

Texas Education Agency Standard Application System (SAS)

2018–2019 Technology Lending		
Program authority:	General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85 th Texas Legislature; Texas Education Code Section 32.301	FOR TEA USE ONLY Write NOGA ID here:
Grant Period:	May 1, 2018, to August 31, 2019	
Application deadline:	5:00 p.m. Central Time, February 6, 2018	Place date stamp here.
Submittal information:	Applicants must submit one original copy of the application with an original signature, and two copies of the application, printed on one side only and signed by a person authorized to bind the applicant to a contractual agreement, must be received no later than the aforementioned date and time at this address: <div style="text-align: center;"> Document Control Center, Grants Administration Division Texas Education Agency, 1701 North Congress Ave. Austin, TX 78701-1494 </div>	
Contact information:	Kathy Ferguson: techlending@tea.texas.gov; (512) 463-9087	

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Schedule #1—General Information

Part 1: Applicant Information

Organization name	County-District #	Amendment #	
Ysleta ISD	071-905		
Vendor ID #	ESC Region #		
1-746002473-4	19		
Mailing address	City	State	ZIP Code
9600 Sims Dr.	El Paso	TX	79925

Primary Contact

First name	M.I.	Last name	Title
Artemisa		Villarreal	Director of Innovative Learning
Telephone #	Email address		FAX #
(915) 434-0673	avillarreal2@yisd.net		(915) 435-9559

Secondary Contact

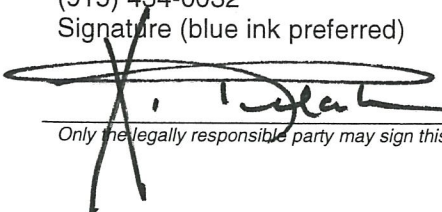
First name	M.I.	Last name	Title
Shelley		Smallwood	
Telephone #	Email address		FAX #
(915) 434-0683	ssmallwood@yisd.net		(915) 435-9559

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name	M.I.	Last name	Title
Xavier		De La Torre	Superintendent
Telephone #	Email address		FAX #
(915) 434-0032	xdelatorre@yisd.net		(915) 591-4144
Signature (blue ink preferred)	Date signed		


2-1-18

Only the legally responsible party may sign this application.

Schedule #1—General Information	
County-district number or vendor ID: 071-905	Amendment # (for amendments only):
Part 3: Schedules Required for New or Amended Applications	

An X in the “New” column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the “New” checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the “Amended” checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input checked="" type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	See Important Note For Competitive Grants*	<input type="checkbox"/>
9	Supplies and Materials (6300)		<input type="checkbox"/>
10	Other Operating Costs (6400)		<input type="checkbox"/>
11	Capital Outlay (6600)		<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

***IMPORTANT NOTE FOR COMPETITIVE GRANTS:** Schedules #8, #9, #10 and #11 are required schedules if any dollar amount is entered for the corresponding class/object code on Schedule #6—Program Budget Summary. For example, if any dollar amount is budgeted for class/object code 6200 on Schedule #6—Program Budget Summary, then Schedule #8—Professional and Contracted Services (6200) is required. If it is either blank or missing from the application, **the application will be disqualified.**

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 071-905	Amendment # (for amendments only):
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Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		
#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
1	LEA Technology Plan Template	If an LEA does not have a 2016–2017 Technology Plan on file with TEA, it must show evidence of a current local technology plan on participating campuses by completing the LEA Technology Plan Template.

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.

Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>General and Fiscal Guidelines</u> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the <u>program guidelines for this grant</u> .
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all <u>General Provisions and Assurances</u> requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all <u>Debarment and Suspension Certification</u> requirements.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 071-905

Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home
5.	The applicant understands that equipment purchased with Technology Lending Grant funds is the property of the LEA.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has a 2016–2017 LEA technology plan on file with TEA, or that it will show evidence of a current local technology plan on participating campuses by completing the Required Program-Related Attachment outlined on page 18 of the Program Guidelines.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into the LEA's technology plan.
12.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data

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Schedule #4—Request for Amendment

County-district number or vendor ID: 071-905 Amendment # (for amendments only):

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail **or** by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Grants Administration Division, Texas Education Agency, 1701 N. Congress Ave., Austin, TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-9564.

The last day to submit an amendment to TEA is listed on the [TEA Grant Opportunities](#) page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend the Application" guidance posted in the Amendment Submission Guidance section of the Grants Administration Division [Administering a Grant](#) page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

			A	B	C	D
#	Schedule #	Class/ Object Code	Grand Total from Previously Approved Budget	Amount Deleted	Amount Added	New Grand Total
1.	Schedule #8: Contracted Services	6200	\$	\$	\$	\$
2.	Schedule #9: Supplies and Materials	6300	\$	\$	\$	\$
3.	Schedule #10: Other Operating Costs	6400	\$	\$	\$	\$
4.	Schedule #11: Capital Outlay	6600	\$	\$	\$	\$
5.	Total direct costs:		\$	\$	\$	\$
6.	Indirect cost (%):		\$	\$	\$	\$
7.	Total costs:		\$	\$	\$	\$

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Schedule #4—Request for Amendment (cont.)

County-district number or vendor ID: 071-905

Amendment # (for amendments only):

Part 4: Amendment Justification

Line #	Schedule # Being Amended	Description of Change	Reason for Change
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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Schedule #5—Program Executive Summary

County-district number or vendor ID: 071-905	Amendment # (for amendments only):
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List the campuses that will be served with these funds. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

Riverside High School (RHS)

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary.

IDENTIFIED CAMPUS AND TECHNOLOGY LENDING IMPLEMENTATION: RHS is located a few hundred yards from the Rio Grande River, which is on the U.S.-Mexico Border. Due to the close proximity to Mexico, RHS has distinct challenges. A large number of students are recent immigrants and a considerable population is identified as English Language Learners or Limited English Proficient. In many households the primary and sometimes only language spoken is Spanish. Many RHS families are considered low socio-economic. The Technology Lending Grant will provide RHS students with 24/7 access to modern, digital devices (Chromebooks) and access to electronic instructional materials and online resources needed to level the playing field, support academic rigor and prepare students for college and careers.

CURRICULUM ALIGNMENT AND ELECTRONIC INSTRUCTIONAL MATERIALS (EIMs): Ysleta ISD (YISD) has district-wide rigorous aligned curriculum available online for all district educators (TEKS Resource System). Our Tech Lending Program will leverage processes and procedures that have been in place for several years. During an interview in April 2017, targeted campus teachers shared the numerous Electronic Instructional Materials (EIMs) being successfully implemented to engage students in all foundation areas as well as electives. The EIMs used at the targeted campus, RHS, include digital textbooks and many other digital resources across all contents. For the RHS Tech Lending Program, the district will also leverage the use of recently adopted Math and Science instructional materials, which include digital textbooks and online supplemental instructional resources. RHS teachers have also identified EIMs they currently use for instruction. Teachers use a considerable number of EIMs; including the Google ecosystem, online assessments, and many instructional apps. During professional development and modeling/support sessions teachers will collaborate on curriculum and best uses of electronic instructional materials, tools, and resources aligned to the District curriculum, to engage students in meaningful learning opportunities. Student access to EIMs will increase with the implementation of the Tech Lending Grant.

PROFESSIONAL DEVELOPMENT: Initial professional development (PD) will be completed by December 2018 with ongoing opportunities, both face to face and virtually. Sessions include:

- Overview/information on the grant goals and strategies (Window of May 1, 2018 – September 2018)
- Grant announcement and meeting to set expectations and share timelines (Upon award, May- October 2018)
- RHS area teachers to receive training on innovative technology uses and EIMs in action during Tech Before Turkey Technology Conference, and the Teachers Networking Technology & Content Conference (TNTc) (Nov. annually)
- Laptop training sessions – basic care and use for teachers and students (August – September - ongoing)
- Tech Lending Program Parent Night at RHS (September 1, 2018 – ongoing)
- PLC meetings for RHS teachers (October 2018– ongoing)

GRANT ADMINISTRATION: In order to provide a strong foundation for success, the grant leaders will be the YISD Director of Innovative Learning, the RHS principal and the campus librarian. They will implement and monitor all facets of grant ordering, implementation, evaluation and reporting. The grant leaders will review grant goals, objectives and strategies monthly in order to monitor progress and modify, if needed. The Director of Innovative Learning has over eighteen years of experience as an administrator and has managed many large grants as well as over a million dollars in budget funds annually. She served on the TEA committee that developed the Texas Long Range Plan for Technology and has extensive knowledge of the Technology Applications TEKS (TA TEKS) and instrumental in creating innovative, relevant learning experiences that incorporate rigor and relevance. The RHS principal and librarian have a combined experience of over 52 years in education leading high performing, collaborative campus teams. The campus principal led RHS in implementing a successful Bring Your Own Device (BYOD) program using smart phones. RHS has been at the forefront of creating an academic environment for teachers and students that features and spotlights innovative practices.

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Schedule #5—Program Executive Summary (cont.)

County-district number or vendor ID: 071-905

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

INFRASTRUCTURE, MANAGEMENT AND TECH SUPPORT: Despite being a large urban district with over 42,000 students, YISD has a strong technical infrastructure in place. It will support all facets of the Technology Lending Program grant. While students are on campus, they have access to a powerful network. The District provides both wired and wireless (802.11g/n/ac) Internet services for students, teachers and staff at all locations. The district's network configuration, (a hub and spoke design) provides the wide area links between each campus and central office. It delivers 1GB connections, with the main Internet providing 10GB of throughput. RHS Innovative Technology Support (ITS) teacher, will offer first line technical and instructional support. This certified teacher provides on-demand assistance as well as curricular and instructional support. They also handle minor troubleshooting issues. The Technology Information Systems (TIS) department's Network Services technicians as well as Help Desk staff will provide all other technical support to ensure seamless, robust connectivity and device management. YISD will leverage mobile device management software for Chromebooks to assure student machines are working properly and have the latest operating system and applications. Internet access at home will be provided via a mobile hotspot for students in need. The Internet Service Provider (ISP) will provide technical support, should an issue arise with mobile hotspot. The ITS and/or District staff will also be available to resolve problems with the ISP and/or device.

LAPTOP, INTERNET ACCESS AND INVENTORY: Once received at RHS, the Chromebooks and mobile hotspots will be barcoded as per local policy/regulation CFB. These devices will have two barcode tags: 1) YISD asset tag, for inventory purposes 2) Library database barcode, for check-in and checkout via the online library system managed by the campus librarian. Students checking out laptops will be provided with a one-month checkout timeline. The system will alert the Librarian and the Innovative Technology Support (ITS) teacher should a device become overdue. The Librarian and ITS teacher will immediately notify campus administration and grant leads should a device be lost/stolen or damaged. Existing district processes and policy will be followed. Chromebooks will be configured to utilize the Google filter (in Google Management) for filtering content outside the district's network as required by the Children's Internet Protection Act (CIPA). In addition, there will be devices for checkout for individual students for Internet access at home and for classroom use. Currently, there are only 33 functional laptops available to approximately 1,145 RHS students. These devices are in very high demand. Through the Tech Lending grant, mobile hotspots for Internet access at home will be available for checkout for RHS students for filtered home Internet access. In addition, RHS provides extended library hours from 7:30 am to 5:00 pm daily for Internet access. The librarian and ITS teacher will track the use of mobile hot spots and possible student waiting list. Should demand outweigh the supply campus administration will reallocate district funds to provide additional hotspots for WiFi use.

TECH LENDING AGREEMENT, RESPONSIBLE USE, AND DIGITAL CITIZENSHIP: RHS has an established, efficient, and effective Technology Lending Program in place for the current laptops. The campus uses the existing YISD Student Laptop Agreement from the District's Engage Me Initiative. This initiative is in year 3 of implementation in providing one to one devices in grades 3-8 district wide (devices remain at elementary and middle schools and do not follow the student). To date, budget constraints have not allowed the district to expand the Engage Me Initiative to the high schools.

Parents of students wanting to checkout laptops must sign the online Tech Lending Agreement ensuring responsibility in case of loss, theft or damage. Further, students must have a signed Acceptable Use Policy (AUP) on file. Student competency in digital citizenship will be demonstrated annually by the successful completion of an online safety course. Opportunities for student and parent education will occur in the fall of 2018 during a Tech Lending Program informational meeting. Parents will be responsible for students' use of devices, Internet access at home, and replacement in case of loss, theft, or damage. A website will be made available with frequently asked questions (FAQs), helpful information/documents and grant lead contacts.

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Schedule #6—Program Budget Summary					
County-district number or vendor ID: 071-905			Amendment # (for amendments only):		
Program authority: General Appropriations Act, Article III, Rider 8, and House Bill 3526, 85 th Texas Legislature; Texas Education Code Section, 32.301					
Grant period: May 1, 2018, to August 31, 2019			Fund code: 410		
Budget Summary					
Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost
Schedule #8	Professional and Contracted Services (6200)	6200	\$2,300	\$	\$2,300
Schedule #9	Supplies and Materials (6300)	6300	\$141,450	\$	141,450
Schedule #10	Other Operating Costs (6400)	6400	\$	\$	\$
Schedule #11	Capital Outlay (6600)	6600	\$	\$	\$
Total direct costs:			\$143,750	\$	\$143,750
4.348% indirect costs (see note):			N/A	\$6,250	\$6,250
Grand total of budgeted costs (add all entries in each column):			\$143,750	\$6,250	\$150,000
Administrative Cost Calculation					
Enter the total grant amount requested:					\$150,000
Percentage limit on administrative costs established for the program (15%):					x .15
Multiply and round down to the nearest whole dollar. Enter the result. This is the maximum amount allowable for administrative costs, including indirect costs:					\$22,500

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

If selected for a competitive grant, your award amount will be the lesser of the grand total of budgeted costs as stated on this schedule (the box with the bold outline), or the sum of all line items listed on this schedule, or the maximum allowable award amount. TEA is not responsible for math errors.

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Schedule #8—Professional and Contracted Services (6200)		
County-district number or vendor ID: 071-905		Amendment # (for amendments only):
NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.		
Professional and Contracted Services		
#	Description of Service and Purpose	Grant Amount Budgeted
1	Service for five (5) mobile hotspots for one year (5 x \$460 = \$2,300)	\$2,300
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$
13		\$
14		\$
a. Subtotal of professional and contracted services:		\$2,300
b. Remaining 6200—Professional and contracted services that do not require specific approval:		\$
(Sum of lines a and b) Grand total		\$2,300

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

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Schedule #9—Supplies and Materials (6300)		
County-District Number or Vendor ID: 071-905		Amendment number (for amendments only):
Supplies and Materials Requiring Specific Approval		
		Grant Amount Budgeted
6300	Total supplies and materials that do not require specific approval:	\$141,450
Grand total:		\$141,450

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

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Schedule #10—Other Operating Costs (6400)		
County-District Number or Vendor ID: 071-905		Amendment number (for amendments only):
Expense Item Description		Grant Amount Budgeted
6400	Operating costs that do not require specific approval:	\$
Grand total:		\$

In-state travel for employees does not require specific approval.

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division [Administering a Grant](#) page.

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Schedule #11—Capital Outlay (6600)				
County-District Number or Vendor ID: 071-905			Amendment number (for amendments only):	
#	Description and Purpose	Quantity	Unit Cost	Grant Amount Budgeted
66XX—Computing Devices, capitalized				
1			\$	\$
2			\$	\$
3			\$	\$
4			\$	\$
5			\$	\$
6			\$	\$
7			\$	\$
8			\$	\$
9			\$	\$
10			\$	\$
66XX—Software, capitalized				
11			\$	\$
12			\$	\$
13			\$	\$
14			\$	\$
15			\$	\$
16			\$	\$
17			\$	\$
66XX—Equipment, furniture, or vehicles				
18			\$	\$
19			\$	\$
20			\$	\$
21			\$	\$
22			\$	\$
23			\$	\$
24			\$	\$
25			\$	\$
26			\$	\$
27			\$	\$
Grand total:				\$

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division [Administering a Grant](#) page.

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Schedule #12—Demographics and Participants to Be Served with Grant Funds

County-district number or vendor ID: 071-905 Amendment # (for amendments only):

Part 1: Student Demographics of Population To Be Served With Grant Funds. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comment section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program. Response is limited to space provided. Use Arial font, no smaller than 10 point.

Student Category	Student Number	Student Percentage	Comment
Economically disadvantaged	992	86.6%	At Risk Population 53%, Title I school, Less than 1 mile from the U.S. -Mexico Border.
Limited English proficient (LEP)	300	26.2%	High number of recent immigrants
Disciplinary placements	166	14%	
Attendance rate	1084	94.7%	
Annual dropout rate (Gr 9-12)	105	9.2%	

Part 2: Students To Be Served With Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type: Public Open-Enrollment Charter Private Nonprofit Private For Profit Public Institution

Students

PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
										311	286	269	279	1145

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Schedule #13—Needs Assessment

County-district number or vendor ID: 071-905 Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with “need” defined as the difference between current achievement and desired outcome or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. If this application is for a district level grant that will only serve specific campuses, list the name of the campus(es) to be served and why they were selected. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

DEMOGRAPHICS Ysleta ISD has a low socioeconomic status at all campuses; all are Title I schools. The targeted grant campus is Riverside High School. The demographics for this campus are: 97.6% Hispanic; 1.7% White; 0.5 African American; Economically Disadvantaged: 86.6%; Limited English Proficient: 21.6%; At Risk: 53%. RHS has high academic standards and expectations for learning, but limited access to student technology devices, tools, resources and electronic instructional materials. Parents are often unable to make ends meet. Basic necessities may be hard to come by therefore technology access is limited. There is a desperate need for the Tech Lending Program as many students do not have access at home.

USE & ACCESS: A survey of students at Riverside High School was done in January of 2018. Results show a high readiness for embedding more technology both in and out of the instructional day. The data below shows an increase in both daily and weekly use of technology for learning in class for 2016-2017. The use of EIMs shows a definite need for improvement and will be targeted with professional development throughout the grant.

How often do you use tech for learning in class?	Riverside HS	Min. change / year RHS from 2016 - 2017
Daily	33.9%	+5%
Weekly	39.2%	+5%
Monthly	17%	-5%
Once a Semester	4.8%	-5%
Never	5.1%	-5%

2017 YISD ENGAGE ME TEACHER TECHNOLOGY SURVEY DATA: Identified areas of need

- Teacher tech use with students:
- 51% report NEVER using online textbooks/EIMs
 - 58% report NEVER using computer based instruction
 - 39% report NEVER using web-based resources

2017 STUDENT TECH COMPETENCY*

YISD annually utilizes Learning.com’s Student Tech Competency exam to measure digital knowledge and global competencies, which are essential to student success. During May of 2017, all eighth-grade students in the district completed this Technology Applications Texas Essential Knowledge & Skills (TA TEKS) assessment.

The four competencies on this assessment are BELOW BASIC (100-200); BASIC (200-300); PROFICIENT (300-400); and ADVANCED (400-500).

Of the District’s thirteen middle schools, Riverside Middle School (RMS) scored sixth showing slight improvement over the year before, but there is much room for growth. RMS scored 273, which is at the BASIC competency level. As RMS is the feeder campus to Riverside High School and last year’s eighth graders are now freshmen, the Technology Lending Program will support improved student technology competency.

**Data for 2018 is not currently available; the exam window opens in mid April 2018.*

Schedule #13—Needs Assessment (cont.)

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County-district number or vendor ID: 071-905		Amendment # (for amendments only):
Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.		
#	Identified Need	How Implemented Grant Program Would Address
1.	Curriculum redesign and increased use of electronic instructional materials (EIMs) in lieu of traditional print instructional materials	Strategies: Facilitating, planning, sharing of resources, best practices, curriculum, and student/teacher collaboration (online and face-to-face) in PLCs. Focus on EIMs and other digital content.
2.	Technology devices for 24/7 access (Chromebooks) Internet access outside of the instructional day	Provide technology devices (Chromebooks) to allow for 24/7 access. WiFi hotspots for checkout and extended-day library hours (7:30 – 5:00 Monday - Friday).
3.	Student Tech Competency & College Readiness	Integrated use of technology devices, teaching/learning strategies and innovative models of instruction will increase student tech competency. Continual innovation and use of electronic instructional materials will ensure college readiness and global competency.
4.	21 st century teaching and learning opportunities (as measured by student/teacher surveys)	Identify online tools, resources, digital content and digital instructional materials/EIMs appropriate for content instruction. Campus survey will be taken in fall and spring of 2018-2019 and 2019-2020.
5.	Teacher competency	Teachers/administrators will incorporate innovative practices and models to engage and meet the needs of students, thereby increasing their competency and knowledge. PLC planning and modeling Teacher Networking Technology and Content (TNT) Conference and Tech Before Turkey Conference

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Schedule #14—Management Plan

County-district number or vendor ID: 071-905

Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Director of Innovative Learning	Project lead: will coordinate all grant activities; leverage district/campus resources to meet the grant objectives on time; ensure all aspects of the grant, including reporting, are completed in a high quality, collaborative manner; and manage the grant budget.
2.	RHS Principal	RHS Principal will serve as the Campus Lead for the grant. He comes with a vast amount of experience in budget, personnel management, professional development and best practices.
3.	Instructional Specialist	District-level Specialists (three) are experienced in 21 st century skills, innovative/best practices and providing staff development for adult learners. Personalized curriculum and EIMs, digital content creation are hallmarks of their skillset.
4.	Innovative Tech Support	Each campus has an ITS teacher that provides staff development as well as first-line technical support. They are certified educators whose primary role is developing both teacher and student tech proficiencies.
5.	Librarian	The librarian at RHS will be the primary point of contact for check-out/check-in of technology devices. She is a certified teacher with expertise in print/digital materials.

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective	Milestone	Begin Activity	End Activity
1.	Order equipment & make available for <i>Technology Lending Program</i>	1. Order equipment & materials	Upon award	8/01/2018
		2. Receive, add to District inventory & barcode	9/04/2018	9/14/2018
		3. Deliver to campus & add to Library database	9/17/2018	9/25/2018
		4. Prep database with student data (for checkout)	9/04/2018	9/25/2018
		5.		
2.	Professional Development (PD) & collaboration	1. Grant leads: overview/info. on grant goals	5/02/2018	9/01/2018
		2. Announce: Grant award, overview & timelines	5/02/2018	10/31/2018
		3. Basic care and use: Teachers & students	9/25/2018	Ongoing
		4. TNTc/Tech Before Turkey Technology Conferences	11/01/2018	Ongoing
		5. PLC Content & Cross Curricular Planning Partners	11/30/2018	Ongoing
3.	Develop/define curriculum & identify electronic instructional materials (EIMs)	1. Initial identification of EIMs by content /discipline	9/01/2018	Ongoing
		2. Professional learning communities (PLCs)	10/01/2018	Ongoing
		3. Ongoing integration of EIMs	10/31/2018	Ongoing
		4. PD & Use of EIMs & 21 st century practices/skills	10/31/2018	Ongoing
		5.		
4.	Educating Parents/kids responsibility; <i>Tech Lending Agreements</i>	1. Notify parents (print, phone call-outs, website)	Upon Award	Ongoing
		2. Sign <i>Technology Lending Agreements</i> (annually)	8/15/2018	Ongoing
		3. Tech Lending program parent night	9/01/2018	Ongoing
		4. Ongoing education / FAQs (callouts; website)	11/14/2018	Ongoing
		5.		
5.	Surveys & Exams; Gather data	1. RHS Teacher Tech survey (bi-annually)	10/31/2018	Biannually
		2. RHS Student Tech Survey (bi-annually)	10/31/2018	Biannually
		3. Track number of devices checked-out (quarterly)	10/01/2018	Quarterly
		4. YISD Engage Me - Teacher Tech Survey (annually)	4/31/2019	Annually
		5. Gather data on student attendance and academics	10/01/2018	Quarterly

Unless pre-award costs are specifically approved by TEA, grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.

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Schedule #14—Management Plan (cont.)

County-district number or vendor ID: 071-905

Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Grant leads will implement proven forms of communication, collaboration and continuous improvement. Grant leads will meet a minimum of once a month to review milestones, timelines, data and successes/challenges. If and when areas of concern are identified, grant leads will convene, review data and other information to determine necessary action steps collaboratively.

District practices require that all campuses/departments develop a yearly plan with goals outlining objectives and strategies for attaining these goals. These plans have built-in requirements for improvement in all areas of teaching & learning. These action plans, called Campus Improvement Plans (CIP) are aligned with the District Improvement Plan (DIP). They serve as roadmaps for continuous improvement. All plans include monitoring dates for each strategy as well as formative and summative evaluations. The evaluations allow for progress monitoring and adjustments as needed throughout the year.

Meetings and other communications maintain continuity of purpose. Communication with all teachers and staff will be done frequently via: email, face-to-face and on line. Weekly staff meetings occur regularly at RHS. The district uses the Google Suite and Office 365, which include multiple online tools for sharing, planning and collaboration. Google Hangouts and Skype are used for video conferencing, and Google Drive/Teams for collaboration.

Grant leads will share Technology Lending Grant updates with the community as follows. The District provides multiple avenues for communication with campus administrators, parents, and the community. The district website (<http://www.yisd.net>) and social media (Facebook and Twitter) provide important news and updates daily. Administrators receive a weekly memo from the superintendent that includes upcoming events, updates, and expectations. Parents have access to the Home Access Center where they monitor student grades and attendance. They are invited to attend parent meetings biannually. The superintendent holds community meetings yearly at each high school campus. Monthly newsletters are generated by the Public Relations Department and provided to the public.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Ongoing/Existing Efforts that are Similar to this Project: Riverside High School (RHS), has had a successful technology-lending project which has been in place for seven years. RHS has a bank of 33 laptops for checkout for all 1,145 students. While the current program has only 33 computers, the infrastructure easily allows for the increase in technology provided via the support of the Texas Education Agency, through the Tech Lending Grant. The students and teachers utilize and have developed innovative teaching and learning practices. Teachers utilize electronic instructional materials (EIMs) and other digital devices and tools, though data currently shows that there's room for growth in this area. Teacher – student collaboration, sharing and communication 24/7 is facilitated via an online learning portal (Google Classroom). Homework assignments, content, assessments, shared resources, communication and more are also facilitated via Google Classroom. Teacher-leaders at RHS identify best practices and share learning during teacher-led, weekly staff development.

- 24/7 access to and use of tablets, Internet access and EIMs to transform learning;
- Faculty master learners expertly guide students through difficult and complex tasks;
- Innovative and rigorous curriculum designed to leverage technology; and
- Learning as a personal experience for every student.

Over the last three years, YISD has provided devices for 24/7 access to third through eighth grade students across the district. This has resulted in processes, procedures and protocol for management, distribution and support district wide. This will inform the Tech Lending program and processes at Riverside HS.

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Schedule #15—Project Evaluation

County-district number or vendor ID: 071-905 | Amendment # (for amendments only):

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process	Associated Indicator of Accomplishment	
1.	Track # of students checking out laptops Track attendance and academics	1.	Devices will be checked out 90% of the time.
		2.	Improved attendance and academics for participating students.
		3.	
2.	Teacher/Student Walkthroughs & Feedback	1.	Walkthroughs of classrooms show increased use of EIMs
		2.	Informal discussions/visits with teacher & student teams (a minimum of once per semester) demonstrate increased use of EIMs
		3.	
3.	Ysleta ISD Engage Me Teacher Technology Survey data improvement over 2 years	1.	Baseline survey date: Spring 2018
		2.	Show a 10% increase in online collaboration based on the teacher survey
		3.	Show a 10% increase in use of online courses/tutorials.
4.	RHS Student Tech Survey	1.	Baseline data: Spring 2018
		2.	Spring 2019 shows a 10% increase
		3.	
5.	RHS Teacher Tech Survey	1.	Baseline survey data: Spring of 2018
		2.	Year-1 End of Year: Spring 2019 shows a 10% increase
		3.	Year-2 End of Year: Spring 2020 shows a 10% increase

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

PROCESSES FOR COLLECTING DATA:

- Student device checkout (laptops): Will be tracked by the librarian using the Ysleta ISD Student Issued Device portal and the TLC circulation system. Reports will be run quarterly.
- Provide data on academic progress (STAAR EOC) and attendance for students that check out devices (Spring 2019)
- Administrative walkthrough data collected via online instrument (Eduphoria)
- Ysleta ISD Engage Me Teacher Technology Survey: Completed annually online via the Ysleta ISD Engage Me site
- RHS Student Tech Survey: Baseline survey data will be collected in of 2018; completed biannually online starting in fall of 2018
- RHS Teacher Tech Survey: Baseline survey data will be collected in spring of 2018; completed biannually online starting in fall of 2018

IDENTIFYING AND RESOLVING PROBLEMS

Grant leads will meet a minimum of once a month to review data and information. Leads will review milestones, timelines, project delivery successes and challenges. Identified problems will be reviewed, discussed and resolved through the Professional Learning Community.

Updates/revisions/corrections will be communicated with all students, teachers, parents and staff. Grant progress will be discussed at weekly staff meetings that take place at the grant campus. Face to face meetings and digital media (email, grant website, online meetings, social media, etc.) will be utilized to disseminate information in a timely manner. This is in addition to electronic/print communications to students and parents.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 071-905

Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe the availability of existing equipment to students in the LEA and other funding available for the purchase of student technology devices. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Availability of Existing Equipment

RHS has five land-locked computer labs for student use during the instructional day. The grant will enable Riverside to enhance the existing, though limited, technology-lending program. RHS currently has 33 devices for 1145 students (only enough check-out devices for 3% of the RHS population). There is great demand for these aging laptops, especially for students enrolled in El Paso Community College Dual Credit courses, classes utilizing Google Classroom for instruction and to access electronic instructional materials. RHS has been very judicious with its budget in purchasing student devices. The existing devices were purchased with Local and Title I (Federal) funds. There are infinite needs and limited financial resources. Enrollment is in decline resulting in fewer budget dollars.

YISD will supplement the use of the following at NO COST to the grant:

- **Library online database:** will be used to track devices; check out/check-in laptop devices; verify that a signed *Technology Lending Agreement* is in place; verify that a signed Acceptable Use Policy (AUP) is in place.
- **Campus Professional Support:** will provide instructional best practices for their use of electronic instructional materials, staff development, modeling, leadership and classroom management in a fully connected classroom.
- **Campus Implementation Support:** will provide implementation best practices with procedures and processes such as mobile device management for users, applications, loss/theft, and a template for the *Technology Lending Agreement*.
- **Technology Integration professional development and support:** The district has three Instructional Specialists in the Department of Innovative Learning that support the implementation of the Technology Application TEKS and, specifically, technology integration.
- **Technical support:** Each campus has a Innovative Technology Support (ITS) teacher to provide technical and instructional support. The District has network technicians and Help Desk personnel to provide technical assistance on the phone.
- **Grant Leads:** The Director of Innovative Learning, RHS principal and librarian will spend many hours planning, implementing and evaluating grant strategies.

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Schedule #17—Responses to TEA Program Requirements	
County-district number or vendor ID: 071-905	Amendment # (for amendments only):
TEA Program Requirement 1: Describe how the technology lending program aligns with the existing mission and goals for the LEA. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.	
<p>ALIGNMENT WITH EXISTING MISSION AND GOALS The Technology Lending Program aligns well with the YISD mission and goals (both the YISD Technology Plan and Vision 2020 Strategic Plan). Each of these guiding documents focuses on preparing students for academic success. This includes ensuring that they are globally competitive, college/career ready and possess 21st century skills. We must provide students with digital skills, tools and resources that are integral to all aspects of their academic, personal and professional lives. The Technology Lending Program will allow expanded access to those with the highest need and the most limited technology resources, and will allow RHS students to compete, excel and exceed academically.</p> <p>YISD Mission Statement All students who enroll in our schools will graduate from high school, fluent in two or more languages, prepared and inspired to continue their education in a four year college, university or institution of higher education so that they become successful citizens in their community.</p> <p>YISD Vision 2020 District Strategic Plan Embedded in the strategic plan is the expectation of Service Excellence: Safety, Courtesy, Innovation and Accountability. Together these four elements provide a solid foundation for YISD to accomplish its mission: “We deliver excellence through innovative educational experiences in a safe and nurturing environment.” In particular the pillar of Innovation aligns with the Technology Lending Program. The Innovation pillar states, “ We will provide real-world experiences through current and relevant approaches that enrich students’ lives”. http://bit.ly/yisdstratplan</p> <p>YISD School Board Goal 1 YISD will increase student performance in all assessed areas to ensure that all students are provided the opportunity to graduate college and career ready.</p> <p>YISD Technology Plan The Districts’ vision of comprehensive education that will prepare students to become successful adults is outlined in the YISD Strategic Technology Plan. The plan was adopted by the board of trustees and is the avenue to ensure students receive a 21st century education that enables them to compete in an advanced global society. The plan outlines goals for student mastery and teacher use of the technology applications TEKS (TA TEKS). The plan states that students must be prepared for today’s college/career environment, where technology is integral to all aspects of life. Access to digital tools and online resources, such as EIMs is outlined in the plan, emphasizing the importance of maintaining standards for equipment, ensuring that students are able to access and use resources online, communicating/collaborating, and mastering information literacy skills. The <i>Technology Lending Program</i> grant will ensure that RHS students will be globally competitive with their peers across the state, nation and the world. http://bit.ly/yisdtechplan0916</p>	

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 071-905

Amendment # (for amendments only):

TEA Program Requirement 2: Describe a plan for providing internet access to student residences, residential centers, and/or on the buses that transport students (for whom a single ride lasts, on average, at least an hour) with the highest need for off-campus internet access. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

ENSURING ACCESS The percentage of Economically Disadvantaged students at Riverside HS is 86.6%, showing high need. Five mobile hotspots will also be available for residential access via checkout. An informal survey conducted in April of 2018 at RHS determined that just over 12% of students did NOT have any access to the Internet from home. Using this data, it is determined that five hot spots would provide students with needed access. A two week checkout of hot-spots will be the standard time frame allowed. In order to ensure equitable access to the hotspots, a waiting list will be developed and checkout timeframe will be adjusted as needed. Checkout will be tracked and, should demand far outweigh supply, the campus will commit to reallocate district funding to provide additional hot spots for student check out.

When parents sign the technology lending agreement, those without Internet access at home will indicate this information on the form. The online library database will have a field for this information and students will be flagged in the system to ensure that mobile hot spots are available for their use. Currently, students who use school bus transportation are on board for no more than 30 minutes. Therefore, the only Ysleta ISD buses that currently have Internet access are those reserved for out-of-town travel. Access to the Internet on the District-provided mobile hotspots will be filtered, as required by the Children’s Internet Protection Act (CIPA).

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 071-905	Amendment # (for amendments only):
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TEA Program Requirement 3: Describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

PROGRAM ALIGNMENT TO CURRICULUM, INSTRUCTION AND PRACTICES

The Ysleta Independent School District has strong, aligned content for teachers online, available 24/7 internally to YISD educators (TEKS Resource System or TRS). The TEKS Resource System paired with the Technology Application TEKS and International Society for Technology in Education ISTE standards will be blended to provide the foundation for this innovative program. Students and teachers will have access to the most relevant and current information. The use of these tools allows for alignment of curriculum and instruction to the TEKS standards. Teachers and students are focused on college and career readiness and will leverage the 24/7 access to innovative devices and Internet.

The strong content and standards together with the use of EIMs as outlined in TEA requirement 4 below, will improve 21st century skill development. Technology devices and Internet access are perfect vehicles for rigor and depth required in today's connected world. The Technology Lending Program aligns these standards. Classroom management and practices at RHS have been adapted to allow for ready access and use of the devices. RHS has a Bring Your Own Device (BYOD) system already in place, mainly for smart phones. Students are aware of classroom expectations concerning technology and its use. In addition, parents will sign the Ysleta ISD Technology Lending Agreement on line every school year. District policies and procedures concerning laptop lending are provided with the e-agreement. These practices will be adapted for use at RHS.

TEA Program Requirement 4: Describe how the applicant is using digital instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

USE of ELECTRONIC INSTRUCTIONAL MATERIALS

In a survey administered in spring 2018, RHS teachers reported utilizing electronic instructional materials in many core and elective courses. These include: digital adopted instructional materials, open source resources, software simulations, eBooks, websites, supplemental e-resources, web 2.0 applications, test prep and more. All students/teachers at RHS utilize Google Classroom as an online tool for course communication, collaboration and assessment. Students utilize EIMs throughout many courses. Students are creators, not just consumers of content. The campus has made the use of EIMs and supplemental e-resources the norm for both teachers and students. Communication, collaboration and support structures, the current acquisition of successful practices, policies, and strategies will continue through professional development.

Instructors at RHS are constantly learning the most innovative and effective teaching strategies. During direct instruction, which occurs in 47 minute blocks every day, teachers are aware of the challenges of engaging the attention span of high school students. The instructional time is broken into manageable "chunks" of instruction, activities, and assessment. Technology plays an integral part of instruction at RHS and allows us to meet the different learning styles of our students. For example, utilization of the outstanding Ysleta ISD instructional portal, Clever. Clever contains a wealth of digital resources, such as TexQuest, Code.org, Kahn Academy, and Newsela that only requires a single login for access to high quality digital resources that can be utilized in any of the four core academic areas. These digital resources can be adapted for differing learning and teaching styles. As technology evolves, the emphasis on digital instruction at Riverside HS will adapt to keep pace. Despite budget challenges, we will meet the needs of all RHS students. The Tech Lending grant will provide the devices and connectivity to extend the use of EIMs beyond the instructional day.

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 071-905	Amendment # (for amendments only):
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TEA Program Requirement 5: Describe how the infrastructure and technical support is adequate to support students' anticipated use of devices through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

ADEQUATE INFRASTRUCTURE: YISD has a strong technical infrastructure in place for support. While on campus, students have access to a robust network. The District provides 1Gb connections, both wired and wireless (802.11g/n/ac) Internet service for students, teachers and staff at all locations. The District's Internet provides 10 Gb of throughput.

The dedicated Innovative Technology Support teacher (ITS) at RHS will provide first-line technical and instructional support for the campus. ITS teachers are certified teachers that provide curricular and instructional support, just in time assistance, as well as minor troubleshooting. The librarian, who collaborates closely with the ITS teacher will also be available for check in/check out distribution throughout the school year, minor troubleshooting and provides instruction to students pertaining to digital resources. The RHS Library has invested in desktop and tripod style charging stations for digital devices this year, in order to accommodate the increased use of smart phones due to RHS' Bring Your Own Device (BYOD) initiative. The charging stations have been heavily utilized by individual library patrons and by the classes scheduled in the library. Student feedback concerning the charging stations has been overwhelmingly positive and student use has been tremendous. The use of smart phones for BYOD has proven helpful however, productivity is limited. The Technology Lending grant opportunity is a much-needed next step.

The Technology information Systems Department's network services technicians as well as the Help Desk staff will provide all other technical support to ensure seamless, robust connectivity and device management. YISD will use Google's Account Management System to manage accounts and distribute applications to Chromebooks in a few clicks. Chromebooks are cloud devices which require little to no support and have proven to be wonderful tools for 24/7 learning. Many more students will be served for the investment. Chromebooks have been proven to enhance student engagement and efficiency. They have a great return on investment (cost approximately \$200 per device).

PROFESSIONAL DEVELOPMENT:

Initial professional development will be completed by December 2018 with ongoing opportunities, both face to face and virtually. Identified sessions include:

- Overview/information on the grant goals and strategies (Window of May 1, 2018 – September 1, 2018)
- Grant announcement and meeting to set expectations and share timelines (Upon award, May – Oct. 2018)
- RHS area teachers to receive training on innovative technology uses and EIMs in action during Tech Before Turkey Technology Conference, Teachers Networking Technology & Content Conference (TNTc) (November annually)
- Laptop training sessions – basic care and use for teachers and students (August - September – ongoing)
- Tech Lending Program Parent Night at RHS (September 1, 2018 – ongoing)
- PLC meetings for teachers from RHS (October 1, 2018 – ongoing)

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Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 071-905	Amendment # (for amendments only):
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TEA Program Requirement 6: Describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will oversee the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

CHECK-OUT AND CHECK-IN PROCESSES

Individual *Technology Lending Program* devices (Chromebooks and mobile hotspots) will be listed in the library circulation system as well as the District asset management database. Librarians will conduct the day-to-day check-in and checkout of the Chromebooks and mobile hotspots in the library. The Innovative Technology Support teacher is the secondary point of contact for inventory, but the primary point of contact for management, troubleshooting and support. Devices will be limited to RHS students who have a digital Technology Lending Agreement on file. Mobile hotspots will be checked out and managed by the librarian and inventory will follow the same processes as listed above. In cases of competing need, the library has systems in place to ensure all students requesting devices are able to either check out a device or will be placed on a waiting list so that they may have access to a device in a timely manner.

MAINTENANCE OF EQUIPMENT

Technology Lending Program devices will be maintained and managed in the library. The single point of contact will ensure that all devices are inspected upon check-out and check-in. Devices will be tagged for inventory, updated, charged and locked in a secure area. Devices will be ready for student checkout with little to no downtime between users. Chromebooks are cloud devices that require minimal maintenance. Protective Chromebook sleeves will be ordered to increase the safety of the device. In addition, the Innovative Technology Support teacher and the librarian have experience in laptop lending, inventory, and maintenance. Ysleta ISD is in its third year of device deployment in grades 3-8, therefore protocol, policies, and procedures are firmly in place and will be mirrored at Riverside High School.

TEA Program Requirement 7: Describe how technology lending equipment will be accounted for per local policy, including providing insurance, if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

ACCOUNTING FOR TECHNOLOGY LENDING EQUIPMENT

Upon receipt of technology lending equipment, each device will be placed in the YISD inventory database. Devices (Chromebooks and mobile hotspots) will have the following affixed to them: 1) YISD Asset tag/barcode, and 2) Library database barcode. The data for each device, including the serial number and make/model/cost will be entered in the District's Asset management database and accounted for according to Policy CFB. Policy does not require insurance for these devices. Total cost of ownership studies at the District have shown that it is more cost effective to replace lost or damaged devices, rather than to insure them. Parents will sign the *Technology Lending Agreement* agreeing to be responsible for lost/damaged devices (TEC§31.104). The library database will be a secondary system for accounting/inventory. Each device's unique identifier will also be used in the library database for secondary inventory purposes. Should a device be lost/stolen or damaged, the librarian will notify the ITS teacher, campus administrator and/or District staff. Processes as outlined in the *Technology Lending Agreement* will be followed.

The RHS library will be the dedicated, secure location for student devices. This location is open extended hours daily from 7:30 a.m. – 5:00 p.m. to accommodate students. The standard YISD processes, procedures and responsibilities in place will protect these assets.

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Changes on this page have been confirmed with: _____ Via telephone/fax/email (circle as appropriate)	On this date: _____ By TEA staff person:
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