

WARNING!

DO NOT USE THE WORD "PROGRAM" WHEN REFERRING TO TYPES
OF TECHNOLOGY PLANS!!!!!!

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Interview Protocol for Local District Sustainability Measures in Technology

1. Do you have a district technology plan in place? **(Yes/No)**
2. How long have you had a district technology plan in place? **(years or less than a year)**
3. Who is primarily responsible for technology issues in your district? **(role or title)**
 - a. Who in your district is responsible for the following components of technology **(title or role)**
 1. Hardware/software
 2. Development guidelines
 3. Professional development needs and staff-wide implementation
 4. Data collection – organizational/student/staff
 5. Purchasing guidelines
4. What percent of staff would you say are using technology in your district in a way that is consistent with your technology plan?
(0 – 100%)
5. Who generally provides professional development to staff for "using and integrating technology"? **(business, ISD or person)**
6. Do you restrict what technology hardware and software is used in the district or do you allow users to select their own hardware and software options? **(yes/no)**

Organizational Culture

1. Have you done a complete review of your district policies and guidelines to see if they need editing for technology? **(yes/no)**
2. Have you added policies to address technology issues? **(yes/no)**

3. Do you see evidence in your district that traditional methods of work or teaching and learning have been replaced with technology applications when appropriate? **(yes/no)**
4. Is professional development in the use of technology available to everyone in the district? **(yes/no)**
 - a. Is it required? **(yes/no)**
5. Is professional development for the pedagogy of education technology available to professional staff in the district? **(yes/no)**
 - a. Is it required? **(yes/no)**
6. Is professional development offered to district/building administrators on Leadership in using technology? **(yes/no)**

(Note: We are interested in leadership in managing systems, teaching and learning, support services, community participation, etc. not just in working with their faculties.)

 - a. Is it required? **(yes/no)**
 - b. Tell me about this professional development? (open ended)
7. Is the board of education involved in your technology planning? **(yes/no)**
 - a. In implementation? **(yes/no)**
8. Has the community been involved in your technology planning? **(yes/no)**
 - a. In implementation? **(yes/no)**
9. Is technology used in your district in the following areas? **(yes/no on each one)**
 - a. Internal and external communication system
 - b. Student information collection system
 - c. Curriculum development
 - d. Business operations
 - e. Security
 - f. Maintenance department
 - g. Cafeteria
 - h. Transportation system
 - i. Support services
 - j. Hiring requirements

(Note: there is no reason to ask these questions if they tell you at the beginning of the interview that their school does not have a technology plan.)

10. What role does your technology plan play in your district strategic plan? **(open ended)**

11. What role does your technology plan play in your district school improvement plans? **(open ended)**

System Assessment

Now we're going to ask you some questions as to how you know technology has had an impact on the way you work, teach and learn.

12. What kinds of information or data do you gather/collect that are above and beyond state requirements? **(open ended)**
- a. How often is this information collected? **(daily, weekly, monthly, yearly)**
 - b. How do you store this data? **(paper/file cabinet, electronic database for office use only, database on a password protected network for district wide use, etc.)**
 - c. What do you do with this data? **(open ended)** *Note: we are looking to see if they store the data for superintendent only or if it is widely shared by the district in its planning processes and assessment needs)*
13. Do you collect data on the status of your technology equipment, such as service record, age, recommended replacement cycles, etc.? **(yes/no)**
- a. What do you do with this data? **(open ended)** *(Note: we are looking to see if they store the data for superintendent only or if it is widely shared by the district in its planning processes and assessment needs)*
14. Do you have a replacement/refurbishment budget for technology? **(yes/no)**
15. Have you used the Michigan Technology Staffing guidelines to evaluate your current staffing? **(yes/no)** *(Note: If they ask where it is say its on the State Technology Planning website -Michigan Department of Education.)*
- a. Have you shared the results of the recommendations from the Technology Staffing Guidelines with your board? **(yes/no)**
 - b. Have the results from the Technology Staffing Guidelines been used in the following decision making processes? **(yes/no for each one)**
 - 1. Budget development

2. Professional development focus and provision
3. Student assessment
4. Purchasing/replacement/upgrades
5. Personnel needs
6. Building use
7. Deployment of technology assets
8. Policy development
9. How and when to provide supplemental services

16. Have you compared your technology plan with any state/national resources for planning? **(yes/no)**

17. How often do you review your technology plan? **(number of years)**

Finance and Resources

1. Do you have a dedicated budget for technology in your district budget? **(yes/no)**
2. Approximately what percentage of your technology budget is devoted to professional development? **(0 – 100)**
3. Do you rely on any additional methods of financial support for technology beyond the general operating budget for example relationships with local businesses, vendors, local education foundation or seeking special grants? **(yes/no)**
 - a. If yes, what are your sources of additional funding? **(open ended)**
4. Have bond issues played a role in providing technology for your district? **(yes/no)**
5. Do you have a long-range financial strategy to support your technology plan? **(yes/no)**
 - a. Could you tell me about this strategy **(open ended)**

Concluding Questions?

1. What do you believe must take place in your district to assure sustainability in the future? **(open ended)**
2. What roadblocks stand in the way of sustainability of your technology plan? **(open ended)**

3. Within your district, who has provided leadership in promoting technology? **(role)**
4. What types of collaborative efforts have you entered into to assure sustainability of technology? **(open ended)**
5. What social networking opportunities exist to help you in your sustainability efforts? **(open ended)**
6. What internal resources do you find useful to help sustain your technology plan? **(open ended)**
7. What external resources do you find useful to help sustain your technology plan? **(open ended)**
8. Is there any information that I have not asked of you that you feel would benefit this study? **(open ended)**