



New York State Education Department Instructional technology plan survey

The instructional technology plan survey is designed to allow districts the opportunity to compile all data related to their technology planning and needs in one location. The data collected in the survey may be used as the basis for funding opportunities and will satisfy the New York State Education Department's requirement that school districts submit technology plans per Part 100.12 of the Commissioner's Regulations. The regulation states: "To be eligible for aid for instructional computer hardware and technology equipment expenses pursuant to Education Law, section 753, school district shall develop and maintain a plan, in a format prescribed by the commissioner, for the use of the instructional computer technology equipment" (<http://www.p12.nysed.gov/part100/pages/10012.html>).

This document contains the DRAFT Instructional Technology Plan survey questions. These questions should be considered draft until the NYSED officially releases the questions and the online collection tool. The questions are being shared to provide an opportunity to review.

The survey contains ten sections:

- A. LEA Information
- B. Instructional Technology Vision and Goals
- C. Technology and Infrastructure Inventory
- D. Software and IT Support
- E. Curriculum and Instruction
- F. Professional Development
- G. Technology Investment Plan
- H. Status of Technology Initiatives and Community Connectivity
- I. Instructional Technology Plan Implementation
- J. Monitoring and Evaluation



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A. LEA Information

Please provide the following information:

1. What is the total student enrollment based on the most recent BEDS Day submission?
Requires a numeric value.

692

2. What is the student enrollment by grade band based on the latest BEDS Day submission?

GRADE BAND	ENROLLMENT
Grades K-2	138
Grades 3-5	152
Grades 6-8	157
Grades 9-12	200

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

Lynn Roy

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

Superintendent

Please select one from drop down menu
Drop down:
Superintendent
Director of Technology
Chief Information Officer
Deputy Superintendent
Assistant Superintendent
Other

- 4a. If the response to question four was "Other," please provide the title.

N/A

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B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

The Madrid-Waddington Central School District, in partnership with home and community, within a safe environment of empathy, compassion, and respect, commits to maximizing each student's achievement in all domains regardless of learning style or ability.

Response is limited to 100 words.

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

Response is limited to 500 words.

Madrid-Waddington Central School, with the intent to allow all students to meet or exceed standards, will: Embrace challenges, Resolve problems, Provide varied opportunities to all students, Promote global, national and local citizenship, Develop collaborative and communicative skills, Prepare students for productive employment and lifelong learning, Accept the responsibility to set and monitor attainable goals for staff and students

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

The planning process for the Madrid-Waddington instructional technology plan included members of the following stakeholder groups: elementary and secondary teachers, administration, library-media specialist, community/parent representatives, school board member, as well as BOCES and NERIC staff. State guidelines, the results of a formal faculty survey, and technology committee member input were used to formulate the plan. The outcome of the development meetings was a series of District needs and their accompanying goals. The goals focused on technology literacy for students and faculty, the use of technology as instructional tools, maintaining current hardware and software, and advancement in our district infrastructure to support instructional needs. The technology committee met on 09/17/14, 10/29/14, 01/07/15, 03/11/15, and 05/2015 during the 2014-2015 school year to plan, implement, and evaluate the technology programs at Madrid-Waddington.

Response is limited to 500 words.

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Note: NYSED recommends that instructional technology staff, curriculum directors, teachers, and school library media specialists participate in the development of the technology plan.

4. Please provide the source(s) of any gap between the current level of technology and the district's stated vision and goals.
- X Access Points
 - X Connectivity
 - X Device Gap
 - x Network
 - X Professional Development
 - X Staffing
 - Other
 - No Gap Present
- Please check all that apply

4a. Please specify if "Other" was selected in question four.

N/A

5. Based upon your answer to question four, what are the top three challenges that are causing the gap? If you chose "No Gap Present" in question four, please enter N/A. Response is limited to 100 words.

Lack of full wireless capabilities in each classroom, currently. About 90% of all classrooms have wireless connections. However, they can not support the number of wireless devices needed to run an entire class wirelessly. With the completion of the Capital Project, a new wireless controller, Gigabit switches, and stronger wireless Access Points, all rooms will have full wireless access for all students in the classroom..

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C. Technology and Infrastructure Inventory

1. What is the available network broadband bandwidth? Please express speed in Mb (Megabits) or Gb (Gigabits).

If the district has multiple school buildings, the minimum and maximum capacity between and within school buildings should not be an average. Please list the minimum capacity at the school building with the lowest capacity and the maximum capacity at the school building that has the highest capacity.

NETWORK BROADBAND BANDWIDTH	Minimum Capacity (Expressed in Mb or Gb)	Maximum Capacity (Expressed in Mb or Gb)
Network Bandwidth: Incoming connection TO district schools (WAN)	40Gb	40Gb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	1Gb	1Gb
Bandwidth: Connections WITHIN school buildings (LAN)	100Mb	100Mb

2. What is the total contracted Internet access bandwidth for your district? Please express speed in Mb (Megabits) or Gb (Gigabits).

Note: This refers to the speed configured to get from the district hub out to the Internet.

40 Mb

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

Note: See guidance document for further clarification and example.

NERIC

Response is limited to 50 letters.

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4. Which wireless protocols are available in the district? Of these, which are currently in use? Check all that apply.

WIRELESS PROTOCOLS	Available	In use
802.11a	<input type="checkbox"/> X	<input type="checkbox"/>
802.11b	<input type="checkbox"/> X	<input type="checkbox"/>
802.11g	<input type="checkbox"/> X	<input type="checkbox"/> X
802.11n	<input type="checkbox"/> X	<input type="checkbox"/> X
802.11ac	<input type="checkbox"/> X	<input type="checkbox"/> X
802.11ad	<input type="checkbox"/>	<input type="checkbox"/>
802.11af	<input type="checkbox"/>	<input type="checkbox"/>

5. Do you have wireless access points in use in the district? Drop Down Answer: Yes or No. YES

5a. If yes, what percentage of your district's instructional space has wireless coverage?

100% (90% coverage currently; but 100% by December, 2016, following the Capital Project Improvements)

6. Does the district use a wireless controller? Drop Down Answer: Yes or No. YES

7. What is the port speed of the switches that are less than five years old in use in the district? Drop down with unit of measurement in Gb or Mb. 1GB

Please respond with 0 if not applicable.

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

COMPUTING DEVICES	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)	81	81
Laptops / Virtual Machine (VM)	55	51
Chromebooks	40	0
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

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Tablets less than nine (9) inches without access to an external keyboard	1	0
Tablets nine inches or greater without access to an external keyboard	37	0

Note: Include only devices used for instructional purposes. See guidance document for additional details.

9. Of the total number of students with disabilities in your district, what percentage of these students are provided with assistive technology as documented on their Individualized Education Programs (IEPs)? Must be a numeric value. 16% (12/77)

Note: This information should be available within the district's Special Education Student Management System.

10. From your technology needs assessment, please describe any additional assistance or resources that, if provided, would enhance the district's ability to provide improved access to technologies, including assistive technologies, for students with disabilities?

Madrid-Waddington is committed to making sure every child, with or without disabilities, has access to the technologies (assistive, or otherwise) they need to ensure their educational needs are met. We continually strive to seek out resources available to our students with disabilities. A summary of resources available to districts would be most beneficial to us.

Response is limited to 250 words.

Note: See guidance document for examples.

11. How many peripheral devices, less than five years old, are in use in the district?
 Please give the number of the following:

PERIPHERAL DEVICES	Number of devices in use that are less than five years old
Document Cameras	5
Flat Panel Displays	0
Interactive Projectors	0

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Interactive Whiteboards	0
Multi-function Printers	2
Projectors	0
Scanners	0
Other Peripherals	0

Note: Include only peripherals used for instructional purposes.
Other peripherals might include, for example, video conferencing devices, cameras, or probes.

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

N/A

13. Does your district have an asset inventory tagging system for district-owned equipment?
Choose **Yes** or No.

14. Does the district allow students to Bring Your Own Device (BYOD)? Question refers to students only. (**Yes** or No)

14a. If answered yes to question 14: On an average school day, approximately how many student devices access the district’s network? 300

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

Select yes/no/**not applicable**. Please select “Not Applicable” if the question does not apply to your district.

D. Software and IT Support

1. What are the operating system(s) in use in the district?
Please select yes if the operating system is currently in use. Please select no if the operating system is not currently in use.

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Note: This includes all operating systems in use throughout the district.

Operating Systems	In use? (Check yes or no)
Mac OS Version 9 or earlier	Yes <input type="checkbox"/> X No <input type="checkbox"/>
Mac OS Version 10 or later	Yes <input type="checkbox"/> X No <input type="checkbox"/>
Windows XP	Yes <input type="checkbox"/> No <input type="checkbox"/> X
Windows 7.0	Yes <input type="checkbox"/> X No <input type="checkbox"/>
Windows 8.0 or greater	Yes <input type="checkbox"/> X No <input type="checkbox"/>
Apple iOS 7 or greater	Yes <input type="checkbox"/> X No <input type="checkbox"/>
Chrome OS	Yes <input type="checkbox"/> X No <input type="checkbox"/>
Android	Yes <input type="checkbox"/> X No <input type="checkbox"/>
Other	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

N/A

3. What are the web browsers, **both** available **and** supported, for use in the district? Please select "Yes" if the web browser is both available and supported for use in the district. Please select "No" if the web browser is not available and supported for use in the district.

Web Browsers	Available and supported for use (Select Yes or No)
Internet Explorer 7	Yes <input type="checkbox"/> No <input type="checkbox"/> X
Internet Explorer 8	Yes <input type="checkbox"/> No <input type="checkbox"/> X
Internet Explorer 9 or greater	Yes <input type="checkbox"/> X No <input type="checkbox"/>
Mozilla/Firefox	Yes <input type="checkbox"/> X No <input type="checkbox"/>
Google Chrome	Yes <input type="checkbox"/> X No <input type="checkbox"/>
Safari (Apple)	Yes <input type="checkbox"/> X No <input type="checkbox"/>
Other	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

N/A

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5. Please provide the name of the learning management system (LMS) most commonly used in the district.
If a district uses a locally developed LMS, please indicate. If the district does not use an LMS, please reply "None used".

Examples are provided [here](#)

(http://www.p12.nysed.gov/technology/TechPlans/ITP_SampleSLMS.html)

Learning Management Systems
ActivInspire, Read Naturally, Classflow, Nearpod, Socrative,

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

Instructional Software Programs
ActivInspire, Google Apps, Reading Eggs, Accelerated Reader, BrainPop

7. Please provide the names of the five most frequently used research databases if applicable. (Optional question) See [list of common statewide research databases](#). (Link to website)
http://www.p12.nysed.gov/technology/TechPlans/ITP_SampleSLMS.html#swDBS

Cengage

8. Does the district have a Parent Portal?

Yes or No Yes

- 8a. Check all that apply to the Parent Portal if the response to question eight is "Yes".
(Appears if answer was yes)

- Attendance
 Homework
 Student Schedules
 Grade Reporting



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Transcripts

X Other

Please check all that apply.

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

NYS Assessment Reports

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

Please check all that apply.

Learning Management System

Emergency Broadcast System

Website

Facebook

Twitter

Other

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

email

Response is limited to 200 words.

10. Please list title and FTE count (as of survey submission date) of all staff whose primary responsibility is technical support.

Title	Current FTE's
Microsystems Coordinator	2.0
Instructional Technology Specialist	1.0
Network and System Technician	0.4
Senior Network and System Technician	0.2



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Guidance: Relevant staff would include the Director of Technology, IT support staff, and any other staff that assist with computer-based testing, troubleshooting, etc. Please note the survey will ask for similar information about staff assisting with instructional technology integration training and support for teachers in a later question (Section F, Question two)

Note: Guidance document clarifies how to determine FTE count for purposes of this question and question two in Section F.

Response is limited to 500 words.

E. Curriculum & Instruction

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

The Madrid-Waddington District plans to continue to support enhanced educational opportunities through blended learning environments such as flipped classrooms, distance learning labs, and fully online courses. Teachers will have full access to a multitude of peripherals such as digital cameras, projectors, promethean boards, and document readers. Teachers will have access to numerous instructional software packages. The district is additionally committed to expanding our broadband infrastructure to support "byod" instruction.

Response is limited to 250 words.

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 | No

YES

2a. If "Yes", please specify. Response is limited to 250 words.

Special Education teachers and assistants have access to Reading A-Z, Read Naturally, Kurzweil, Nearpod, Reading Eggs, Learning Ally, Accelerated Reader, ActivInspire, etc. Students have access to iPads, Chromebooks, Kindles, and desktop computer stations in Resource Rooms. Software applications are available in audio playback for these devices.

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Note: Please review the guidance document prior to responding to question two (a).

http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/InstructionalTechnologyPlan_SurveyGuidance_4-10-15.pdf

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. Response is limited to 250 words.

Each year, the goal of the Special Education Department is to build on existing technology while at the same time, provide new assistive technological opportunities for our students with special needs. The purchases of equipment and support are based upon the current needs of each individual student at the time needed. Assistive programs provided for the Special Education program include Kurzweil, ReadLive, ReadNaturally, Flocabulary, Learning Ally, NearPod, and Reading Eggs, just to name a few. These programs are available both on iPads and computers. The education of staff and students in these programs is paramount for effectiveness, and Professional Development in this area is supported.

Note: Please review the guidance document prior to responding to question three (a)

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. Please use the [New York State Professional Development Standards](http://www.highered.nysed.gov/tcert/resteachers/pd.html) as a reference (<http://www.highered.nysed.gov/tcert/resteachers/pd.html>) .

Topics of Professional Development training offered to all instructional staff within the District include: Google Apps such as GMail, Docs, Classroom, Slides, Sheets, YouTube, Sites, forms, extensions, add-ons, etc (8 days of training between 7/14 and 08/27). Trainings on programs such as eDoctrina (08/14), Schooltool (10/14, 08/15), IEP/RTI Direct (07/14, 08/15), Flipped Classrooms (07/14), ActivInspire (monthly), and other district-purchased programs. These trainings occur on Staff



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Development Days, summer training sessions, as well as before, during, and after school. Our staff members also attend Model Schools workshops, and other regionally offered trainings (through NYSCATE, Google, ISTE, etc.). All workshops are tracked via MyLearningPlan. Madrid-Waddington hosted a Google Camp on August 12, 2015 that included participants from over 15 school districts in the North Country.

Response is limited to 500 words.

2. Please list title and FTE count (as of survey submission date) of all staff whose primary responsibility is technology integration training and support for teachers.

Title	Current FTE Count
Instructional Technology Specialist	1.0

Guidance: Relevant staff would include the Director of Technology, curriculum integration teacher-coaches, and any other staff that assists with instructional technology implementation.

Note: Guidance document clarifies how to determine FTE count.

Response is limited to 500 words.

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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 Drop Down menu	Estimated Cost	Is Cost one-time or Annual?	Potential Funding Source: (May list more than one source per item.)
1	Wifi	\$150K	<input type="checkbox"/> One time <input type="checkbox"/> Annual	
2	Professional Development	\$38K	<input type="checkbox"/> One time <input checked="" type="checkbox"/> Annual	
3	Server	\$25K	<input checked="" type="checkbox"/> One time <input type="checkbox"/> Annual	
4	Other	\$50K	<input type="checkbox"/> One time <input type="checkbox"/> XAnnual	
5	Interactive Whiteboards	\$50K	<input type="checkbox"/> One time <input type="checkbox"/> XAnnual	

Drop down list:

- Broadband
- Desktops
- Interactive Whiteboards
- Instructional Software
- Laptops
- Network Cabling
- Office/Productivity Software
- Professional Development
- Printers
- Servers
- Server/Network Software
- Staffing
- Tablets
- Wi-Fi
- Other

2. If "Other" was selected in question one, please specify.
Chromebooks for mobile carts, iPad Carts, Chromeboxes in lab settings.



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Response is limited to 250 words.

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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

Please check all that apply.

1a. Please specify if response to question one was other.

N/A

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

Replacing wireless controller & updating wireless APs. Increasing number of school-owned mobile devices such as iPads, Chromebooks, Chromeboxes, and tablets. We will instruct our students on how to leverage their own personal devices as educational tools. A certain percentage of District devices will be available from the Media center for students to borrow. We are also engaged in discussions with local internet providers in an effort to expand coverage within our district. Computers with internet access will be available for community use after school hours.

Response is limited to 250 words.

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

- School
- Home

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- XCommunity
- None

3a. Please identify categories of available Wi-Fi locations within the community.

Appears if community is checked. Community refers to local businesses, public libraries, non-profits, and governmental entities.

Public libraries in Madrid and Waddington.

Response is limited to 250 words.

I. Instructional Technology Plan Implementation

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.

2015-20 16	Replace wireless controller Add wireless APs to each room Update all core switches to 1GB Increase wireless devices by ordering two carts of (30) Chromebooks Replace GATE Lab & Room 59 computer labs & Library Stations with Chromeboxes (70 total)
2016-20 17	Replace Business Lab with 26 PCs Replace Art Lab with 10 Mac Computers Replace Elementary Computer Lab with 26 PCs 2 (30 unit) Mobile Carts
2017-20 18	Replace Mac Lab (21) 2 Mobile Carts Chromebox Stations in Classrooms

Please list the dates, actions, and desired outcomes. Response is limited to 500 words.

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J. Monitoring and Evaluation

1. Please describe the proposed strategies that the district will use to evaluate, at least twice a year, the effectiveness of the implementation of the district's instructional technology plan to improve teaching and learning.

<p>The Technology Committee will meet at least four times per year at which time they will discuss current implementations, instructional services, device status and usage, as well as future plans for technology within the District as relative to the current Technology Plan. The committee includes stakeholders from instructional staff, administration, NERIC personnel, as well as a Board of Education member.</p>		
<u>Meeting Date</u>	<u>Actions</u>	<u>Desired Outcomes</u>
September, 2015	-set yearly goals	-plan for year
October/November, 2015	-react to feedback of teachers and instructional staff -Committee will review use of current instructional devices, frequency use, grade level and content area	-Adjust utilization and share information with faculty.
January/February, 2016	-Design survey for staff to evaluate progress	-100% staff completion of Technology Survey -Plan to be made in April/May meeting for following school year
April/May, 2016	-Create a plan/lifecycle for technology the following school year.	-Creation of a plan to be followed for next academic year.

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Please list the dates, actions, and desired outcomes. Response is limited to 500 words.

2. Please fill in all information for the policies listed below: The only requirement for a public forum date is for the Internet Safety/Cyberbullying Policy. Districts do not need to have a public forum date for the Acceptable Use Policy (AUP) or Parents' Bill of Rights.

Please use N/A if the question does not apply.

Policy	Date of Public Forum (if applicable)	URL	Year Policy Adopted
Acceptable Use Policy-AUP	September, 2015	https://docs.google.com/a/mwcsk12.org/viewer?a=v&pid=sites&srcid=bXdjc2sxMi5vcmd8aG9tZXxneDoxMjBkZTk2MmU4YTc1Yjhi	2011
Internet Safety/Cyberbullying	September, 2015	https://docs.google.com/a/mwcsk12.org/viewer?a=v&pid=sites&srcid=bXdjc2sxMi5vcmd8aG9tZXxneDoxMjBkZTk2MmU4YTc1Yjhi	2011
Parent's Bill of Rights for Data Privacy and Security	September, 2015	https://docs.google.com/a/mwcsk12.org/viewer?a=v&pid=sites&srcid=bXdjc2sxMi5vcmd8aG9tZXxneDoyZjlmOWJINTZiYmI3ZGEw	1999

3. Does the district have written procedures in place regarding cybersecurity?

Yes

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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?

XYes

No

1a. If response was "No", please explain.

Response is limited to 100 words.

2. Was the guidance document helpful?

XYes

No

2a. If response was "No", please explain.

Response is limited to 100 words.

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

Please respond if applicable. Response is limited to 250 words.

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

Please respond if applicable. Response is limited to 250 words.

5. Other comments?

Please respond if applicable. Response is limited to 500 words.



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Add as a supporting doc: Current Tech Plan:

https://docs.google.com/document/d/1F_T1nARN4YUfxEncaxoDKSyQBJv7g5VDnoB-uObI4tU/edit#