Module 3: Budgeting for Technology

Making the right investments in technology requires understanding the needs of your teachers and students. Plan not only for initial technology costs but also for long-term maintenance and replacement costs to facilitate sustainability.

Defining Your Technology Budget

Goals/Intended Outcomes

▸ Define current technologies in the school building

▸ Identify new technologies needed

▸ Draft multi-year budget

Suggested Meeting Time

▸ 60 minutes

Pre-Module Planning

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

▸ Recommendation 4: Define Your Technology Budget

▸ Prepare and disseminate draft Technology Inventory

▸ Visit the Tech Matrix and begin searching for trusted technology resources

Leadership Team Handouts

▸ 3.1 Technology Inventory

Key Steps

▶ **Agenda and intended goals for meeting:**

- To define current technologies and how they are used in the school building (Technology Inventory)

- To identify new technologies needed

- To draft multi-year budget

▶ **Updates from team members**

▶ Review and update Technology Inventory

Teachers need to know what is available and how to access it.

- **Purpose:** To define what technology you already have and how it is being used

  ▶ In individual classrooms (including general education classrooms, resource rooms, and computer labs)

  ▶ As centralized school resources

  ▶ Shared across the district

  ▶ Shared across the local education agency

  ▶ **Handout 3.1 –** Technology Inventory

- Discuss the following questions:

  ▶ How are teachers using various school technologies in their instruction?

  ▶ What factors are influencing teacher use of technology?

  ▶ Who/what is available to provide support?

  ▶ What technology devices do we have that aren't being used? What is preventing use? How can this barrier be removed?

  ▶ What are the procedures for accessing technology? How are these procedures communicated to teachers?

▶ **Define technology needs and plan technology investments**

Setting priorities and connecting technology purchases to your defined goals builds a foundation for successful use and implementation

- **Purpose:** To prioritize technology needs

- **Resource:** *Technology Implementation Practice Guide: Recommendation 4: Define Your Technology Budget*

- Which technologies are most essential for reaching your defined long- and short-term goals?

  ▶ What are expectations for teachers' use of technology?

  ▶ What new technology needs to be purchased? What are the options and costs?

  ▶ Search the Tech Matrix to find trusted technology resources

  ▶ What infrastructure upgrades are needed?

- Set priorities for purchase and maintenance costs

- Review your existing technology budget and other possible sources for funding (internally and externally) and then create a plan for purchases, upgrades and maintenance

▶ **Develop a multi-year budget timeline**

Define ongoing budget costs for professional learning, training, repair, and maintenance

- **Purpose:** To develop a budget to meet prioritized technology goals
- Determine costs for upgrading infrastructure and purchasing new devices
- Identify funds to meet short-term and long-term goals
- Develop a multi-year plan to support sustainability of technology costs
- Review and refine your budget as needed

▶ **Explore ways to fund your technology implementation goals**

Consider alternative funding sources, and plan not only for initial costs but also for long-term maintenance and replacement costs to facilitate sustainability.

- Build community support and identify local funding options and resources
- Clarify school budget line items for technology or include technology in other existing budget lines
- Evaluate the value of equipment donations

▶ **Next Steps**

- Team Recorder will send summary of notes from meeting
- Define tasks for subcommittees; for example—
  ▶ Disseminate Technology Inventory and procedures for accessing technology to teachers
  ▶ Research potential funding opportunities to apply for (e.g., grants available through foundations) and create a list of community stakeholders to reach out to and form partnerships with
  ▶ Administer the Quick Teacher Technology Survey to assess professional learning needs of staff (http://www.powerupwhatworks.org/page-puww/professional-development)
- Goals for next meeting
  ▶ Analyze results of the Quick Teacher Technology Survey to identify teacher professional learning needs
  ▶ Plan how to introduce PowerUp to teachers in the school
  ▶ Integrate ongoing PowerUp professional learning opportunities into year-long professional development plans
  ▶ Set next meeting date/time

Handout 3.1 – Technology Inventory

Use the example chart below, filling in or adding text where appropriate, to determine what existing technology infrastructure you are working with. This will give you a better picture of what is working, what's not, and where you need to invest to achieve your technology goals.

Technology in our school	How many/what kind?	Who is using?	How to access?
Smartboards	XX	Names of teachers with smartboards	Contact [name of person] to get access
Computers in computer lab	XX	All classrooms	
Software—edition, availability, types (e.g., browsers, games, word processing, voice recognition, data programs, anti-virus)	XX	All devices	
Software licenses/ expiration dates	XX	All devices	
ISP speed & cost	XX	Average traffic	
Network security (mgmt. services, setup, software)	XX	Permissions/restrictions	
Student devices and use/ restrictions	XX		
Teacher devices and use/ restrictions	XX		
Obsolete/malfunctioning devices	XX		
External service contracts (e.g. ISP, network security, maintenance, warranty)	XX		