



SCHOOL BOARD ACTION REPORT

DATE: May 19, 2021
FROM: Dr. Brent C. Jones, Interim Superintendent
LEAD STAFF: Rob Gannon, Deputy Superintendent, 206-561-8623

For Introduction: June 23, 2021
For Action: July 7, 2021

1. TITLE

Adoption of Board Policy No. 6902, Information Technology Planning

2. PURPOSE

This Board Action Report requests approval and adoption of the attached Board Policy No. 6902. This policy provides the requirements for Information Technology (IT) to plan and prepare a Technology Implementation Plan for the district.

3. RECOMMENDED MOTION

I move that the School Board adopt Board Policy No. 6902, Information Technology Planning, as attached to the Board Action Report.

4. BACKGROUND INFORMATION

- a. **Background.** The Seattle School Board recognizes technology as a critical resource to support learning for each and every student of the district. The Board also acknowledges the importance of Information Technology Planning in order to anticipate needs for learning technology and supporting systems. The development of this policy started in 2020 with the revision/adoption of Capital Projects planning policies 6900 and 6901; at that time, it was determined a comparable governance was necessary for Technology investments – aligning planning and implementation with levy cycles.

Presently, the district has no policy in place conveying governance addressing technology planning for the district. The purpose of Board Policy No. 6902, Information Technology Planning, is to provide requirements for this planning process and instructions for preparing a Technology Implementation Plan that ensures proper execution of levy funding, sets a roadmap of IT initiatives and investments, and describes how these initiatives will contribute to the school district and its goals.

- b. **Alternatives** Not approve the policy and continue without an Information Technology planning policy. This alternative is not recommended as it will hinder formalizing this critical planning process for the district.
- c. **Research** Our research verifies the call for developing a technology policy as a crucial part of the district's governance to successfully integrate and formalize technology support to student learning and school management.

Ref:

- Office of Educational Technology, National Education Technology Plan, <https://tech.ed.gov/netp>
- Technology Planning and Policies, National Center for Education and Statistics., https://nces.ed.gov/pubs2003/tech_schools/chapter1.asp#3
- Technology Planning guidebook, National Center for Technology Planning, <http://www.nctp.com/guidebook.cfm>
- Educational Technology Standards, <https://www.k12.wa.us/student-success/resources-subject-area/educational-technology-edtech/2018-educational-technology-standardsv>
- Educational Technology Learning Standards, <https://www.k12.wa.us/sites/default/files/public/edtech/standards/pubdocs/k-12-edtech-standards-complete-2018.pdf>
- [WA State Legislature, Education Technology, Chapter 28A.650 RCW](#)

5. **FISCAL IMPACT/REVENUE SOURCE**

There is no added fiscal impact from this policy change. The cost of staff performing the work is already included in planned budgets. Long-range technology planning already happens within the district; this proposed governance will formalize this process.

The revenue source for this motion is N/A

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. **COMMUNITY ENGAGEMENT**

With guidance from the District's Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

The Information Technology Advisory Committee (ITAC) collaborated in drafting the proposed Board Policy No. 6902. ITAC met multiple times developing and incorporating critical requirements into this policy to assure effective execution of future IT investments funds. Their contribution was instrumental in ensuring the feedback and voices of the community are present in this governance.

7. **EQUITY ANALYSIS**

The district’s strategic plan states that Seattle Public Schools is committed to eliminating opportunity gaps to ensure access and provide excellence in education for every student, with a focus on students of color furthest from educational justice, especially African American males. This technology policy lays out a road map ensuring industry standards and best practices for planning and implementation are a focus in the development of racially equitable tools and solutions that center on students’ education, educators’ teaching needs, and the support of operations - while assuring stewardship and responsible management of resources.

Furthermore, SPS Board of Directors has set guidelines for the planning of levy funds request. The adoption of this policy and implementation of an IT implementation plan aligns with the Board’s guiding principle for technology planning ensuring digital equity across the district.

“Board Guiding Principles for BTA V Support Ongoing, Effective, Innovative Use of Technology to Further Students’ Educational Needs and Operational Goals.

Seek racially equitable tools and opportunities that center students’ education and educators’ teaching needs and ensure access to inclusive digital academic resources, including devices, hotspots, and tech support. Prioritize investments closest to the students and families, with clear actions for inclusivity of Black, Native, Latinx, Asian and all students of color, LGBTQIA+ students and students with disabilities by enhancing educator instruction infrastructure including central office supporting staff, additionally maintaining student and employee data security and privacy, and updating classroom hardware and software with a focus on tools that center student learning.”

8. STUDENT BENEFIT

The development of a long-range technology implementation plan will support the objectives of providing exceptional digital learning ecosystems for SPS students (Devices, Platforms, Digital Resources). The ability to appropriately plan for IT investments helps provide students and educators and the district with the best resources and services they need for the highest quality public education experience.

9. WHY BOARD ACTION IS NECESSARY

- Contract initial value or amendment value exceeds applicable threshold (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. _____, [TITLE], provides the Board shall approve this item

Other: _____

10. POLICY IMPLICATION

This motion would result in adoption of a new policy, Board Policy No. 6902, Information Technology Planning.

11. BOARD COMMITTEE RECOMMENDATION


This motion was discussed at the Student Services, Curriculum, and Instruction Committee meeting on June 8, 2021. The Committee reviewed the motion and moved the item forward to the full Board with a recommendation for consideration.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, a Technology Implementation plan will be finalized with input from stakeholders through the spring and summer and brought for the consideration of the Board in fall 2021.

13. ATTACHMENTS

- Board Policy No. 6902, Information Technology Planning (For Approval)

	<p>INFORMATION TECHNOLOGY PLANNING</p>	<p>Policy No. 6902 [DATE] Page 1 of 2</p>
---	--	---

The Seattle School Board recognizes technology as a critical resource to support student learning for each and every student of the district. The Board also recognizes the importance of Information Technology (IT) Planning in order to anticipate that centers the needs for of students to provide the learning technology and supporting systems that students and educators need for the highest quality public education experience.

Technology Implementation Plan

In order to efficiently manage the district's present and future support ongoing, effective, innovative use of technology needsto further students' learning, the district shall prepare a Technology Master Implementation Plan aligned with curricular goals. The Implementation Plan shall project future technology investments and be updated at least every three years to ensure proper alignment with current and future levy spending.

The Information Technology Advisory Committee (ITAC) shall be provided the opportunity to review and provide recommendations on the Technology Master Implementation Plan, and it will be presented to the Executive Student Services, Curriculum & Instruction Committee for feedback prior to finalization and implementation by the Department of Technology Services (DoTS).

In order to provide the best possible environment for teaching and learning, the district's IT Program, as described in the Technology Master Implementation Plan, shall be consistent with the following Board Policies and technology planning principles:

- The IT Program shall be consistent with the commitments identified under Board Policy No. 0030, ensuring Educational and Racial Equity, and provide forensure progress toward achieving the goals and commitments outlined under the policy. The IT Program will implementmeet the needs of students of color who are furthest from educational justice by removing barriers to accessing technology and strive to continuously improveimproving all relevant strategies for eliminating equity gaps and barriers to accessing technology.

- The IT Program shall be consistent with Board Policy No. 0010, Instructional Philosophy, and the district's commitment to the goal that students will use technology effectively and responsibly.
- The IT Program shall align with Board Policy No. 2022, Electronic Resources/Use of the Internet, and provide opportunities for the broad use of electronic resources in alignment with curricular goals and operational needs.
- The IT Program shall manage, recycle, and reclaim equipment in an environmentally sensitive manner, in alignment with Board Policy No. 6810, Natural Resources Conservation.
- The IT Program shall prioritize ~~the technology influenced user experience of stakeholders, including its~~ technology investments closest to the students, educators and families, with clear actions for inclusivity, usability and accessibility.

Additionally, the Technology Master Implementation Plan will include at least the following:

- **Enrollment Projections:** The Technology Master Implementation Plan will use the most current enrollment projections. It will provide an analysis of the demographics of the student population to evaluate for equity and special technology needs.
- **Technology Funding Analysis:** The Technology Master Implementation Plan shall provide an analysis showing the cost of proposed technology programs, to include estimated implementation, yearly maintenance and operational costs, and evaluate the benefits expected to be realized from these investments.
- **Technology Readiness Assessment:** The Technology Master Implementation Plan will include a readiness assessment to guide the lifecycle management of the district's technology assets and the associated cost.
- **Recommendations for Technology Needs:** The Technology Master Implementation Plan shall provide recommendations for the acquisition and implementation of new technology solutions with an emphasis on user experience.

The Superintendent is authorized to develop procedures for the implementation of this policy including the development of standards for the evaluation, acquisition, and use of technology.

Adopted: ~~June~~July 2021

Revised:

Cross Reference: Policy Nos. 0010, 0030, 1010, ~~1240, 2022, 2023, 6220, 6801, 6810, 6900, 6901~~

Related Superintendent Procedure:

Previous Policies: N/A

Legal References: Chapter 28A.650 RCW, Education Technology

Management Resources: