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# Indicators of Digital Readiness

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<b>Indicator</b>	<b>Systems Information Diagram and/or Table</b>
<b>Theme</b>	<b>Leadership</b>
<b>Priority Level</b>	<b>P3</b>
<b>Organizational Level</b>	<b>District</b>

## **Description of the Indicator**

A diagram or table including all of the systems that a district uses, how they are connected to each other and the person or people responsible for the system. This is a tool that a district can use to visualize all the tools/systems/software that they use. Additional information could be included in a table or spreadsheet such as who uses the system, the cost of the system, how long the system has been in use. Optionally, the spreadsheet could include evaluation criteria for the system (if appropriate) such as usage data.

## **Why is this indicator important?**

This action is important in creating a Digital Ready School because it helps a school know what resources a district has, specifically the systems a district has in place, who is responsible for the system, and the function of the system.

## Indicator Rubric

<p><b>Insufficient Evidence of Implementation</b></p> <p>(0 Points)</p>	<ul style="list-style-type: none"><li>● No document submitted</li></ul>
<p><b>Foundational Stage of Implementation</b></p> <p>(1 Points)</p>	<ul style="list-style-type: none"><li>● The diagram includes the district's systems including all school technology resources but fails to show how they are connected to each other</li></ul>
<p><b>Achieving Success in Implementation</b></p> <p>(2 Points)</p>	<ul style="list-style-type: none"><li>● The diagram includes all district's systems including all school technology resources and how they are connected to each other:<ul style="list-style-type: none"><li>○ databases</li><li>○ LMS</li><li>○ educational software</li><li>○ professional development platforms</li><li>○ phone systems</li><li>○ payroll</li><li>○ building/maintenance systems</li><li>○ security</li></ul></li></ul>
<p><b>Exemplary Success in Implementation</b></p> <p>(3 Points)</p>	<ul style="list-style-type: none"><li>● The diagram includes <b>all</b> district's systems including all school technology resources and how they are connected to each other:<ul style="list-style-type: none"><li>○ databases</li><li>○ LMS</li><li>○ educational software</li><li>○ professional development platforms</li><li>○ phone systems</li><li>○ payroll</li><li>○ building/maintenance systems</li><li>○ security</li></ul></li><li>● Additional information is included in a table or spreadsheet such as:<ul style="list-style-type: none"><li>○ who uses the system</li><li>○ the cost of the system</li><li>○ how long the system has been in use</li></ul></li></ul>

## **Who in the school/district should lead and be involved with this indicator?**

A district technology leader should lead the creation of the systems diagram and people involved with the systems should contribute information to the systems diagram.

## **How to execute the indicator**

Provide guidance on how a school will complete this action. This can be a step-by-step process, links to required documents, and how to document successful execution of this action.

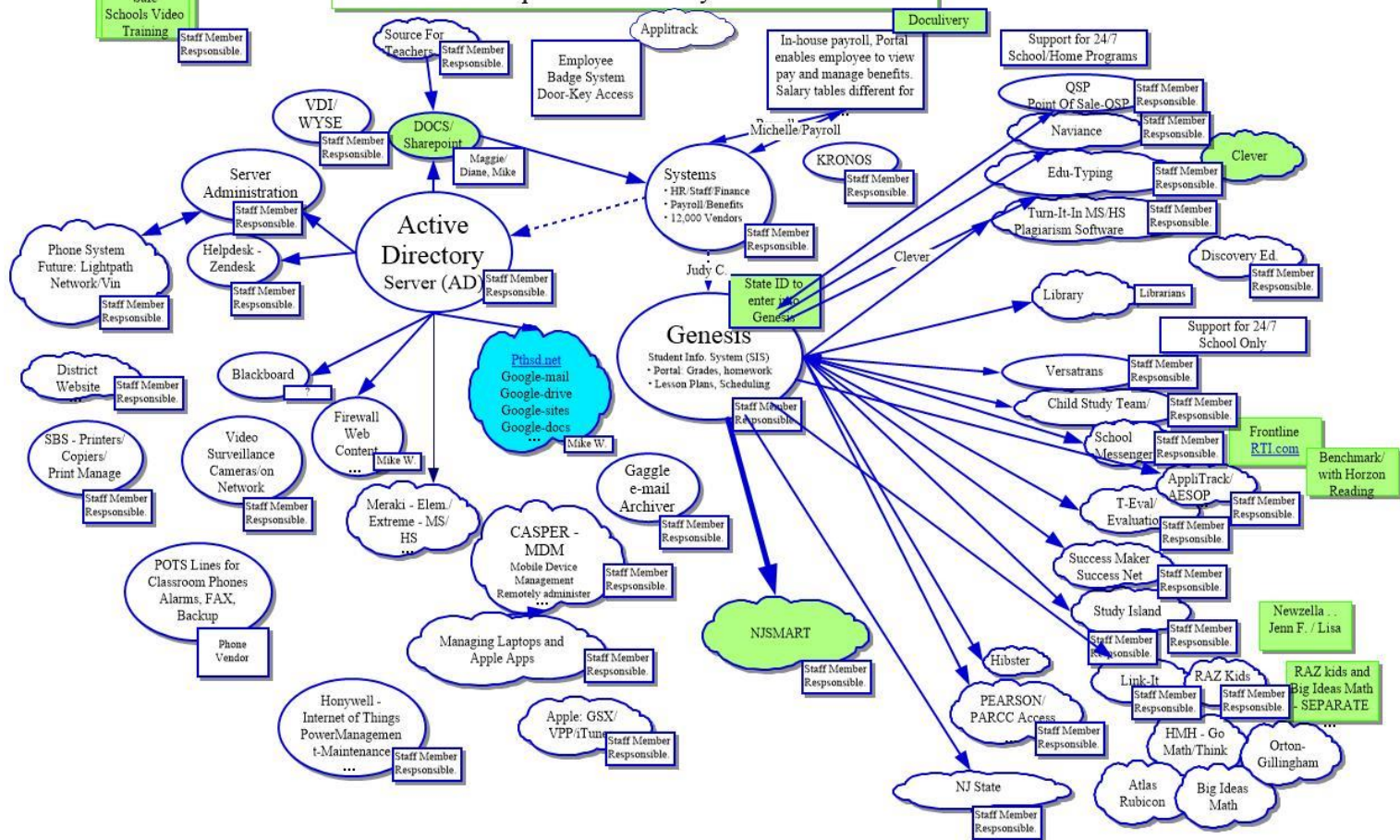
## **Recommended evidence to submit for successful execution of this action**

The school and/or district would submit a systems diagram and/or systems table/spreadsheet containing the information.

## **Resources schools can use to complete this action successfully**

- Barry Haines Techspo 2017 presentation <https://sites.google.com/site/techspo2017/>
- Tools for making the systems diagram:
  - Google Drawings: <https://docs.google.com/drawings> or Draw.io <https://www.draw.io/>

Parsippany Public Schools - Technology Services  
Current Enterprise Software Systems - 1/5/2017



**Certified Schools Exemplars:** See links for school evidence

*No certified schools are available at this time. Check back next year!*