

Instructional Technology Plan - Annually - 2017

LEA Information

A. LEA Information

1. 2015-2016 Student Enrollment

	Total Enrollment	Pre-K Enrollment	K-2 Enrollment	3-5 Enrollment	6-8 Enrollment	9-12 Enrollment	Ungraded Enrollment
Student Enrollment	841	39	169	165	193	275	0

2. What is the name of the district administrator entering the technology plan survey data?

Jarett S. Powers

3. What is the title of the district administrator entering the technology plan survey data?

Superintendent

Instructional Technology Plan - Annually - 2017**Instructional Technology Vision and Goals**

B. Instructional Technology Vision and Goals**1. Please provide the district mission statement.**

The Union Springs Central School District is an organized body (composed of students, parents, staff, and community members) that nurtures all learning and recognizes individual differences in a challenging environment. ALL MEMBERS positively and respectfully encourage one another to succeed, inspiring pride in accomplishments. With everyone ultimately responsible for his or her life-long learning and behavior, the pursuit of excellence is our mission.

2. Please provide the executive summary of the instructional technology plan, including vision and goals.

As the classroom is redefined in the 21st Century, our school district is challenged with investing in both our teachers and our students and empowering them to promote innovative thinking aligned with re-imagined classroom instruction. To grow as an educational institution, we are constantly considering our curriculum, instructional methodology, and the ways in which we engage our learners. By transforming our classroom environments into ones that both leverage and demand technology in accomplishing our instructional objectives, the Union Springs Central School District seeks to provide for our students a variety of technological devices to develop their understandings and foster innovation in their learning. By assuring both access to devices and bringing to our students opportunities to own their own learning through technological utilization, we are actively working to empower our teachers to develop and bring to the classroom opportunities for students that foster individualized choice in the varied levels of classroom instruction. To effectively utilize technology in the classroom, we recognize that professional development is necessary to bring the curricular understandings of our teachers into practice with the technological resources available. Through professional development aligned with district priorities, we are gradually making improvements in student learning outcomes with the aid of digital learning opportunities and devices. This technology plan is premised on the idea that technology in the classroom can no longer be seen as an addition to the instructional environment, but as critical to its daily operation. Through providing our students and teaching staff with technology, we hope to ensure learning environments that can transform the dialog in the classroom from one of rote memory to one of exploration, discovery, and individualized student creativity and problem solving. As we develop opportunities for our students, our goals are as follows:

- ensure all administrators, teachers, students, and parents are engaged in technological learning opportunities for students and provide support for implementation of technology into the classroom and home environment.
- evaluate our current technological infrastructure against next the growing possibilities of technology in the classroom (network, wireless, ability to support 1:1 computing, etc).
- increase the effective use of technology to improve student learning outcomes by promoting as a district:
- the integration of technology in instruction.
- the development of instructional lessons, plans, projects, or presentations that utilize technology.
- the use of technology as a tool in assessment, decision-making, management, and problem solving regarding student learning objectives.
- a detailed understanding of the ethical and legal issues surrounding the use of technology in instruction.

Additionally, as a district we will promote exit outcomes for our students that ensure proficiency in basic technological use, word processing skills, spreadsheet utilization, database understanding, email skills, and how to utilize electronic resources to locate and find information relevant to student learning needs.

3. Please summarize the planning process used to develop the instructional technology plan. Please include the stakeholder groups participating and outcomes of the instructional technology plan development meetings.

Instructional Technology planning is accomplished through a comprehensive approach involving relevant district and community stakeholders. These stakeholder groups including district and building leaderships, community members, parents, Director of Technology, and district instructional staff, meet consistently throughout the year to discuss technology needs, resources, and progress with regard to the district plan.

Community members instructional staff, and leadership groups meet monthly. Director of Technology meetings occur on a monthly basis at the CNYRIC.

All meetings relate specifically to the needs of the stakeholder groups and are tied together to move the district technology plan forward.

Instructional Technology Plan - Annually - 2017Instructional Technology Vision and Goals

4. Please provide the source(s) of any gap between the current level of technology and the district's stated vision and goals.

- Access Points
- Cabling
- Connectivity
- Device Gap
- Network
- Professional Development
- Staffing
- Other
- No Gap Present

5. Based upon your answer to question four, what are the top three reasons causing the gap? If you chose "No Gap Present" in question four, please enter N/A.

As always, having enough access points and the staff development to effectively deploy a WiFi network supporting 1:1 is a challenge. As class sizes change, and room configurations change, having enough access points to saturate a given space is a challenge. However, we are continuously working on it.

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Instructional Technology & Infrastructure Inventory

C. Technology and Infrastructure Inventory

1. Please identify the capacity of the telecommunications line coming into the district network hub. The district's Regional Information Center can provide the district with this information if needed.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

2. What is the total contracted Internet bandwidth access for the district? Choose one.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1 Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

3. What is the name of the agency or vendor from which the district purchases its primary Internet access bandwidth service?

OCM BOCES/CNYRIC

4. Please identify the capacity of the telecommunications line coming into the district's school building(s) from the district hub or district data center. The district's Regional Information Center can provide this information if needed

	Speed in Gpbs or Mbps
Minimum Capacity	<ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps
Maximum Capacity	<ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps

5. Please identify the minimum and maximum circuit speeds at which the classrooms in the district are connected to the school building wiring/network closet.

	Please provide the speed at which classrooms are connected to building wiring/network closet.
Minimum Circuit Speed Within a School Building	<ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input type="checkbox"/> 1 Gbps - < 10Gbps

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Instructional Technology & Infrastructure Inventory

	Please provide the speed at which classrooms are connected to building wiring/network closet.
	<input checked="" type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps
Maximum Circuit Speed Within a School Building	<input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps

6. What are the minimum and the maximum port speeds of the switches that are less than five years old in use in the district?

	Port speed of switches	Mbps or Gbps
Minimum Capacity of Switches	1	<input type="checkbox"/> Mbps <input checked="" type="checkbox"/> Gbps
Maximum Capacity of Switches	10	<input type="checkbox"/> Mbps <input checked="" type="checkbox"/> Gbps

7. What percentage of the district's wireless protocols are less than 802.11g?

10

8. Do you have wireless access points in use in the district?

- Yes
- No

8a. What percentage of your district's instructional space has wireless coverage?

100

9. Does the district use a wireless controller?

Yes

10. How many computing devices less than five years old are in use in the district?

	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers/Virtual Machine (VM)	140	140
Laptops/Virtual Machine (VM)	225	225
Chromebooks	450	450
Tablets less than nine (9) inches with access to an external keyboard	0	0
Tablets nine (9) inches or greater with access to an external keyboard	0	0
Tablets less than nine (9) inches without access to an external keyboard	0	0
Tablets nine (9) inches or greater without access to an external keyboard	360	360
Totals:	1,175	1,175

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Instructional Technology & Infrastructure Inventory

11. What percentage of students with disabilities in the school district, as of the submission date of this technology plan, have assistive technology documented on their Individual Education Plan (IEP)?

1

12. Please describe any additional assistance or resources that, if provided, would enhance the district's ability to improve access to technologies for students with disabilities.

We would need to purchase devices that would allow students with disabilities to take the tests.

13. How many peripheral devices are in use in the district?

	Number of devices in use
Document Cameras	25
Flat Panel Displays	140
Interactive Projectors	100
Interactive Whiteboards	100
Multi-function Printers	19
Projectors	10
Scanners	19
Other Peripherals	0
Totals:	413

14. If a number was provided for "Other Peripherals" please specify the peripheral device(s) and quantities for each.

(No Response)

15. Does your district have an asset inventory tagging system for district-owned equipment?

Yes

16. Does the district allow students to Bring Your Own Device (BYOD)?

No

17. Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?

Yes

18. What barriers may prevent the district from testing 100% of its grade 3-8 students and NYSAA students on computers by the year 2020?

- Insufficient number of devices meeting testing requirements
- Lack of reliable Internet service
- Insufficient broadband access
- Inadequate staffing levels
- Insufficient testing spaces
- District does not foresee any barriers
- Other

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Software and IT Support

D. Software and IT Support

1. What are the operating system(s) in use in the district?

	Is this system in use?
Mac OS Version 9 or earlier	No
Mac OS 10 or later	Yes
Windows XP	No
Windows 7.0	Yes
Windows 8.0 or greater	Yes
Apple iOS 7 or greater	Yes
Chrome OS	Yes
Android	No
Other	No

2. Please provide the name of the operating system if the response to question one included "Other."

(No Response)

3. What are the web browsers, both available and supported, for use in the district?

	Web Browsers available and supported for use
Internet Explorer 7	No
Internet Explorer 8	No
Internet Explorer 9 or greater	Yes
Mozilla Firefox	Yes
Google Chrome	Yes
Safari (Apple)	Yes
Other	No

4. Please provide the name of the web browser if the response to question three included "Other."

(No Response)

5. Please provide the name of the Learning Management System (LMS) most commonly used in the district. A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of online and blended learning courses.

Odysseware

6. Please provide the names of the five most commonly used software programs that support classroom instruction in the district.

Castle Learning
 Problem-Attic
 Renaissance Learning
 Journey's
 MyOn
 Imagine Learning

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Software and IT Support

7. Please provide the names of the five most frequently used research databases if applicable.

World Book Online
 Britannica School Edition
 Infobase Issues and Controversies
 ProQuest Culturegrams
 Britannica Image Quest

8. Does the district have a Parent Portal?

Yes

8a. Check all that apply to the Parent Portal if the response to question eight is "Yes."

- Attendance
- Homework
- Student Schedules
- Grade Reporting
- Transcripts
- Other

8b. If 'Other' was selected in question eight (a), please specify the other feature(s).

(No Response)

9. What additional technology-based strategies and tools, besides the Parent Portal, are used to increase parent involvement?

- Learning Management System
- Emergency Broadcast System
- Website
- Facebook
- Twitter
- Other

9a. Please specify if the response to question nine was "Other".

Re-defined district website
 Enhanced online learning opportunities that allow parents access to view their student's progress
 Online access to newsletters and sources of information related to the current events of the district
 Social Media (Twitter) feed attached directly to the website
 Text based (Respond 101) programs utilized to connect with multiple parents/guardians, in specific groups, to keep communication consistent and relevant

10. Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is providing technical support. Does not include instructional technology integration FTE time.

Title	Number of Current FTEs
Director of Technology	0.60
Network Administrator	1.40
LAN Technician	1.40
	3.40

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Curriculum and Instruction

E. Curriculum and Instruction**1. What are the district's plans to use digital connectivity and technology to improve teaching and learning?**

Students and staff engaged in 21st century collaborative learning opportunities incorporating relevant technology. In 2016-2017, all students Pk-8 will have access to 1:1 devices on a daily basis.

Union Springs Middle School will become a Google Apps for Education school in 2016-2017, becoming an essentially paperless school. Smartboards are used in nearly all classrooms throughout the district. Beginning in the 2017-2018 school year, all students 9-12 will have access to 1:1 devices on a daily basis. As of 2017-2018, all students PK-12 have access to 1:1 devices.

In addition to hardware, the district routinely researches and implements software programs to meet the specific needs of our student population.

2. Does the district's instructional technology plan address the needs of students with disabilities to ensure equitable access to instruction, materials, and assessments?

Yes

2a. If "Yes", please provide detail.

All Technology purchases are reviewed to ensure equitable access for all students. When researching devices, the abilities and needs of students is considered prior to a purchase, thus limiting the exclusion of any students. Current software purchases, such as myON and GoMath, have built in differentiation capabilities to ensure access for all.

3. Does the district's instructional technology plan address the provision of assistive technology specifically for students with disabilities to ensure access to and participation in the general curriculum?

Yes

3a. If "Yes", please provide detail.

The district technology plan incorporates the needs of students with disabilities. Individual needs are incorporated into student IEPs. Students with special needs are provided access to the same hardware and software as general education students, with accommodations put in place to ensure equitable access.

4. Does the district's instructional technology plan address the needs of English Language Learners to ensure equitable access to instruction, materials, and assessments?

- Yes
 No

4a. Please provide details. If the district plans to apply for Smart School Bond Act funds for Classroom Learning Technology, the answer to this question must be aligned with the district's Smart Schools Investment Plan (SSIP).

Students are provided with technology support in their native language when appropriate. The ELL teacher is provided professional development aligned to the district technology plan that is customized to ensure our English Language Learners have equitable access to all technology resources.

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Professional Development

F. Professional Development

1. **Please provide a summary of professional development offered to teachers and staff, for the time period covered by this plan, to support technology to enhance teaching and learning. Please include topics, audience, and method of delivery within your summary.**

Office 365
 Prometheans
 Google Classroom
 iPads
 all of the above are for teachers to learn how to become more educationally facile with the programs and devices.

2. **Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is delivering technology integration training and support for teachers. Does not include technical support.**

Title	Number of Current FTEs
BOCES Staff Developer	0.60
	0.60

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Technology Investment Plan

G. Technology Investment Plan

1. Please list the top five planned instructional technology investments in priority order over the next three years. Infrastructure is considered an instructional technology investment.

	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1.	Switches	80,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input checked="" type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
2.	Wi-Fi	20,000	Both	<input type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input checked="" type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
3.	Laptops	200,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
4.	Interactive Displays/Projectors/Whiteboards	100,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
5.	Professional Development	10,000	Annual	<input type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act

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Technology Investment Plan

	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
				<input type="checkbox"/> Other
Totals:		410,000		

2. If "Other" was selected in question one, for items purchased or for a funding source, please specify.

(No Response)

Instructional Technology Plan - Annually - 2017Status of Technology Initiatives and Community Involvement

H. Status of Technology Initiatives and Community Connectivity

1. **Please check any developments, since your last instructional technology plan, that affect the current status of the technology initiatives.**

- Changes in District Enrollment
- Changes in Staffing
- Changes in Funding
- Technology Plan Implementation
- Computer-based Testing
- Catastrophic Event
- Developments in Technology
- Changes in Legislation
- Other
- None

2. **In this section, please describe how the district plans to increase student and teacher access to technology, at home and in the community.**

Teachers will be taking their assigned laptops home each day. PK-12 students are not taking their 1:1 device home at this time, but will carry these devices to each class, essentially turning every classroom into a computer lab.

3. **Please check all locations where Internet service is available to students within the school district's geographical boundaries.**

- Home
- Community
- None

- 3a. **Please identify categories of available Internet locations within the community.**

Aside from private, in home connectivity, there is public internet access at the public library in Union Springs.

Instructional Technology Plan - Annually - 2017

Instructional Technology Plan Implementation

I. Instructional Technology Plan Implementation

- 1. Please provide the timeline and major milestones for the implementation of the technology plan as well as the action plan to integrate technology into curriculum and instruction to improve student learning.**

2015-2016:

- Grades Pre-K - 3: 1:1 ipads
- Imagine Learning elementary literacy initiative
- School Tool SMS rollout
- Journeys
- Odysseyware credit recovery
- itutor
- Problem-Attic
- cabling, servers, and wireless internet access

2016-2017:

- 1:1 Chromebooks
- myON Literacy program
- Lightsail e-readers

2017-2018:

- GoMath
- Imagine Math
- Journeys Grade 5
- Digital Science & Social Studies Text Books
- Grade 9-12 1:1 Laptops

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Monitoring and Evaluation

J. Monitoring and Evaluation

- Please describe the proposed strategies that the district will use to evaluate, at least twice a year, whether the district’s instructional technology plan is 1) meeting the vision and goals as outlined in the plan and 2) making a positive impact on teaching and learning in the district.**

Union Springs CSD stakeholder groups meet monthly to discuss the technology plan and rollout of initiatives within the plan. Through deployment of personnel and available resources, professional development, and implementation of devices, the district continues to implement the plan and is ready to address issues as they arise. Thoughtful planning allows for quick resolution to barriers. All groups continue to adjust plans, while staying focused on the district plan in order to continue progressing with a timely rollout of the technology plan.

- Please fill in all information for the policies listed below.**

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	https://www.dropbox.com/sh/oop06ayt8p4e3vf/AABgUZDD8s8rFVOVG6LpkRq6a?dl=0	2017
Internet Safety/Cyberbullying*	https://www.dropbox.com/sh/oop06ayt8p4e3vf/AABgUZDD8s8rFVOVG6LpkRq6a?dl=0	2017
Parents' Bill of Rights for Data Privacy and Security	https://www.dropbox.com/sh/oop06ayt8p4e3vf/AABgUZDD8s8rFVOVG6LpkRq6a?dl=0	2017

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Survey Feedback

K. Survey Feedback

Thank you for submitting your district's instructional technology plan (ITP) survey via the online collection tool. We appreciate the time and effort you have spent completing the ITP survey. Please answer the following questions to assist us in making ongoing improvements to the online survey tool.

1. **Was the survey clear and easy to use**

Yes

2. **Was the guidance document helpful?**

Yes

3. **What question(s) would you like to add to the survey? Why?**

(No Response)

4. **What question(s) would you omit from the survey? Why?**

(No Response)

5. **Other comments.**

(No Response)

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Appendices

Appendices

1. **Upload additional documentation to support your submission**

(No Response)