program. All technology staff members will be evaluated annually.
Content Filtering	Iberia Parish Technology Plan Goal 4 – Strategy 11 Goal 5 – Strategies 2, 11, 12, 13, 14	Staff has been and will continue to be trained in the use of this device.	Chief Technology Officer and Network Supervisor will review reports and make changes where appropriate.
Professional Development	Iberia Parish Technology Plan See Section C – Professional Development Plan	Iberia Parish Technology Plan See Section C – Professional Development Plan	District technology staff will collaborate with the Assistant Superintendent of Instruction, curriculum supervisors,

			principals, and teachers to evaluate the effectiveness of existing training programs and to create and implement new programs as needed to enhance the teaching and learning process.
Electrical Upgrades	Iberia Parish Technology Plan Goal 1 – Strategy 17	A procedure to request additional electrical wiring has been established by the Chief Technology and the Maintenance Manager.	District staff will review and respond accordingly to all electrical requests submitted to the Technology Department. A plan is submitted to the Maintenance Department every January. All electrical upgrades are completed during the summer.



## Section IV: Policies and Certifications

To ensure all LEAs and schools meet with both federal education and E-Rate policies and certifications, please provide a copy of the following documents for the state to have on file.

### 1. District's policies pursuant to the Children's Internet Protection Act of 2000 (CIPA) and Internet Safety Policies pursuant to (FCC 11-125).

LEAs/schools must certify that they are in CIPA compliance by having an Internet Safety Policy adopted and implemented at the start of the given funding year. This policy must include a technology protection measure that blocks or filters internet access to visual depictions that (a) are obscene, (b) are child pornography, or (c) are harmful to minors. Filtering is required for all Internet-enabled computers whether used by minors or adults. For E-rate purposes, filtering for adult Internet usage can be disabled for "bona fide research or other lawful purpose."

In addition, any LEA/school applying for E-Rate discounts on anything more than telecommunications services must "...include monitoring of online activities of minors and must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response."

A CIPA Compliance Checklist has been included in the appendix of this document to assist LEAs and schools in either creating or evaluating their policy's compliance with CIPA.

#### a. **Acceptable Use Policy (aka Internet Safety Policy)** *(include policy number, if applicable, and the date of adoption)*

Schools subject to CIPA are required to adopt a policy that addresses:

- i. Access by minors to inappropriate matter on the internet.
- ii. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- iii. Unauthorized access including "hacking" and other unlawful activities by minors online.
- iv. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- v. Restricting minors' access to materials harmful to minors.

#### b. **Proof of Internet Filtering**

LEAs/schools must be able to provide proof that all internet traffic is being filtered for obscene and harmful materials to minors. In the past, many LEAs/schools have just provided a copy of a cancelled check or invoice documenting that a filtering package or service has been acquired. LEAs/schools should expand this proof to include a listing of the categories/types of material that are being filtered and periodic reports on all key words, sites and locales being filtered. It is also recommend that any LEA/school who allow exceptions to their filtering policy for certain users, document and retain these exceptions for auditing purposes.

#### c. **Monitoring Policy and/or Proof of Monitoring**

Under FCC 11-125, LEAs/schools will now be required to have an official monitoring policy which describes monitoring activity within the LEA's/school's network for compliance with CIPA. This may be through a software package, teacher monitoring, remote viewing of online activities, etc. There is no required type of monitoring activity that a LEA/school must provide; the only requirement is that whatever policy an LEA/school states within its policy must be adhered to by the LEA/school.

Types of monitoring activities that might be included in a LEA/school policy could include: software which scans email for key identifiers or words, reviewing filtering reports and documenting changes/updates being made based upon report data, monitoring of firewall rules and reports, desktop and device level monitoring software for screenshot capturing, document tracking, remote monitoring, device logging, PC activity, etc.

**d. CIPA Education Policy/Plan and/or Proof of CIPA Education**

LEAs/schools should provide at least one training session for all staff, students and other users of the LEAs/school's internet and intranet regarding the LEA's/school's technology and compliance policies. The training should also include specific information on appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. The training should make users aware of cultural, societal, political and other issues that may

LEAs/schools are not required to purchase software or other specific training materials distributed by any specific provider of an e-safety education courses or materials. LEAs/schools should have proof that all internet and intranet users have been through the LEA/district training and certifying they understand and will abide by the LEA/school policies.

**e. Policy on On-site Use of Personal Portable Devices**

Under current federal guidelines, policies related to personal portable devices that may access either a schools internet or computer network or accesses a mobile network not controlled by the LEA/school while on a LEA/school's campus have not been fully clarified and more detailed guidance is still needed. The FCC has announced that new rules and regulations will be addressed in its upcoming proceedings as they are aware of the increased need by schools to provide students and teachers with flexible options for accessing and using more up-to-date and robust technology devices that the LEA/school does not own, manage, or administratively control due to budget or other constraints. An LEA/school policy might include:

- i. Access to the LEA's/school's network.
- ii. Access by minors to inappropriate matter on the internet.
- iii. Unauthorized access including "hacking" and other unlawful activities by minors online.
- iv. Anti-virus, anti-malware software requirement.
- v. Indemnification clauses for the LEA/school.
- vi. Approval process, certifications and other documents required of any user who want to use their personal device while on the LEA/school campus.

## Section V: Certifications and Assurances

- I certify that the strategies and activities have been founded in scientifically based research as required by NCLB, Section 1116 (c)(7)(A)(i) and as defined in NCLB, Section 9101(37).
- I certify that the technical assistance provided by the LEA/school is founded on scientifically based research (NCLB, Section 1116(b)(4)(C) as defined in NCLB, Section 9101(37).
- I certify that the LEA/school will give reasonable public notice and hold at least one public hearing to address proposed technology protection measures and LEA/school internet safety policy as set forth by the Children's Internet Protection Act (CIPA). The adoption of this policy shall meet the five criteria required by Section 25491 of the Children's Internet Protection Act (CIPA).
- I certify that the LEA/school will provide all students and staff copies and/or access to the district/school technology policies associated to CIPA including the Acceptable Use Policy, Monitoring Policy, and Policy for On-Site Use of Personal Portable Device (if applicable).
- I certify that the LEA/school will provide at least one training session with all staff, students and other users of the LEAs/school's internet and intranet per CIPA and FCC Order 11-125. The LEA/school will make every effort to keep signed acknowledgements from all staff and students as proof that they have received and understand all technology policies and have been to at least one training session.
- I certify that the LEA/school/charter operator is filing only for E-Rate **Priority 1 telecommunication services** for funding year(s)  2014-2015,  2015-2016, and/or  2016-2017 and I have filled out the E-Rate Technology Addendum accordingly.
- I certify that the LEA/school/charter operator is filing for E-Rate **Priority 1 telecommunication services and Priority 2 equipment and/or maintenance** for funding year(s)  2014-2015,  2015-2016, and/or  2016-2017 and I have filled out the E-Rate Technology Addendum accordingly.
- I certify that all E-Rate Form 470s and use of state master contract Form 470(s) submitted for funding year(s)  2014-2015,  2015-2016, and/or  2016-2017 are or will be based on the district technology plan; and all Form 470 items can be found in the technology plan and/or addendum.
- I certify that although the basic structure of our technology plan has been approved, we understand that E-Rate rules require a level of consistency between our technology plan and our E-Rate funding requests and that our E-Rate funding requests were not provided or subject to review during the technology plan approval process. We agree on behalf of the district/school/charter operator that the Louisiana Department of Education is not liable if our technology plan is found to be inconsistent with any E-Rate funding requests that may result or be based upon their approval of the district/school's technology plan.
- I certify that our district/school/charter operator will be part of a consortium filing for funding year(s)  2014-2015,  2015-2016, and/or  2016-2017. The lead entity filing our consortium application is \_\_\_\_\_ and their billed entity (BEN) number is \_\_\_\_\_. The E-Rate Contact for the consortium is \_\_\_\_\_.
- I certify that our district/school/charter operator will be using a consultant to assist us in filing for E-Rate funds for funding year(s)  2014-2015,  2015-2016, and/or  2016-2017. The E-Rate Consultant is \_\_\_\_\_ and their contact information (phone/email) is \_\_\_\_\_.

\_\_\_\_\_  
Signature of LEA Superintendent or School Director

\_\_\_\_\_  
Date