

# Riddle School District 70

Code: **IFBG-AR**  
Adopted: 11/28/01, 10/15/03

## Technology Committee

The Board recognizes an increasing emphasis placed on computer skills by business and industry and as a part of higher learning processes. To adequately prepare students to meet those demands the Board will provide a program of computer instruction that will include the following strategies of instructional delivery:

1. Computer Assisted Instruction (CAI);
2. Computer Managed Instruction (CMI);
3. Computer Literacy;
4. Computer Applications; and
5. Computer Programming.

### Technology Committee

1. The responsibilities of this committee will be to assess the needs of the district in all technology areas, evaluate and make decisions for revision and implementing technology within the buildings, provide for staff in-service training and prepare budgeting proposals for upgrading, purchasing and enhancing technology equipment and software. Additionally the committee is responsible for the design of the technology plan and its annual evaluation.
2. Membership on the Technology Committee will consist of:
  - a. Technology coordinator from each school;
  - b. Alternative education program staff member;
  - c. Technology staff member from Douglas County ESD;
  - d. A school principal;
  - e. The superintendent;
  - f. Board appointee.
3. A committee chairperson and secretary will be selected each year by the committee.
4. The Technology Committee will meet monthly to:
  - a. Received a report from the ESD Technology Department;
  - b. Process technical equipment requests beyond the scope of the building budget;

- c. Make recommendations and decisions for the maintenance and repair of technology equipment within the district;
- d. Develop a short and long range plan for instructional technology in the district and prepare recommendations to the administration and Board;
- e. Coordinate computer and other technology training for staff as appropriate to each staff member's assignment, student needs, and building needs;
- f. Monitor student internet and World Wide Web access as defined by CIPA;
- g. Oversee the implementation of the district technology plan including the annual evaluation;
- h. All purchase requests will be processed through the building technology coordinator or the technology committee;
- i. Establish and maintain a centralized and accessible up-to-date inventory of equipment, and software including assistance on instructional software purchases to avoid unnecessary duplication. (Consider a catalogue of instructional software including title, brief description, purpose or application, and location.);
- j. Maintain and record written minutes of all committee meetings. Minutes will reflect the general discussion and recommendations made by the committee.