

Publication Summary

Forum Guide to TECHNOLOGY MANAGEMENT IN EDUCATION

Rapid technological advances influence education at every level, from classrooms to state and local education agencies (SEAs and LEAs). New technology can help SEAs and LEAs offer students high-quality learning environments, as well as streamline operations and reduce reporting burdens. Additionally, advances in technology continually provide new opportunities for system improvements. In this rapidly changing environment, implementing new technology initiatives—including acquiring, integrating, and managing technology—can be complex and challenging. To successfully navigate these changes and leverage technology to improve education outcomes, education agencies must establish a process for making decisions about technology.

The National Forum on Education Statistics (Forum) developed the *Forum Guide to Technology Management in Education* to help education agency staff understand and apply best practices for selecting and implementing technology. It addresses the widespread use and integration of technology in modern education systems, including administrative systems such as human resources and finances, reporting systems, infrastructure, student information systems, classroom software, and apps. The guide's website format allows for simple navigation and rapid updates as information changes.

The website is organized into the following sections:

- **Section 1: Technology Governance and Planning** provides an introduction to technology governance within education agencies, information about the process of conducting a technology needs assessment, and examples drawn from SEA and LEA experiences.
- **Section 2: Reviewing Your Technology Options** provides an overview of methods and considerations that can help education agencies identify the best solutions to their technology needs.
- **Section 3: Implementing and Integrating Your Technology** discusses the importance of careful planning for technology projects and provides information on best practices for implementation and integration that can apply to many different technology projects.
- **Section 4: Training for Your Technology** answers common SEA and LEA questions about how to offer effective professional development to technology users.
- **Section 5: Maintaining and Supporting Your Technology** addresses the importance of technology oversight to monitor system use, maintenance, and ongoing improvement, and it discusses key considerations to maintain systems and support users.
- **Section 6: Privacy and Security** provides information on legal and ethical requirements to protect data, links to federal regulations, and resources from the Forum and the U.S. Department of Education's Privacy Technical Assistance Center (PTAC).
- **Appendix A: Guiding Questions for a Technology Needs Assessment** identifies questions that agencies can use to help develop a technology needs assessment. These questions can be modified and adapted to meet the needs of different agencies.



The *Forum Guide to Technology Management in Education* is a product of the National Forum on Education Statistics and is available on the Forum website at https://nces.ed.gov/forum/tec_intro.asp. The information and opinions published in the guide are the product of the Forum and do not necessarily represent the policies or views of the U.S. Department of Education, Institute of Education Sciences, or the National Center for Education Statistics.