

**Standards of Learning Technology Initiative
PLAN FORMAT**

PLANNING TEMPLATES

DOE will provide school divisions with planning templates to assist divisions in managing the Web-enabled SOL technology initiative at the local level and to support planning for this initiative at the state level. The templates will include criteria for developing the plan and will serve as project management tools as well as provide a consistent framework for reporting to DOE. The templates will be based on agency-wide project management format requirements. The templates will be communicated to divisions by a Superintendent's Memo when completed. So that plans may be reviewed and approved by DOE in a timely manner, school divisions will be required to submit their plans using the planning templates.

The templates will provide a format for reporting project details on a regular basis. Criteria that will be included in the templates will align with the commitments detailed in the Intent to Participate Statement included with Supts Memo No 113 (Informational) dated June 2, 2000 as follows:

- to be capable of administering Web-enabled Standards of Learning tests in each high school by May 1, 2003;
- to appropriate the local match;
- to provide DOE with reviews of any Standards of Learning software application purchased;
- to use E-rate funding to meet the connectivity goals of the initiative;
- to submit to DOE an analysis of each high school's technological capacity to meet the goals of the program;
- to use funds provided to create the technological capacity if the capacity at each high school is not deemed sufficient to meet initiative goals;
- to prepare each high school to meet instructional, remedial, and testing goals prior to using funding for achieving the same goals in middle and elementary schools; and

- to submit project plan status reports according to guidelines and timeframes to be established by DOE.

GENERAL INFORMATION AND CERTIFICATION SECTION

Division Information

Division information will include:

- Division name;
- Division project manager and contact;
- Contact phone and fax number;
- E-mail address; and
- Office mailing address.

Division Superintendent Certification

The plan must be signed and dated by the school division superintendent.

PROGRAM SECTION

Developing the Capability to Administer Web-enabled SOL Tests

Divisions that receive funds under this initiative must be capable of administering Web-enabled SOL tests in each high school by May 1, 2003. To accomplish this, it is important that divisions begin to develop a structured plan to prepare to meet this goal. DOE will provide further details regarding the structured plan. The objective of this section is to ensure consistent reporting to DOE to support agency-wide project planning.

Providing Reviews of SOL Software Applications

Information concerning software that is selected, purchased, and successfully integrated into instruction must be provided to DOE so that it may be shared with other divisions. Software information will include:

- Instructional objectives for purchased software;
- Software selection and purchase process;
- Plan for reviewing and evaluating software application and usage; and
- Local and state money used for software purchase.

FINANCIAL SECTION

Appropriating the Local Match

Participation in the initiative requires that divisions appropriate funding for a 20 percent match. Twenty-five percent of the local match must be used for training.

Local match information will include:

- Local personnel resources required to manage and implement the project;
- Anticipated local funding, beyond state funding, needed to support the project; and
- SOL assessment and technology training plans for administrators, teachers, and students.

Using Funds to Meet Technology Capacity and Connectivity Goals

School divisions must commit to use E-rate funding as well as the funding provided by this initiative to meet the connectivity and technological capacity goals of the initiative at each high school. The Appropriation Act specifies that:

"Each division shall use funds to reach a goal, in each high school, of: (1) a 5-to-1 student to computer ratio; (2) an Internet-ready local area network (LAN) capability; and (3) Network Virginia or Web-equivalent access to the Internet. School connectivity (computers, LAN's and network access) shall include sufficient download/upload capability to ensure that each student will have adequate access to Internet-based instructional, remedial and assessment programs."

Financial planning information will include:

- Anticipated expenditures to achieve the goals of the program for each year by category:
 - Computer hardware;
 - Computer software;
 - Infrastructure;
 - Support; and
 - Telecommunications.
- Anticipated division E-rate discount value for 2000-2001 and 2001-2002;

- Anticipated allocation of E-rate discount values by year and categories shown above;
- The dollar value of all E-rate discounts received in previous years.

TECHNOLOGY CAPACITY ANALYSIS SECTION

High School Technological Capacity Analysis

In order to determine what technological capacity is needed to implement the Web-enabled SOL Technology Initiative, it is necessary to complete a detailed inventory and analysis of the current capacity in each high school. Capacity information will include an analysis for each high school which will detail current technological capacity including:

- A count of Internet-connected and capable computers available to students for Web-enabled assessments, instruction and remediation;
- In-depth information on the structure and capacity of the school local area network to deliver Web-enabled assessments, instruction, and remediation; and
- In-depth information on each school's Internet connection, including firewall configuration and Internet service provider information.

High School Technological Capacity Planning

Using the capacity analysis as a baseline, school divisions will develop their own preliminary plans to create the technological capacity in each high school to meet the goals of the initiative. Capacity plans should include at a minimum:

- The enhancements unique to each school which are necessary to provide student access to SOL assessments, instruction, and remedial resources;
- The anticipated costs of the enhancements for each school;
- Allocated personnel resources to complete the enhancements for each school; and
- Major milestones and target dates for completion.