Module 2: Get Started

Schools that create a vision and set goals for technology implementation are more likely to be successful than those where implementation is driven by the sudden availability of funds.

Enhancing Your Mission and Setting Goals

Goals/Intended Outcomes

▸ Enhance school vision/mission statement: Create a shared vision of high-quality instruction supported by technology

▸ Analyze data on the use of technology in instruction

▸ Set long- and short-term goals

Suggested Meeting Time

▸ 90 minutes

Pre-Module Planning

▸ Read the following sections of the PowerUp Technology Implementation Practice Guide

■ Recommendation 2: Enhance Your Vision and Set Goals

■ Recommendation 3: Gather Data to Drive Decision Making

▸ Gather data and prepare data displays and/or summaries

Leadership Team Handouts

▸ 2.1 Mission Statement

▸ 2.2 Long- and Short-Term Goals

Additional Resources

▸ Practice Guide: Appendix E—Example Goals and Vision Statements Written by Districts and Schools Across the Country

Key Steps

▸ **Overview agenda and intended goals for meeting**

- To enhance the school's vision/mission statement and include use of technology to support instruction

- To analyze data on teacher and student use of technology to support high-quality instruction

- To set long- and short-term goals for integration of technology into classroom practices

▸ **Updates from team members**

▸ **Enhance your mission statement or vision**

It's easy to find teachers and administrators who agree that technology supports student learning, but it's hard to define what this actually looks like in daily instruction.

- **Purpose:** Enhance your school's mission statement to include the use of technology to support instruction and learning

- **Resource:** *Technology Implementation Practice Guide: Recommendation 2: Enhance Your Vision and Set Goals*

- View current school mission statement

  ▸ Does it include reference to the use of technology?

  ▸ What are the key elements?

- View example vision statements from other schools and districts

  ▸ **Resource:** *Appendix E in the Technology Implementation Practice Guide*

  ▸ What is the role of technology in these statements?

  ▸ How is high-quality instruction linked to the use of technology in the classroom?

- Collaborate to enhance your own mission statement

  ▸ **Handout 2.1 –** Mission Statement

▸ **Analyze data on the use of technology in instruction**

When used well, data create a common language for analyzing and discussing complicated actions, such as instructional practice, use of technology, and student learning.

- **Purpose:** To assess current student achievement and teacher use of technology to enhance instruction

- **Resource:** *Technology Implementation Practice Guide: Recommendation 3: Gather Data to Drive Decision Making*

- Display data: student achievement data, school improvement data, results from EdTech Locator, etc. Possible ways to display data are:

  ▸ Project numbers or graphs of data onto a screen or wall, or print handouts of the graphs and numbers.

  ▸ Create visual and written summaries of the data.

- Discuss data with Leadership Team:

  ▸ What trends do you see in the data?

  ▸ What trends are most important to address?

  ▸ What is the role of technology in addressing priorities?

  ▸ What are the desired changes in the data as you move towards implementing the new mission/vision?

▶ **Set long- and short-term goals**

Leadership Teams that focus on concrete, short-term goals and strive for small, early successes are able to build excitement for the initiative; they enjoy greater long-term success throughout the implementation process.

- **Purpose:** To use your school data to set specific short-term and long-term goals
- **Resource:** *Technology Implementation Practice Guide: Recommendation 2: Enhance Your Vision and Set Goals*
- Collectively identify instructional goals for your school as well as how technology can be used to meet these goals
  - ▶ Use data summaries and displays discussed above, School Improvement Plan (SIP), or other district or school materials
  - ▶ Define specific and actionable long-term and short-term goals
  - ▶ Develop a timeline of activities
  - ▶ **Handout 2.2 –** Long- and Short-Term Goals
- Discuss the PD goals and identify ways to build capacity among teachers and support staff in using technology to differentiate instruction
- Determine how you will measure progress toward these goals
  - ▶ Data targets
  - ▶ Ongoing formative evaluation

▶ **Next steps**

- Team Recorder will send summary of notes from meeting
- Define tasks for subcommittees; for example—
  - ▶ Communicate mission/vision and goals with parents, teachers, and stakeholders
  - ▶ Conduct a Technology Inventory to assess what devices are in the building, what is being used and by whom and how often, etc.
- Goals for next meeting
  - ▶ Define current technologies in the school building
  - ▶ Identify new technologies needed
  - ▶ Draft multi-year budget
  - ▶ Set next meeting date/time

Handout 2.1 – Mission/Vision Statement

A strong and clear mission/vision statement provides the starting point and guiding principles for a successful technology implementation plan that provides real and lasting results.

School's current mission/vision statement:

Brainstorming: What's included and what's missing?

Review the mission/vision statements located in Appendix E of the Technology Implementation Practice Guide. Using the table below, define the key elements that are in your current mission/vision statement and those elements that are currently not included in your statement but will be integrated into the revised statement. We have included a few ideas to get you started—please revise and add your own to fit your context.

Reference to:	In statement	Need to add
High academic standards for *all* students		
Use of technology to maximize student learning		
Use of evidence-based strategies		

Revised school mission/vision statement

Use the space below to draft a new mission/vision statement for your school that includes the key elements defined in the table above. Once developed, the Leadership Team will need to update the communication plan to ensure that the mission/vision is clearly communicated to all key stakeholders (teachers, parents, students, etc.).

Handout 2.2 – Long- and Short-Term Goals

After gathering and reviewing your data, it is time to lay the foundation for your plan. Use the space below to write down short-term and long-term goals to advance (1) technology implementation within your school and (2) technology use to support instruction in the classroom. You may consider including goals related to conducting a series of professional development opportunities with teachers and staff, purchasing new technologies, identifying funds, developing policies and procedures for accessing technology, etc.

Short-term goals (e.g., monthly or quarterly goals)

Long-term goals (e.g., one-year or three-year goals)