

### **The online ePlan system**

The Texas Education Agency (TEA) has implemented an online system for filing technology plans for Texas public school districts and charter schools. The ePlan system was originally developed to help school districts and charter schools submit a technology plan which was required for participation in the federal Universal Service Fund, commonly referred to as the E-rate program.

E-rate rules required an approved technology plan for participation in the E-rate program for Funding Year 2014 or previous years. The TEA acted as the state approval agency for technology plans. The Agency used a peer review process, in cooperation with the regional education service centers (ESC). Individual districts submitted plans in the system. The plans were peer reviewed at the ESC level before being recommended for approval to the TEA.

E-rate rules no longer require a state approved technology plan.

All plans and approval certificates for these prior years remain available in the current ePlan system. Under the new system, districts and charter school may submit their technology plans and use the system as an electronic depository of all technology plans.

The ePlan system was designed, created and maintained, with TEA oversight, by the American Institutes for Research (AIR) (formerly the Southwest Educational Development Laboratory) and is available at <https://www.sedl.org/eplan/eplan.cgi>.

In addition, the system helps ensure that school districts and public charter schools meet the requirements of the Children's Internet Protection Act (CIPA) regarding certain Internet filtering and policy requirements; Internet safety policies of the Neighborhood Children's Internet Protection Act (NCIPA) regarding electronic messaging, disclosure of personal information of minors, unlawful online activities and the Protecting Children in the 21<sup>st</sup> Century Act, which adds additional Internet Safety Policy requirements covering the education of minors about appropriate online behavior including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

The online ePlan system walks districts through a step-by-step approach to creating a technology plan. The system requires an introduction to the plan; a needs assessment; goals and objectives; budget; and evaluation. The system allows districts to add appendixes with locally developed technology planning documents. Once the plan is created, the system allows the plan to be formatted for posting online.

The first step in the plan creation includes a plan introduction. This entails the district entering basic information:

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**TEXAS EDUCATION AGENCY** Home | District Locator | Index A-Z | Divisions | AskTED

**View/Edit Plan Introduction** [Need Assistance?](#)

Please begin your Texas ePlan by entering the following introductory information about your district. Review your district's information and complete any open data fields; then, click the "Save" button at the bottom of the page to save your changes.

**Section 1 of 4: District Information**

Update your district's information here. Please realize that changes you make here only affect your district information in the Texas ePlan system. To ensure accuracy of information in other state-based systems including the Texas PEIMS, you must also update this information in the centralized AskTED (Texas Education Directory) database.

ESC Region: 13  
County District Number: 999913

District Name: RIGHTWAY INDEPENDENT SCHOOL DISTRICT

SUPERINTENDENT  
Title: SUPERINTENDENT  
first name: JANE last name: DOE

Address: 500 S GREENPARK AVE  
City, State Zip: RIGHTWAY, TX 5999-1234  
Phone: (456) 789-0000  
Fax: (456) 789-0000

**Disclaimer**

RIGHTWAY INDEPENDENT SCHOOL DISTRICT does not discriminate on the basis of sex, disability, race, color, age, or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

**YOUR DISTRICT**  
- view/create/edit/update a technology plan  
- log out / home page

**YOUR PLAN**  
- introduction  
- needs assessment  
- goals and objectives  
- budget  
- evaluation  
- appendix  
- report options  
- submit plan

**HELP DOCUMENTS**  
- assistance guide

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The system also asks questions related to a district's E-rate filings and includes contact information:

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**Does your district file E-rate?**

☐ no  
☐ yes If yes, please answer the following three questions:

1. What is your Billed Entity Number? (enter numeric value)  
[ ]

2. Is your district filing for Category 1 services this funding year?  
☐ yes ☐ no

3. Is your district filing for Category 2 services this funding year?  
☐ yes ☐ no

**Section 2 of 4: Your Contact Information**

Please enter your contact information, in case TEA needs to contact you about your plan.

Name: John Doe  
E-mail: jdoe@rightwaysd.k12.tx.us  
Please re-enter the e-mail address above to confirm it. All Texas ePlan correspondence is by e-mail. Please ensure that this is a valid and functioning e-mail address to which you will have access during the entire Texas ePlan submission, review, and approval process.  
jdoe@rightwaysd.k12.tx.us  
Phone: 111-222-3333  
Fax: 111-222-4444

**Section 3 of 4: Demographics**

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The ePlan system prepopulates some data from previous ePlan documents. It also takes data from AskTED. Data entered in the ePlan system DOES NOT automatically update data in the AskTED database. Districts must continue to update the data in AskTED through the AskTED requirements.

**Section 3 of 4: Demographics**

Please update your district's technology demographic information.

**Note:** The data pre-populating this section is merely a copy of the data from the e-plan your district submitted last year. This data is not updated automatically from AskTED. Therefore, it is up to you to make sure the data is accurate if the student enrollment, number of campuses, or percentage of economically disadvantaged students has changed from last year.

**Data submitted on E-rate Applications for the current year:**

Total Student Enrollment	0
District Size	Under 500
Percent Econ. Disadvantaged	79.00 %
Number of Campuses	0

**Current Situation:**

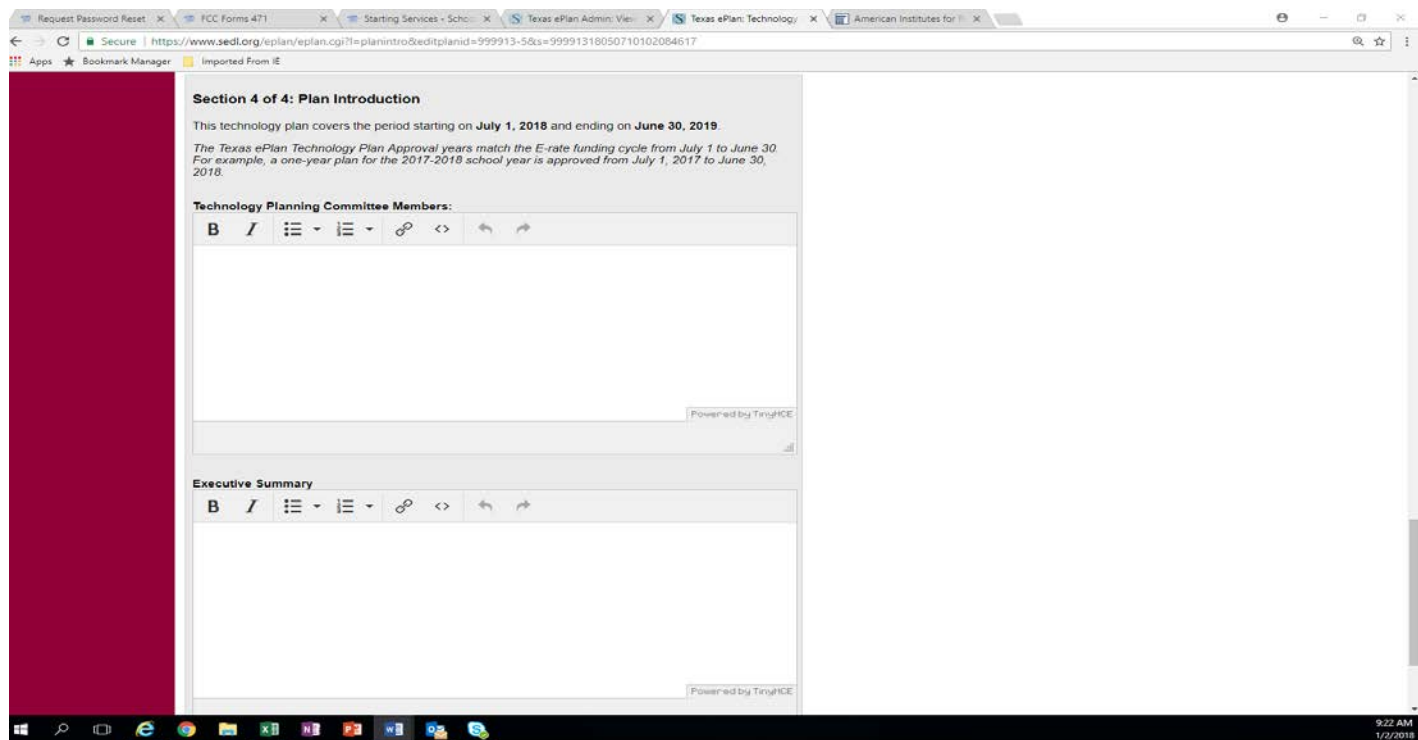
\* FCC Broadband targets: The E-rate bandwidth targets for Internet access for schools is at least 100kbps per user (students and staff) in the short term and 1Mbps Internet access per user in the longer term.

Number of Campuses with High-Speed Broadband Internet Access that meets the current FCC target	0
Percentage of Campuses with High-Speed Broadband Internet Access that meets the current FCC target	0.00%
Computing Device/Student Ratio (Include Computers and Tablets, but not cell phones)	▼ student(s) for every computing device
Computing Device/Teacher Ratio (Include Computers and Tablets, but not cell phones)	▼ teacher(s) for every computing device
Number of Classrooms with WiFi Access	0
Percentage of Classrooms with WiFi Access	0.00 %

**Projected data for years covered by this plan:**

Technology Expenditures	\$0.00
Technology Expenditure Per Pupil for Years Included in the Plan	\$0.00

Once this data is correct, the district may begin the plan introduction:



The next step in the process is the development of the needs assessment. This allows a district to determine what elements are in place for the use of technology in the district and to determine what technology needs must be implemented:

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**View/Edit Needs Assessment** [Need Assistance?](#)

Please describe the needs assessment process, current conditions, and identified needs and/or issues that will be addressed by this plan. Click the "Save" button at the bottom of the page to save your changes.

**Section 1 of 3: Assessment Process**

Describe the process used to determine the district technology needs that will be addressed in this plan.

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**Section 2 of 3: Current Conditions**

Describe the current conditions for the district and campuses targeted in this plan, including telecommunications services, hardware, software, and other services.

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**Section 3 of 3: Identified Needs**

Summarize the technology needs and issues identified by the assessment process.

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The next step allows districts to enter Goals, Objectives and Strategies. The district may also align their ePlan to the goals from the District Improvement Plan:

The screenshot displays the Texas ePlan Technology interface. The top navigation bar includes links for Home, District Locator, Index A-Z, Divisions, and AskTED. The left sidebar contains a menu with sections: Educational Technology, Texas ePlan: Online Technology Planning System, YOUR DISTRICT (with links for view/create/edit/update a technology plan and log out / home page), YOUR PLAN (with links for introduction, needs assessment, goals and objectives, budget, evaluation, appendix, report options, and submit plan), and HELP DOCUMENTS (with a link for assistance guide).

The main content area is titled "Add a new Goal, Objective, and Strategy". It includes a note: "Each new Goal must have an Objective and Strategy, which you can also enter at this time." Below this, there are input fields for "Goal Statement 1", "Objective Statement 1.1", and "Strategy Statement 1.1.1". There are also dropdown menus for "State" (set to Original) and "Status" (set to Planned). A "Timeline" field is labeled "(Indicate months and/or years this strategy will be implemented.)". Other fields include "Person(s) Responsible:", "Evidence:", and "Comments:". A "Budget for this objective \$" field and an "LRPT Category" dropdown are also present. A note at the bottom states: "Please indicate how this objective aligns with the following goals from your district improvement plan (optional)."

The ePlan allows the district to align the plan to the Local Education Agency (LEA) Long-Range Plan for Technology Recommendations in the areas of Educator Preparation and Development; Infrastructure for Technology; Leadership, Administration and Support; and Teaching and Learning:

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Please indicate how this strategy aligns with the following LEA LRPT Recommendations:

### Educator Preparation and Development

- ☐ EP01 Provide professional development for teaching and integrating Technology Applications into the foundation and enrichment TEKS through multiple delivery methods.
- ☐ EP02 Provide professional development for Technology Applications courses as identified in Technology Applications Educator Standards VI - XI.
- ☐ EP03 Provide training on the use of electronic tools and information to support sound, data-driven decision-making.
- ☐ EP04 Develop strategies for all educators, including campus administrators and librarians, to master the Technology Applications Educator Standards I A V as access to technology and professional development becomes available.
- ☐ EP05 Document progress of teachers towards mastery of Technology Applications Educator Standards I A V using the Texas STAAR Chart.
- ☐ EP06 Encourage participation in statewide, technology professional development opportunities.
- ☐ EP07 Encourage educator participation in the Master Technology Teacher program.
- ☐ EP08 Utilize innovative strategies for the 24/7 delivery of ongoing professional development through the use of technology, including online and other distance learning and digital content services to meet the diverse and persona learning needs of all educators.
- ☐ EP09 Provide instructional coaches and mentors to support classroom efforts in using technology to improve learning in core curriculum areas.

### Infrastructure for Technology

- ☐ I01 Design, install and maintain a technology and telecommunications infrastructure for communications and services that ensures equitable access.
- ☐ I02 Develop innovative funding and collaboration strategies with both public and private sectors to ensure all students have equitable and anytime, anywhere access to broadband communications.
- ☐ I03 Build community support for anytime, anywhere Internet access through collaborative planning, education, public information and other means.
- ☐ I04 Strive to achieve and maintain a personal computing device ratio of 1:1 for both students and professional educators.
- ☐ I05 Provide on-demand access to appropriately configured technology for all students and staff, including those with disabilities, in libraries, school offices, and other work areas.
- ☐ I06 Strive to participate in the high-speed, high-capacity statewide telecommunications network.
- ☐ I07 Maintain an obsolescence policy to ensure maximum efficiency and use of technology and infrastructure by all students and staff.
- ☐ I08 Provide and maintain an infrastructure for communications with parents and community members, including year-round access to school news, educational resources, data and personnel.
- ☐ I09 Provide access to digital instructional tools that meet interoperability and data accessibility

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- ☐ I09 Provide access to digital instructional tools that meet interoperability and data accessibility standards for instruction.

### Leadership, Administration and Support

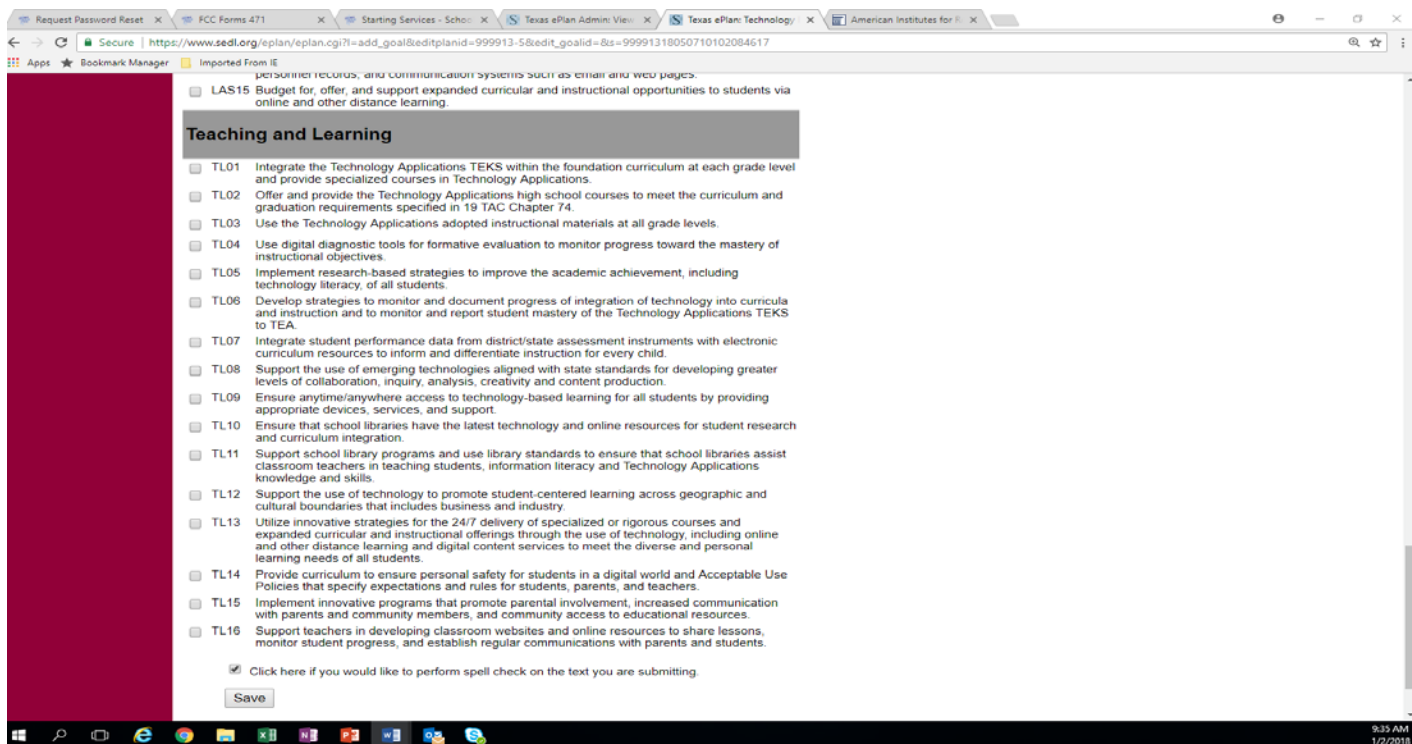
- ☐ LAS01 Incorporate ongoing technology planning in classroom, library, campus, and district improvement plans.
- ☐ LAS02 Promote a comprehensive planning process to ensure technology plans include clear goals, realistic strategies, and critical components such as compliance with state and federal regulations, needs assessment, budget and evaluation. Identify budget and secure funding to support technology identified in classroom, library, campus, and district planning efforts.
- ☐ LAS03 Include professional development on the integration of technology in all classroom, library, campus, and district improvement plans and measure their effectiveness using the Texas STAAR Chart.
- ☐ LAS04 Ensure a viable technology plan is written and approved prior to applying for the federal E-Rate discount program.
- ☐ LAS05 Utilize the district technology plan to ensure technology resources promote student achievement in accordance with No Child Left Behind.
- ☐ LAS06 Allocate at least 30 percent of technology allotment budget for professional development.
- ☐ LAS07 Include community input into the planning and support for the integration of technology into teaching and learning.
- ☐ LAS08 Coordinate the use of electronic data in district planning to support research-based decision-making focused on student success.
- ☐ LAS09 Initiate and implement policies to expand parental and community access to school facilities, library resources, and non-secured data through technology.
- ☐ LAS10 Provide instructional assistance for the effective integration of technology into teaching and learning in all school and district operations.
- ☐ LAS11 Provide parents secure electronic access to student information.
- ☐ LAS12 Incorporate mastery of SBEG Technology Applications Educator Standards into local educator appraisal systems.
- ☐ LAS13 Participate in collaboration with representatives from PreK-12, higher education, parents, businesses and community to share resources and services.
- ☐ LAS14 Create business continuity plans that ensure critical technology applications can be recovered in a timely manner including electronic student records, instructional materials, financial and personnel records, and communication systems such as email and web pages.
- ☐ LAS15 Budget for, offer, and support expanded curricular and instructional opportunities to students via online and other distance learning.

### Teaching and Learning

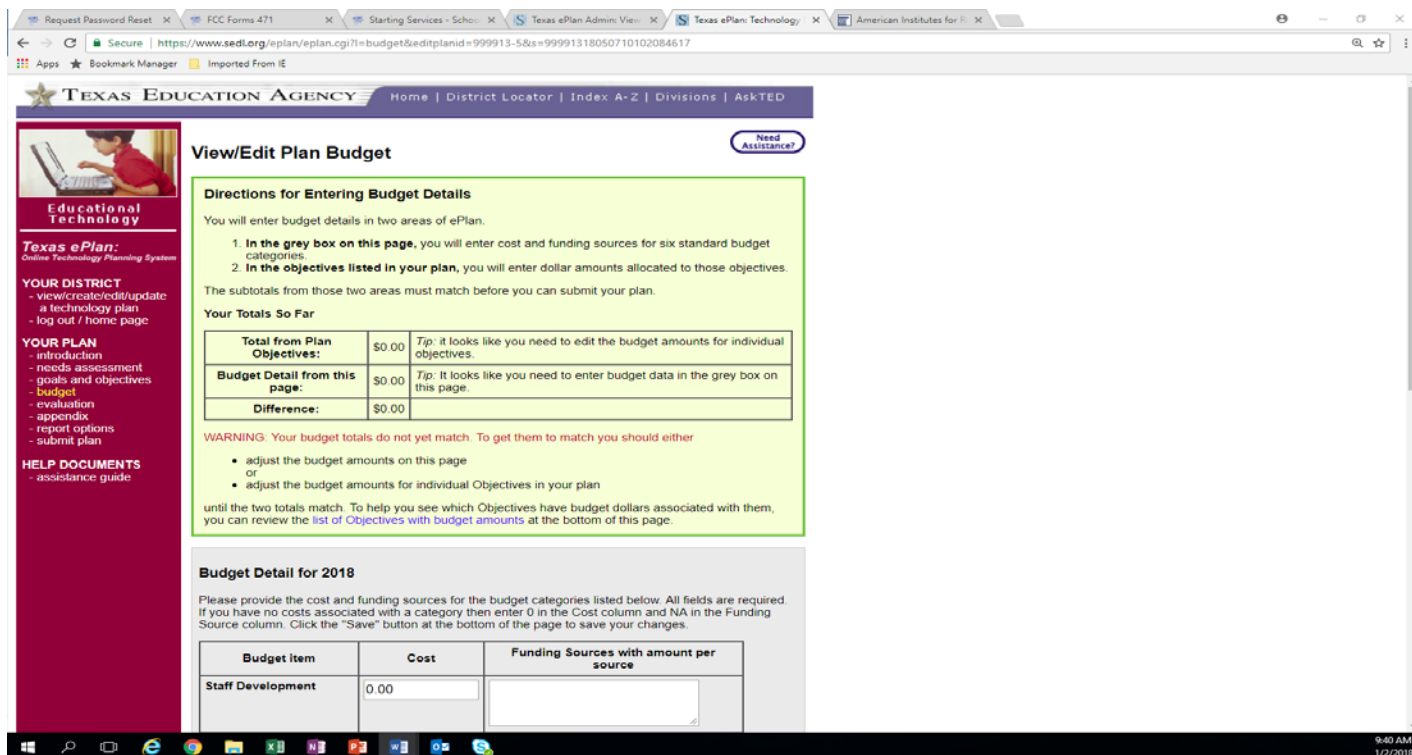
- ☐ TL01 Integrate the Technology Applications TEKS within the foundation curriculum at each grade level and provide specialized courses in Technology Applications.
- ☐ TL02 Offer and provide the Technology Applications high school courses to meet the curriculum and graduation requirements specified in 19 TAC Chapter 74.
- ☐ TL03 Use the Technology Applications adopted instructional materials at all grade levels.

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The next step in the process includes developing the budget:



The system does some of the budget calculations for the district.



until the two totals match. To help you see which Objectives have budget dollars associated with them, you can review the [list of Objectives with budget amounts](#) at the bottom of this page.

### Budget Detail for 2018

Please provide the cost and funding sources for the budget categories listed below. All fields are required. If you have no costs associated with a category then enter 0 in the Cost column and NA in the Funding Source column. Click the "Save" button at the bottom of the page to save your changes.

Budget Item	Cost	Funding Sources with amount per source
Staff Development	0.00	
Telecommunications & Internet Access	0.00	
Materials & Supplies	0.00	
Equipment	0.00	
Maintenance	0.00	
Miscellaneous Expenses	0.00	
<b>Total</b>	<b>\$0.00</b>	

Click the "Save" button at the bottom of the page to save your changes.

Total Technology Expenditures (indicated above): \$0.00

The sum of the total amounts currently allocated in the Objectives for this plan (shown below) must match the Total Technology Expenditures included in the Budget above.

Materials & Supplies	0.00	
Equipment	0.00	
Maintenance	0.00	
Miscellaneous Expenses	0.00	
<b>Total</b>	<b>\$0.00</b>	

Click the "Save" button at the bottom of the page to save your changes.

Total Technology Expenditures (indicated above): \$0.00

The sum of the total amounts currently allocated in the Objectives for this plan (shown below) must match the Total Technology Expenditures included in the Budget above.

Total amounts currently allocated in the Objectives for this plan for:		% of Total Budget
Teaching and Learning	\$0.00	0%
Educator Preparation and Development	\$0.00	0%
Leadership, Administration and Support	\$0.00	0%
Infrastructure for Technology	\$0.00	0%
<b>Total</b>	<b>\$0.00</b>	

Save

The next step includes the evaluation of the plan to allow the district to show how it is implementing the plan and offers the opportunity to make any mid-course changes or corrections:

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**View/Edit Plan Evaluation** [Need Assistance?](#)

The evaluation process enables the school/district to monitor progress toward specific goals and make mid-course corrections in response to new developments and opportunities as they arise.

**Section 1 of 2: Evaluation Process**

Describe the process that will be used to monitor and document progress made in the implementation of the plan, including how frequently the plan will be evaluated and updated, who is responsible for evaluating the plan, and how the findings of the evaluation will be communicated and distributed. Click the "Save" button at the bottom of the page to save your changes.

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**Section 2 of 2: Evaluation Methods**

Describe the accountability methods and measures that will be used to evaluate the extent to which activities are effective in:

- Integrating technology into curriculum and instruction
- Increasing the ability of teachers to teach
- Enabling students to meet challenging state academic standards
- Acquiring and deploying technologies and telecommunication services
- Meeting timelines for implementation

Click the "Save" button at the bottom of the page to save your changes.

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The system allows the district to submit any appendices to the plan. These may be locally developed and adopted elements that help explain the technology plan:

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**Add/Remove Appendix Items** [Need Assistance?](#)

Use the form below to link to up to 10 Appendix items (files or Web pages) that are hosted on your district's Web server.

The appendix items will appear at the end of your [Composite Report](#), and you can reference the items in the body of your Texas ePlan.

You may enter two pieces of information about each appendix item:

1. The URL (the Web address) for the file
2. A short description of the item

Click the "Save" button at the bottom of the page to save your changes. If you need to remove an appendix item, simply edit out the content and click save.

**Appendix item A**  
URL:   
Description:

**Appendix item B**  
URL:   
Description:

**Appendix item C**  
URL:   
Description:

**Appendix item D**  
URL:   
Description:

**Educational Technology**

**Texas ePlan:**  
Online Technology Planning System

**YOUR DISTRICT**

- view/create/edit/update a technology plan
- log out / home page

**YOUR PLAN**

- introduction
- needs assessment
- goals and objectives
- budget
- evaluation
- **appendix**
- report options
- submit plan

**HELP DOCUMENTS**

- assistance guide

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The final step allows the district to select several report options:

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**Report Options: RIGHTWAY INDEPENDENT SCHOOL DISTRICT**

Technology Plan - Composite Report (formatted for printing) [Need Assistance?](#)

[LRPT Alignment](#)

[Alignment to District Improvement Plan Goals](#)

**Access a Plain Text Version of Your Plan**

Click here to generate a [plain text version of your composite plan](#). After clicking the link, you can copy and paste the text into a word processor.

**Educational Technology**

**Texas ePlan:**  
Online Technology Planning System

**YOUR DISTRICT**

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**YOUR PLAN**

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**HELP DOCUMENTS**

- assistance guide

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The final step allows the district to submit the plan in the ePlan system:

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Submit and Certify RIG..." and the address bar shows the URL: <https://www.seel.org/eplan/eplan.cgi?i=certyplan&editplanid=999913-5&s=99991318050710102084617>. The page header includes the Texas Education Agency logo and navigation links: Home | District Locator | Index A-Z | Divisions | AskTED. The main content area is titled "Submit and Certify Plan for RIGHTWAY INDEPENDENT SCHOOL DISTRICT for E-rate FY 2018". It features a sidebar with links for "YOUR DISTRICT" (view/create/edit/update a technology plan, log out / home page), "YOUR PLAN" (introduction, needs assessment, goals and objectives, budget, evaluation, appendix, report options, submit plan), and "HELP DOCUMENTS" (assistance guide). The main content area includes a reminder to ensure LRPT and District Improvement Goals are accurate, a certification statement, and a "Submit Plan" button. The footer shows the Texas ePlan copyright notice and the AIR logo.

## Does an ePlan need to be presented to the local board of trustees?

An ePlan may or may not be required to be presented to the local board of trustees. If local board policies require board approval of such plans, then the plan should be submitted for local board approval. If local board policies authorize the superintendent to approve such plans, the plan does not have to go to the local board for approval.

For additional information or assistance with the ePlan system, email [eplan@tea.texas.gov](mailto:eplan@tea.texas.gov).