

Administrative Procedure 604

TECHNOLOGY STEERING COMMITTEE

Background

The Aspen View Schools Learning and Technology Plan has been developed to ensure the seamless integration of technology into education for the benefit of students in Aspen View Public Schools. The plan includes the following aspects:

1. To provide the vision, mission, goals and objectives of Aspen View Public Schools;
2. To increase the awareness and understanding of the importance of instructional technology in helping students achieve higher goals in their learning;
3. To put in place procedures of implementing technology in the curriculum so as to better prepare the students for their lifelong learning;
4. To chart performance indicators that measure, evaluate, and assess how well the division's technology goals and objectives are being met;
5. To ensure that appropriate long range planning and coordination of technology resources are in place.
6. To put in place strategies to support staffs' professional development in the area of technology.

This plan makes it possible for all those involved, such as students, teachers, administrators, support staff, technical staff, parents, community members and others, to work together to produce the best learning environment for our students and the best working environment for our staff.

Involvement of stakeholders in the planning and implementation of technology is essential for long term adoption and effective use of technology. The Technology Steering Committee has a role in representing these stakeholders.

Aspen View believes that technology plays an integral part in the education of children and is essential for the smooth operation of the school division, its schools, and its departments. The Technology Steering Committee believes that the evolving needs of our teaching and learning community should be the primary drivers in the selection and use of appropriate technologies.

The primary role of the Technology Steering Committee is to assist the Superintendent or designate in the following ways:

- establish and evaluate the Aspen View Learning and Technology Plan;
- recommend strategic directions for the acquisition, deployment and integration of technology;
- establish and review procedures relating to technology and technology integration, teaching, learning, research and business practices;
- assist in the evaluation of technology proposals;
- assist in the development of privacy impact assessments (PIA) related to new or proposed cloud based services;

- participate in various technology subcommittees as requested by the Superintendent or designate;
- take a leadership role in their schools in the area of technology;
- assist the school tech reps when needed; and
- recommend standards and best practices for a consistent and research based approach to integrating technology. This will be accomplished by following guidelines and standards such as ISTE, LTPF, SAMR and the Horizon Report.

Procedures

1. The technology steering committee (at a minimum) will be comprised of:
 - a. Division Office representative (Chair - Director of Curriculum and Technology)
 - b. Aspen View Technology Department Representative (Director of IT)
 - c. Administrators' Association representative
 - d. At least One Tech Rep
 - e. Aspen View Virtual School representative
 - f. The roles need to be filled by at least one teacher (non administration) and one support staff
 - g. Board of Trustees' representative may sit on the committee when appropriate
2. Other members may be added or removed as required by the Superintendent of Schools.
3. Membership on the committee will be reviewed annually, although membership will generally be for a three year term to help ensure continuity.
4. The Technology Steering Committee will meet as required. These meetings can be face-to-face or virtual, and can include the entire committee or subcommittees.
5. The Technology Steering Committee will submit a written report annually summarizing the status of the technology plan and suggestions for changes to procedures, policies or direction for technology in Aspen View Public Schools.
6. The Technology Steering Committee will assist the Director of IT and the Chair of the committee to review the annual budgeting of technology initiatives. The Chair will make recommendations to the Secretary Treasurer and the Superintendent of Schools.
7. The Technology Steering Committee will promote discussion of issues relating to technology between staff/stakeholders and will act as a forum for raising larger issues to Senior Administration and the Superintendent of Schools.