

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	<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED TEXAS EDUCATION AGENCY DOCUMENT CONTROL CENTER GRANTS ADMINISTRATION FEB 06 2018 11:04 AM Place date stamp here </div>
Application deadline:	5:00 p.m. Central Time, February 6, 2018	
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: Document Control Center, Grants Administration Division Texas Education Agency, 1701 North Congress Ave. Austin, TX 78701-1494	
Contact information:	Kathy Ferguson: techlending@tea.texas.gov; (512) 463-9087	

Schedule #1--General Information

Part 1: Applicant Information			
Organization name	County-District #	Amendment #	
Brady ISD	160-901		
Vendor ID #	ESC Region #		
74-6000386	15		
Mailing address	City	State	ZIP Code
1003 W. 11th	Brady	TX	76825
Primary Contact			
First name	M.I.	Last name	Title
Duane		Limbaugh	Superintendent
Telephone #	Email address		FAX #
325-597-2301	dlimbaugh@bradyisd.org		325-597-3984
Secondary Contact			
First name	M.I.	Last name	Title
Michael		Tarr	Technology Director
Telephone #	Email address		FAX #
325-597-2301	mtarr@bradyisd.org		325-597-3984
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
Duane		Limbaugh	Superintendent
Telephone #	Email address		FAX #
325-597-2301	dlimbaugh@bradyisd.org		325-597-3984

Signature (blue ink preferred)

Date signed

1/24/18

Only the legally responsible party may sign this application.

701-18-103-146

Schedule #1—General Information

County-district number or vendor ID: 160-901 | 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	<input type="checkbox"/>
9	Supplies and Materials (6300)	Important	<input type="checkbox"/>
10	Other Operating Costs (6400)	Note For	<input type="checkbox"/>
11	Capital Outlay (6600)	Competitive	<input type="checkbox"/>
		Grants*	<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.**

For TEA Use Only

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

Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 160-901

Amendment # (for amendments only):

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</u> for this grant.
<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.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 160-901

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

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #5—Program Executive Summary

County-district number or vendor ID: 160-901	Amendment # (for amendments only):
--	------------------------------------

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.

Brady Middle School will be served with these funds.

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.

Overview of Program The center-piece of this project is a technology lending program for Brady ISD (BISD), a small, rural district, with large percentages of economically disadvantaged, at-risk and highly-mobile students who have limited access to technology at home. BISD is requesting grant funds to implement the first-ever technology lending program to benefit 6th-8th grade students. *The goal of this project is to provide the 6th –8th graders, particularly economically disadvantaged students, at-risk and highly-moble students with extended-learning opportunities 24 hours a day, 7 days a week as part of a 21st century learning environment.* This goal directly relates to the overall goal of BISD, which is to *promote innovation and educational excellence.* It is also relates to the districts' goal of *engaging each and every student through the use technology and extended learning opportunities.*

Budget A comprehensive budget in the amount of \$50,000 was developed to meet the needs of the middle school students. Laptops with carrying cases will be purchased for the first-ever 6th-8th grade lending program because laptops are a user-friendly technology tool, age-appropriate for middle-school learners, durable to take home, and affordable. The students will use laptops, online digital instructional materials that are aligned with TEKS and STAAR, and Internet on a daily basis for: 1) differentiated instruction for the diverse learners, as some students need academic acceleration or remediation on a daily basis; 2) project-based learning; 3) to build technology literacy; and 4) develop a solid foundation in the core curriculum areas of math, science, reading, and ELA in order to reach challenging academic standards. The district will purchase wireless routers and a data plan so the students can use the laptops at home for on-demand, anytime, anywhere extended learning. The online instructional materials and the Internet can help students reinforce the skills taught during the school day.

Demographics Geographically, BISD is the heart of the small, rural, Central Texas community of Brady. Brady is so small there is no Sylvan Learning Center or Boys or Girls Club within the community or nearby. Most community events take place at BISD. The district serves approximately 1,212 students in grades PreK-12 among 3 campuses, all of which are Title 1 campuses. Ethnically, 48% of the students enrolled are White and 46% are Hispanic. Financially, BISD operates with VERY limited financial resources. A large portion of the school district revenue comes from property taxes and most property in Brady is agricultural exempt. As a result, the property value is reduced and fewer tax dollars are collected by the school district. The district also receives limited Instructional Materials Allotment and Title II Part D funding for technology and must allocate this money to equipment repairs and upgrades. Few dollars are available for new technology or software purchases **THUS SEVERELY LIMITING STUDENTS' ACCESS TO TECHNOLOGY.** Academically, the PreK-12 students have many challenges to overcome as an overwhelming 65% are economically disadvantaged, 34% are identified as at-risk, and 4.2% are English Language Learners. These economically disadvantaged, at-risk and highly-mobile students are low performers on state assessment tests when you compare their scores to the general population. Furthermore, not all of the 6th-8th grade students have Internet at home.

Needs Assessment Process Planning for this project involved a comprehensive needs assessment process led by the Technology Leadership Team (TLT). They reviewed K-12 student data, the district and campus technology infrastructure, and professional development data. They used the data to pinpoint strengths and weakness, identify specific needs as well as prioritize campuses, subject areas and grade levels AND develop the project goals, activities and budget.

Management Plan The Superintendent will have final oversight and decision-making over the program. He will meet with the principal, technology director, and business manager on a regular basis to ensure the project is being implemented on-time and within budget. The Campus Principal will serve as the Project Manager and will conduct classroom observations and review lesson plans to ensure teachers are integrating the laptops, online educational curriculum, Educational Apps, and the Internet into the instructional process. The Technology Director will purchase

For TEA Use Only

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

Schedule #5—Program Executive Summary (cont.)

County-district number or vendor ID: 160-901

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.

laptops, carrying case and data plan. He will ensure all digital educational materials and resources are accessible at school and on the new laptops. He will ensure the laptops are interoperable with other technology components in the classroom, throughout the middle school campus, and will ensure students have Internet access while at home. He will manage the local WiFi network, be responsible for maintaining and accounting for all equipment, and provide the teachers and students with ongoing technical and pedagogical support. The Business Manager will be responsible for the financial management of the grant. She will maintain all financial records according to local and TEA guidelines. The Technology Leadership Team (district and campus administrators, teachers, parents, community members) will conduct the project evaluation.

Evaluation The Technology Leadership Team will collect qualitative and quantitative data to determine the extent to which the activities of the project are being implemented as planned; how effective the activities are in meeting the stated goals and objectives; and what impact the lending project is having on the program participants. Based upon the data collected, they will make recommendations to the BISD lending project.

Statutory Requirement This grant application addresses the 1 statutory requirement of how Brady will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Specifically, Brady ISD will use grant funds to purchase laptops to implement the first-ever technology lending program. The laptops will be available during the school day and to check-out for home use to access the Internet and electronic instructional materials so students can access a digital rich online learning format to engage in project-based and enrichment learning.

TEA Requirements The Brady Middle School Lending Program also adheres to the 7 TEA requirements (further noted in **bold**) specifically, the **goal** of the project is to advance student-centered learning in a digitally rich environment with **priority** focused on grades 6-8. The use of laptops and a take home lending program will **align** with the online curriculum, the technology-driven instruction, and a 21st century classroom management. The students will use the laptops to access core and supplemental curriculum **electronic instructional materials**. The campus has a robust **technology infrastructure** including a local area network with Cat 5 wiring, hubs, switches and routers and a direct connection to the Internet. The entire campus including the library, common areas, classrooms and offices are Internet-ready through wired connections and numerous wireless access points (WiFi). The laptops will come equipped with WiFi and **Internet Access** so students can have on-demand access while at home. The Technology Director will provide ongoing **tech support** to both the teachers and students. He will teach them how to use the laptops, will troubleshoot, and keep the devices in proper working condition with up-to-date operating software and to ensure students do not visit inappropriate websites. The classroom teachers will be responsible for **checking-out and checking-in the devices**. The Technology Director will adhere to district policies to **account for the technology**. Finally, students and their parents/guardian must sign a Technology Lending Agreement, which also must verify that students receiving Internet Access at home have demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications TEKS. It's important to note that Brady is **committed** to a technology lending program now and in the future. Through federal, state and local funding, Brady ISD will expand the technology lending program to other campuses.

Priorities for Funding This project meets the following priorities for funding: Brady School has not previously received funding from either of the prior Technology Lending Program grants and is therefore eligible to receive 10 priority points.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #6—Program Budget Summary					
County-district number or vendor ID: 160-901			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	\$0	\$2,300
Schedule #9	Supplies and Materials (6300)	6300	\$	\$0	\$
Schedule #10	Other Operating Costs (6400)	6400	\$0	\$0	\$0
Schedule #11	Capital Outlay (6600)	6600	\$47,700	\$0	\$47,700
Total direct costs:			\$50,000	\$0	\$50,000
Percentage% indirect costs (see note):			N/A	\$0	\$50,000
Grand total of budgeted costs (add all entries in each column):			\$50,000	\$0	\$50,000
Administrative Cost Calculation					
Enter the total grant amount requested:					\$50,000
Percentage limit on administrative costs established for the program (15%):					× .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:					\$7,500

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.

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

Schedule #8—Professional and Contracted Services (6200)		
County-district number or vendor ID: 160-901		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	Internet – Router, 3G/4G Service, Home Internet	\$2,300
2		\$
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		\$
13		\$
14		\$
a. Subtotal of professional and contracted services:		\$
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.

For TEA Use Only

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

Schedule #9—Supplies and Materials (6300)		
County-District Number or Vendor ID: 160-901		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:	\$
Grand total:		\$0

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

For TEA Use Only

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

Schedule #10—Other Operating Costs (6400)		
County-District Number or Vendor ID: 160-901		Amendment number (for amendments only):
Expense Item Description		Grant Amount Budgeted
6400	Operating costs that do not require specific approval:	\$
Grand total:		\$0

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.

For TEA Use Only

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

Schedule #11—Capital Outlay (6600)				
County-District Number or Vendor ID: 160-901			Amendment number (for amendments only):	
#	Description and Purpose	Quantity	Unit Cost	Grant Amount Budgeted
66XX—Computing Devices, capitalized				
1	Laptops for use at school and home check-out	106	\$450	\$47,700
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:				\$47,700

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

For TEA Use Only

Changes on this page have been confirmed with:

Via telephone/fax/email (circle as appropriate)

On this date:

By TEA staff person:

Schedule #12—Demographics and Participants to Be Served with Grant Funds														
County-district number or vendor ID: 160-901										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	169	63%	63% economically disadvantaged exceeds the State percentage of 59% economically disadvantaged											
Limited English proficient (LEP)	110	4.1%	53% of the 6 th -8 th graders are identified as at-risk											
Disciplinary placements	45	1.7%	15.7% mobility rate among the 6 th -8 th graders											
Attendance rate	NA	97%												
Annual dropout rate (Gr 9-12)	NA	0%												
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: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Open-Enrollment Charter <input type="checkbox"/> Private Nonprofit <input type="checkbox"/> Private For Profit <input type="checkbox"/> Public Institution														
Students														
PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
							88	86	95					269

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

Schedule #13—Needs Assessment

County-district number or vendor ID: 160-901

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.

Needs Assessment Planning for the BISD lending project for 6th – 8th grade involved a comprehensive needs assessment process led by the Technology Leadership Team (TLT). They reviewed K-12 student data, the district and campus technology infrastructure, and professional development data. They used the data to pinpoint strengths and weakness, identify specific needs as well as prioritize campuses, subject areas, and grade levels. The needs assessment process was also used to develop the project goals, activities, and the budget.

In evaluating K-12 student demographics and student academic performance using the 2016-17 Texas Academic Performance Report from the TEA website, the TLT identified that among K-12, 6th-8th graders have overwhelming percentages of economically disadvantaged, at-risk, and highly-mobile students. Furthermore, these students are also low performers on STAAR assessments as their average passing rate range from 64% to 67%. In reviewing the Technology Application TEKS, the TLT also found that not all of the 6th-8th graders are proficient in the Technology Applications TEKS.

In evaluating the technology infrastructure, the TLT also determined technology is in place at all 3 campuses and classrooms. All campuses have a robust technology infrastructure including a local area network with Cat 5 wiring, hubs, switches and routers and 20 MB Internet. The entire campuses including the library, common areas, classrooms and offices are Internet-ready through wired connections and numerous wireless access points. Digital instructional materials have been adopted for all of the core courses. Unfortunately the TLT identified there are no handheld devices available for home use.

In evaluating the professional development, the TLT noted that ALL K-12 teachers have participated in professional development activities that support teachers’ knowledge, skills and capacity to fully integrate advanced technologies into curricula and instruction and use those technologies on a daily basis to 1) create new learning environments, 2) access and retrieve Internet-based learning resources to develop curricula and instructional materials; 3) teach effectively in the online environment; and 4) lead to improvements in the classroom instruction in the core academic subjects that effectively prepare students to meet challenging State academic content standards including increasing student technology literacy and student academic standards.

In evaluating the subject areas to target, *research indicates that students need a strong educational foundation in the four core curriculum areas of math, science, reading, and ELA.* In addition students have access to newly adopted digital core curriculum in which to build strong background knowledge and skills. For those reasons, Brady has chosen to target the four core curriculums.

Campus to be Served With the small number of students enrolled in the middle school campus, the alarming demographic data, along with the academic and technological discrepancies that exist at the middle school campus, *the TLT recommended the Brady administrators move forward with developing an application for the middle school campus.* The middle school campus will serve as the first-ever BISD campus with a technology lending program. The hope is to replicate the lending program at the other two campuses in the future.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #13—Needs Assessment (cont.)

County-district number or vendor ID: 160-901

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.	Need handheld technology devices as an educational tool to address large percentages of middle school students who are economically disadvantaged, at-risk, highly-mobile and low performers on assessments.	Technology Lending Program (TLP) grant will address the need to provide BISD with the financial resources to purchase laptops for the middle school students to use at school and as part of a home-lending program to improve students' academic achievement and technology literacy as measured by assessments.
2.	Need for 6 th -8 th grade students to have an opportunity to checkout handheld technology devices for on-demand access to digital electronic materials as part of new and extended 24/7 learning opportunities.	TLP funds will address the need for to purchase laptops for 6 th -8 th grade students, including economically disadvantaged, at-risk, and highly-mobile students to check for on-demand access to digital instructional materials while at home.
3.	Need for handheld devices to access the Internet while at home.	The laptops will come equipped with access to the Internet so students can access the Internet while at home.
4.	Need to build a strong background knowledge in the core curriculum areas in 6 th -8 th grade so ALL students, regardless of their socio-economic status can possess the knowledge and skills necessary to excel in the rigorous core courses and assessments as they progress from grade to grade.	Instruction and curriculum will combine laptops with TEKS aligned technology-based supplemental curriculum to improve student achievement among all students including those in subgroups (economically disadvantaged, at-risk, and highly-mobile) in the core content areas as measured by benchmark and state assessments.
5.	Need to increase the number of students who demonstrate proficiency on the Technology Applications TEKS for their grade level.	Laptops combined with TEKS aligned technology-based curriculum will allow for: <ul style="list-style-type: none"> • greater levels of student interest, inquiry, analysis, collaboration, creativity, and content production; and • students demonstrating proficiency on the Technology Applications TEKS

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #14—Management Plan

County-district number or vendor ID: 160-901 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.	District-Level Coordinator	The Superintendent, Mr. Limbaugh, is a highly-educated and well-qualified leader who brings 19 years of educational experience to the project. He was a classroom teacher for 6 years; a principal for 8 years; and Superintendent for the past 5 years. Mr. Limbaugh's credentials include a mid-management and superintendent certificate.
2.	Project Director	The Principal, Mrs. Moore, will serve as the Project Director. She has 17 years of experience as a classroom teacher and 10 years experience as a Principal. She possesses a teaching certificate and mid-management certificate. Her experience in implementing educational programs will be an asset to this project.
3.	Technology Director	Mr. Tarr has almost 4 years experience as a Technology Director. He also has IT business experience. His technical expertise and educational background will be beneficial to this project.
4.	Business Manager	The Business Manager has successfully managed numerous Federal and State grants on-time, within budget, and according to fidelity. Her experience with grants will be invaluable to the project.

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.	Project Management	1. Ensure all laptop policies and procedures are in place.	05/01/2018	05/30/2018
		2. Spend 100% of grant funds	05/01/2018	08/30/2019
		3. Provide BISD School Board with grant reports	05/01/2018	08/30/2019
		4. File budget amendments and reports with TEA	05/01/2018	08/30/2019
2.	Laptop Implementation	1. Order 106 student laptops with WiFi capabilities, 3G/4G data plan and wireless routers	05/01/2018	08/30/2019
		2. Student use laptops to access core, supplemental digital instructional materials and the Internet	05/01/2018	08/30/2019
3.	Extended Learning Opportunities	1. Students checkout laptops from librarian for home use to access core and supplemental digital instructional materials and the Internet	05/01/2018	08/30/2019
4.	Extended Learning Opportunities	1. # and % of students who checked out Laptops	05/01/2018	08/30/2019
		2. # and % of economically disadvantaged, at-risk and highly-mobile students participating in the lending program	05/01/2018	08/30/2019
		3. # and % of economically disadvantaged students who had access to the Internet at home	05/01/2018	08/30/2019
		4. Move closer to 1:1 ratio of laptops to students	05/01/2018	08/30/2019
		5. Number and names of courses using digital content	05/01/2018	08/30/2019
5.		6. Titles of digital materials used within courses as part of the technology lending program.	05/01/2018	08/30/2019
		7. # and % of teachers who leveraged electronic instructional materials	05/01/2018	08/30/2019
		8. # and % of participating students who are proficient on the Technology Applications (TEKS)	05/01/2018	08/30/2019

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.

For TEA Use Only

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

Schedule #14—Management Plan (cont.)

County-district number or vendor ID: 160-901

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.

The Technology Leadership Team will meet monthly to determine the extent to which the lending program activities are being implemented as planned; how effective the activities are in meeting the stated goals and objectives; and what impact the project is having on the 6th – 8th grade participants. As part of the evaluation process, the Team will continuously:

- 1) Solicit feedback.
- 2) Monitor the extent to which activities of the project were implemented as planned.
- 3) Assess the effectiveness of the activities in achieving the goals and objectives of the project and in meeting performance measurements.
- 4) Monitor and assess the impact of the project activities on all participants.
- 5) Extent to which the performance targets were met.
- 6) Provide ongoing monitoring which leads to reflective thinking, program change and continuous improvement.

All BISD policies and procedures will be reviewed to ensure successful implementation of the middle school lending project. All can and will be changed based upon the findings of student data. The Team will make adjustments to the program activities, curriculum, instruction, assessments, facilities, technology, professional development, budgeting and parent involvement as needed based on student data. All changes made at Team meetings will be communicated to the teachers at monthly campus meetings. At these campus meetings, the administrators will articulate clear expectations, roles and responsibilities and keep all teachers informed of all grant timelines and activities and will solicit comments, suggestions and feedback from the teachers to ensure continuous improvement in the operation of the project. In addition to face-to-face meetings, administrators will also communicate with teachers online through emails and the BISD website. Students and their parents will also have an opportunity to provide comments, suggestions and feedback regarding the project activities at school-sponsored meetings or through email correspondence with administrators. *It is the ongoing support of the teachers, students and parents that will ensure the technology lending program initiative at Brady Middle School is a success and can be replicated among other small, rural districts serving large percentages of economically disadvantaged students, at-risk, and highly-mobile students.*

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.

Due to limited financial resources BISD has not implemented a lending program at any of the three campuses. However, the district has used federal and local funds to implement a robust technology infrastructure at all three campuses. Following that, Brady successfully coordinated and maximized funds in the past to purchase technology for the classroom and this project will be no different. For this project, BISD takes great pride in coordinating state funded programs to maximize funds and implement the first-ever lending program. It's also important to mention that Brady ISD has leverage other resources for technology, a district website, well-equipped computer labs, and video conference capabilities.

The Superintendent and Board of Trustees are committed to this project now and in the future and will allocate funding and resources to upgrade technology, educational tools, and materials to keep pace with the educational changes, technological changes, as well as parent and community expectations. They will also allocate funding for curriculum, instruction, technology, professional development special programs, student support programs, and supplemental educational programs. They can do this because they have a history of successfully implementing a variety of student-centered programs and services.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #15—Project Evaluation			
County-district number or vendor ID: 160-901		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.	Document implementation timelines -- Technology Director's Report	1.	Laptops ordered and available for check-out
		2.	Home Internet access available on all laptops
		3.	Online digital core curriculum accessible through laptops
2.	Document budget expenditures -- Financial reports	1.	Spend 100% of grant funds by 08/30/2019
		2.	File timely financial reports with TEA
3.	Evaluate student academic data	1.	Improve performance on STARR assessments by 10%
		2.	Increase the number of students who are proficient on the Technology Applications TEKS by 10%
4.	Evaluate student use of Laptops -- Classroom observations; -- Laptop checkout logs;	1.	100% of laptops used daily at school by the 6 th -8 th graders
		2.	100% of the 6 th -8 th graders checkout a laptops for home use
		3.	Move closer to meeting the 1:1 student/laptop ratio in 6 th -8 th grade
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.			
The Technology Team will develop a qualitative and quantitative data-gathering process for precise measurement. Data will be collected throughout the project period and will include: <ol style="list-style-type: none"> 1) Number and percent of students (by grade level) who checked out the laptops 2) Number and percent of economically disadvantaged students, at-risk and highly-mobile students participating in the technology lending program 4) Number and percent of economically disadvantaged students who had access to the Internet while at home 5) Number and names of courses using digital content 6) Titles of digital materials used within courses as part of the technology lending program grant 7) Number and percent of teachers who leveraged electronic instructional materials to students as a result of the technology lending program 8) Number and percent of participating students who demonstrate proficiency on the Technology Applications Texas Essential Knowledge and Skills (TEKS) for their grade level 			
<u>Brady agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. Brady will develop appropriate systems and processes to collect and report the required data.</u> Implementing a technology lending program means that from time-to-time, policy issues may arise. Possible issues will include but will not be limited to increased class sizes, meeting the needs of students with learning disabilities and 504 students, administering assessments, grading policies, qualification of teachers, continued staff development of teachers and administrators, and copyright laws. Issues will be identified at Technology Leadership Team meetings. The issues will then be discussed with appropriate solutions identified in a timely manner. Some changes made will be communicated through letters home, meetings, emails, or the district website. Other changes to policies may need to be adopted by the Board of Trustees. Program deficiencies identified by the Technology Leadership Team will be used to make modifications as necessary in the interest of successfully achieving project goals and satisfaction of all stakeholders. The project director will generate a final evaluation report of the successful implementation of the goals, objectives, and activities of the project.			

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

Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 160-901

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.

At the present time there is no existing lending devies available to students enrolled at Brady ISD.

With the small number of students enrolled in the middle school campus, the alarming demographic data, along with the academic and technological discrepancies that exist at the middle school campus, *the TLT recommended the Brady administrators move forward with developing an application for the middle school campus.* The middle school campus will serve as the first-ever BISSD campus with a technology lending program. The hope is to replicate the lending program at the other two campuses.

Brady ISD is not using funding through the Instructional Materials Allotment (IMA) to purchase lending equipment. Funds provided under the IMA are insufficient for Brady to purchase enough lending technology for every student who needs dedicated access to a device. Instead Brady ISD is using the Technology Lending Program to purchase lending equipment. In the past Brady ISD used Title 1 funds to purchase computers for the computer lab.

Though Brady is only using Technology Lending Program funds to purchase the lending equipment, it is important to note that Brady has a successful history of coordinating and maximizing their technology dollars from a variety of funding sources to better serve the needs of their teachers and students. The district will leverage funds from the Technology Lending Program grant, E-Rate, local tax revenues, Texas Technology Allotment, the Instructional Materials Allotment (IMA), Title I, Part A; Title II, Part A; and compensatory funds. It is these funds that are used to purchase technology infrastructure, technology components for classrooms, online curriculum, and diagnostic assessments. By leveraging these funds with the Technology Lending Program funds, Brady can put technology and digital content into the hands of students 24/7 for on-demand access to information to ensure that this technology lending program is an integral part of each students' own journey to academic success.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 160-901

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.

A goal of this project is to implement the first-ever lending program in grades 6-8;

Meeting this goals ensures students, including economically disadvantaged, at-risk and highly-mobile students have opportunities for extended learning at home.

The lending program goal aligns with the Brady ISD goal of *fully engaging students in the learning in an effort to improve academic performance in grades 6-8 and proficiency on the Technology TEKS among the targeted grades*. Brady ISD firmly believes "success is a journey, not a destination" and this technology lending program can be an integral part of each students' own journey to academic success.

The lending program is also aligned with the *Brady ISD Technology Plan* which is on file with TEA and emphasizes the use of modern digital tools and resources through robust connectivity.

The BISD lending project specifically aligns with the Brady ISD goal of *fully engaging students in the learning in an effort to improve academic achievement in Reading, Math, English and Science and proficiency on the Technology TEKS* as the lending project will:

- Create a 21st Century Learning Environment using laptops, online digital instructional materials, electronic whiteboards and access to distance learning opportunities
- Target High-Need Students such as economically disadvantaged, at-risk, and highly mobile students
- Extend Classroom Learning Into the Home for learning opportunities 24 hours a day, 7 days a week; to increase student interest, inquiry, analysis, collaboration, creativity, and content production; to reinforce reading, English, math and science skills taught during the school day; to provide differentiated instruction as some students will need academic acceleration while other students will need remediation; and to build technology literacy as part of meeting grade-level Technology TEKS
- Integrate Innovative Project-Based Learning using text, graphics, images, sound and video as part of enrichment activities for individual learning, especially for those students who need personalized learning
- Improve Academic Performance using online digital curriculum aligned with State challenging standards as measured by benchmark assessments including the Technology Application TEKS and STAAR assessments.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

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

County-district number or vendor ID: 160-901

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.

The Technology Team extensively investigated Internet access at students' homes. This initial assessment was conducted to determine how many students have Internet access at home. From the initial assessment the district determined that 20 students do not have Internet access including dial-up Internet access or DSL. However, a more thorough assessment will be conducted after the grant award.

BISD will offer students a 3G/4G plan for those students who do not have Internet at home. If a student lives in a rural and remote area where 3G/4G service is not accessible then the district will work directly with the students' and their parents on a case-by-case basis to determine the best way to provide the student with home access.

It's important to note that all laptops purchased for the lending program will be come equipped with the technology needed for on-demand access to the Internet through WiFi for access while at school and either, a dial-up modem, DSL or 3G/4G service while at home.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

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

County-district number or vendor ID: 160-901

Amendment # (for amendments only):

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.

This BISD lending project was developed to align the new laptops with the existing technology-based instruction and online digital curriculum that are in place. The BISD Board of Trustees have adopted online digital curriculum as tools to help students improve academic performance in Reading, Math, English and Science. Through the laptop lending program, the 6th-8th graders will have access to this same curriculum that is used during the school day. Specifically, the lending program will extend classroom learning to the home to:

- Create a 21st century learning environment at home with an immersion of laptops, access to the Internet and online digital instructional materials.
- Offering new and extended-learning opportunities 24 hours a day, 7 days a week.
- Access innovative text, graphics, images, sound and video into the project-based enrichment lessons to provide individual instruction, especially for those students who need personalized learning.
- Access to innovative teaching methods that will allow for great levels of student interest, inquiry, analysis, collaboration, creativity, and content production.
- Use innovative technology-based teaching strategies to build technology literacy, and build background knowledge in the core curriculum areas of math and science.
- Use innovative technology-based teaching and learning strategies will provide differentiated instruction for diverse learners, some of who will need academic acceleration or remediation on a daily basis.
- Access innovative technology-based teaching and learning strategies are aligned with State challenging standards including the core curriculum TEKS, Technology Application TEKS and STAAR assessments.

Having a lending programs means that the classroom management policies and procedures also extend to the home. Students will receive instruction on internet safety, privacy & security, relationships & communication, cyberbullying, digital footprint & reputation, self-image & identity, information literacy, and creative credit & copyright. Brady ISD has approved a number of policies and procedures that are in place as part of the campus technology lending program. These policies also address classroom management with regards to the use of handheld devices and the Internet in the classroom. If a student uses their mobile device for purposes other than educational, they will lose check-out privileges. Students and their parents will be required to have a printed copy of all lending programs forms and will be required to sign the forms and acknowledge they understand the rules, procedures, and consequences for not following policies and procedures. Students will be disciplined for inappropriate home-use just as they would be disciplined at school.

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.

The middle school students use a variety of digital instructional materials in one or more foundation curriculum subject areas. The 6-8th grade students use Imagine Learning, Study Island and Imagine Math on a daily basis. Imagine Learning and Study Island focus on all core curriuculms while Imagine Math focuses on the subject area of math.

These online curriculums will be fully accessible in the classrooms, throughout the campus, and at home using the new laptops. The digital rich online curriculum will be integrated into the curricula and instruction by the teachers to address differentiated instruction needs for the diverse learners, some of who will need academic remediation, acceleration, extended learning and enrichment on a daily basis to build background knowledge in math, science, reading and ELA to reach challenging academic standards. Other technology components such as whiteboards will also be integrated into the curricula and instruction for the teacher to use for individualized instruction.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

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

County-district number or vendor ID: 160-901

Amendment # (for amendments only):

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.

Having a robust technology infrastructure for teacher and student-use is very important to Brady ISD. The district has put in place a strong technology infrastructure throughout the middle school campus that includes a local area network with Cat 5 wiring, hubs, switches and routers. The Internet Service is delivered by Region 15 ESC. The entire campus including the library, common areas, classrooms and offices are Internet-ready through wired connections and numerous wireless access points (WiFi). This technology infrastructure gives the students the flexibility to use their laptops anywhere on campus to access the Internet and a wide array of online information as well as the digital curriculum that has been adopted by Brady ISD.

Not only is technology in place, but a support system as well. The students will receive infrastructure and technical support from the Brady ISD Technology Director. The Technology Director is responsible for providing daily assistance on how to use, operate, and troubleshoot the laptop. The Technology Director will also support the students' laptops with routine maintenance and software updates to ensure successful implementation of the lending program.

In addition to supporting students' use of laptops, the Technology Director is also responsible for maintenance and support of the Internet and local area network, which includes wiring, switches, hubs and routers. This includes making basic software upgrades to the infrastructure, basic troubleshooting, replacing old and obsolete equipment, and planning for future upgrades and network expansion.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person:

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

County-district number or vendor ID: 160-901

Amendment # (for amendments only):

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.

The Superintendent will have final oversight and decision-making of all grant activities.

The day-to-day matters of the grant will be overseen by the Technology Director who will be responsible for developing the lending agreement, which will be reviewed and approved by the Superintendent, and School Board. The Technology Director will also be responsible for ordering the student laptops, and providing daily assistance on how to use, operate, and troubleshoot the laptop. The Technology Director will also support the students' laptops with routine maintenance and software updates. The administrators (Middle School Principal and Technology Director) will work together to identify which students do not have home Internet access. The Technology Director will work with the parents to determine the best option and method for providing home Internet access and will order the Internet service.

The Middle School Principal will be responsible for day-to-day classroom walk-thrus to ensure the laptops and digital curriculum are being used on a daily basis and integrated with the other classroom technology such as whiteboards.

The check-out and check-in process will operate under the direction of the Technology Director. The Technology Director will provide the librarian with copies of the laptop check-out forms and the librarian will be responsible for assigning a student a laptop using the laptop checkout form. The form will document the students' name, the date of the check-out, the serial number of the laptop, and will have a place for the student to sign the form.

The procedures for maintenance of the technology lending equipment are outlined in the BISD Internet, Acceptable Use and Technology Lending Agreement policy. Students are responsible for the general care of device. The user policy provides students and parents with guidelines for taking care of the equipment which is listed as 1) Taking Care of Your device; 2) Carrying devices; and 3) Screen Care for Your devices. Any devices that are broken or fail to work properly must be taken to the library. Loaners will be issued to students when they leave their device for repair. The Technology Department will collect student devices at the end of the year for maintenance, cleaning, and software installation.

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.

It is the policy and procedure of Brady ISD to keep an inventory of each piece of technology equipment purchased. The inventory will list the vendor, date of purchase, serial number and unit cost. The laptops purchased as part of this project will be inventoried just as all other technology equipment purchased.

As for accounting for the equipment, each time a student checks-out a laptop, a checkout form will be completed. The form will identify the student checking out the laptop, the date the laptop was checked-out, the serial number of the laptop, and a place for the student to sign their name.

Using local funds, Brady will add the new laptops to the existing TASB insurance. The insurance coverage may include accidental damage, liquid damage, theft, fire, vandalism, and natural disasters. Brady ISD fully understands that grant funds cannot be used to replace lost, stolen, or damaged equipment. Though the equipment will be ensured, students, through local policies and agreements, will be responsible for repair or replacements costs due to negligence or loss of the laptop.

For TEA Use Only

Changes on this page have been confirmed with:

On this date:

Via telephone/fax/email (circle as appropriate)

By TEA staff person: