

**Instructional Technology Plan - Annually - 2016**

LEA Information

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**A. LEA Information**

**1. 2014-2015 Student Enrollment**

	Total Enrollment	Pre-K Enrollment	K-2 Enrollment	3-5 Enrollment	6-8 Enrollment	9-12 Enrollment	Ungraded Enrollment
Student Enrollment	1,077	20	280	282	230	251	14

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

Ellen McDonnell

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

Assistant Superintendent

# Instructional Technology Plan - Annually - 2016

## Instructional Technology Vision and Goals

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### B. Instructional Technology Vision and Goals

**1. Please provide the district mission statement.**

The Tuckahoe Union Free School District mission is Preparing Every Student for Excellence.

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

The Tuckahoe Union Free School District has embarked on an ambitious “Technology for All” initiative in line with its Five-Year Strategic Plan. At the Board of Education meeting on May 12, 2014 the district approved an Instructional Technology initiative to acquire 700 Chromebooks that provided for every student in grades 3-12 with one-to-one access to classroom technology devices for school year 2014-2015. This experience was the first step in our comprehensive adoption of instructional technology in the classroom. Our plan also included the provision of high quality professional development. We hired two Instructional Technology Consultants from our Lower Hudson Regional Information Center. Our initial investment will join the allocations made via the Smart Schools Bond Act and provide for emerging technologies in the classroom and effective training of our teachers. Our District adopted Google Apps for Education as the platform to deliver online curriculum content. Our Professional Development Consultants trained two cohorts of our teachers to become certified as Google Educators in critical areas of the Google suite of application for education. This year, in lieu of the SWBOCES consultants, we implemented part-time Peer Technology Coaches and appointed two veteran Tuckahoe teachers to fill the positions. Our faculty is now embracing the model, Chromebooks are changing the way teachers teach and students learn in Tuckahoe.

Our Vision for Instructional Technology is based on access to digital content anywhere and anytime. Tuckahoe's specific goals are as follows.

Goal #1. Allow for the creation of new tasks, previously inconceivable through technology integration.

Goal #2. Provide students with free unlimited storage of their educational records.

Goal #3. Provide teachers and students with seamless collaboration that offers real-time, multiuser editing and syncing.

Goal #4. Provide one simple and reliable source for emails, calendars, documents and search.

**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.**

The Tuckahoe UFSD is monitoring and evaluating the implementation of our approved ITP. Here is a summary of the process:

Date	Purpose	Participants	Outcome
January 2016 - June 2016	Review prior instructional technology plan	Teachers, parents, BOE member	realign priorities for district technology plan
June 2016	Create new priorities for instructional technology plan	Teachers, parents, BOE member	new technology plan 2016-2017

**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

**Instructional Technology Plan - Annually - 2016**Instructional Technology Vision and Goals

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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.**

Connectivity was addressed in the 2015-2016 school year by increasing our bandwidth capacity to 100 mb/s. We continue to utilize two Peer Technology Coaches providing a combined 0.6 FTE of professional development time will staff. Though this model is helpful, the District could still benefit from a full-time person in this position. In addition, we do not have a Director of Technology, with the Assistant Superintendent and the principals providing leadership to the best of their abilities.

# Instructional Technology Plan - Annually - 2016

Instructional Technology & Infrastructure Inventory

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## 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?

LHRIC

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

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.

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Instructional Technology & Infrastructure Inventory

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

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	100	<input checked="" type="checkbox"/> Mbps <input type="checkbox"/> Gbps
Maximum Capacity of Switches	1	<input type="checkbox"/> Mbps <input checked="" type="checkbox"/> Gbps

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

0

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?**

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Instructional Technology & Infrastructure Inventory

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	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)	225	225
Laptops/Virtual Machine (VM)	5	5
Chromebooks	1,000	1,000
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	70	70
<b>Totals:</b>	<b>1,300</b>	<b>1,300</b>

**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)?**

27

**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.**

With the additional broadband bandwidth to improve connectivity, we do not expect to have any additional barriers to access for our students with disabilities.

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

	Number of devices in use
Document Cameras	14
Flat Panel Displays	7
Interactive Projectors	0
Interactive Whiteboards	80
Multi-function Printers	6
Projectors	80
Scanners	10
Other Peripherals	0
<b>Totals:</b>	<b>197</b>

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

N/A

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

Yes

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Instructional Technology & Infrastructure Inventory

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**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

**Instructional Technology Plan - Annually - 2016**

Software and IT Support

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**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	No
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.**

None used.

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

Google Apps for Education  
 Microsoft Office Suite  
 Adobe Acrobat Professional  
 Renaissance Learning  
 Castle Learning



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Software and IT Support

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

Gale  
 JSTOR  
 Encyclopedia Britannica  
 Gale Virtual Literature Ebook Reference  
 ProQuest SIRS Researcher

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

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
Network Specialist (BOCES-RIC)	1.00
	<b>1.00</b>

## Instructional Technology Plan - Annually - 2016

Curriculum and Instruction

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### E. Curriculum and Instruction

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

Our technology plan has provided Chromebooks to every student in grades 3-12. In addition, our K-2 students have access to a combination of Chromebooks and iPads on carts and in classroom centers for use throughout the day. We have been able to use our wireless network with this devices to change teaching and learning. Specifically, we have implemented Google Classroom throughout the district, but most heavily in grades 6-12, providing students with access to materials to work on individually or collaboratively like never before. Our use of the Online STAR Math and Reading assessment as provided us with valuable feedback on student progress. Moving forward, we are focusing on replacement of SMARTBoards in our classrooms over the next few years, as well as replacing our Chromebook inventory to ensure continuous access for students. We will continue to expand our knowledge of uses of instructional technology throughout the coming years.

**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.**

Our technology plan provides all students, including those with disabilities, access to instructional technology. All general education and special education classrooms have wireless access and are equipped with SMARTBoards. We follow compliance with IEPs for students with disabilities requiring assistive technology and provide access to technology and devices to 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.**

Through our CPSE, CSE, and 504 process, all students in the Tuckahoe Union Free School District who are in need of specialized assistive technology to access learning are accommodated on a priority basis. Our district also provides assistive technology for students with disabilities who are parentally placed in nonpublic schools. In addition, the Tuckahoe Union Free School District ensures that all district-placed students with disabilities have the required assistive technology through our collaboration with their special education programs.

**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).**

Our technology plan provides all students, including English Language Learners, access to instructional technology. All general education, ENL, and special education classrooms have wireless access and are equipped with SMARTBoards. Our English Language Learners have access to online translation programs when appropriate. We provide access to technology and devices to all.

**Instructional Technology Plan - Annually - 2016**

Professional Development

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**F. Professional Development**

- 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.**

The Tuckahoe Union Free School District continues to provide enhanced professional development by maintaining our 0.6 FTE peer tech coaches for the 2016-2017 school year. They provide 1:1 and small group sessions for teachers and administrators. Listed below are some examples of the professional development opportunities aligned with the NYS Professional Development Standards.

Topic	Audience	Method of Delivery
Introduction to Google Classroom	K-12 Teachers	Workshop
Common Core Teaching Initiatives	K-12 Teachers	Workshop
Google Classroom Application	K-12 Teachers	Workshop
Google Apps for Education	K-12 teachers	Workshop
Creating and Distributing Surveys	K-12 teachers	Workshop
Using Google Docs in the Classroom	K-12 teachers	Workshop
Ed Puzzle: A flipped classroom resource	K-12 teachers	Workshop
Technology Boot Camp	New K-12 Teachers	Workshop
Creating Assignment Linked to Common Core Standards	K-12 teachers	Workshop
Using Google Apps as a Collaborative Teaching Tool	K-12 Teachers	Workshop

- 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
Principals	0.10
Technology Coaches	0.60
Assistant Superintendent	0.30
	<b>1.00</b>

**Instructional Technology Plan - Annually - 2016**

Technology Investment Plan

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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.**

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Technology Investment Plan

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	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1	Chromebooks	35,000	Annual	<input checked="" 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 type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
2.	Desktops	6,000	One Time	<input checked="" 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 type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
3.	Interactive Displays/Projectors/Whiteboards	100,000	Both	<input type="checkbox"/> BOCES Co-Ser Purchase <input 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.	Instructional Software	50,000	One Time	<input checked="" 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 type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
5.	3D Printers	15,000	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
<b>Totals:</b>	<b>0</b>	<b>206,000</b>	<b>0</b>	<b>0</b>

**Instructional Technology Plan - Annually - 2016**

Technology Investment Plan

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

(No Response)

**Instructional Technology Plan - Annually - 2016**

Status of Technology Initiatives and Community Involvement

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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

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

The district makes every effort to partner with the local public library for after school homework help and internet access. We also collaborate with the Tuckahoe Community Center and Eastchester Community Action Program.

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.**

Tuckahoe Public Library  
 Tuckahoe Community Center  
 Eastchester Community Action Program  
 Starbucks  
 Dunkin' Donuts

# Instructional Technology Plan - Annually - 2016

Instructional Technology Plan Implementation

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## 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.

Date	Action	Desired Outcome
2016-2017 school year	Provide embedded professional development for teacher to sustain investment in technology for instruction and assessments	Continued in-house meaningful professional development will provide teachers the necessary training to leverage our significant investment in instructional technology.
2017-2018 school year	Evaluate the Instructional Technology Program, including a new needs assessment for the Tuckahoe Union Free School District.	An instructional technology evaluation will measure how successful our technology for all initiative has been. The new needs assessment will provide valuable feedback on our initiative from the entire community and guide our next steps.
2018-2019 school year	Review and update our technology plan to ensure we are on track providing instructional technology tools and resources for all students in the Tuckahoe Union Free School District.	We will review and update the district's technology plan to provide us with a blueprint for implementing future instructional technology that my not exist yet.



# Instructional Technology Plan - Annually - 2016

## Monitoring and Evaluation

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### 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.**

The Tuckahoe School District's Technology Committee will continue to meet, at least twice a year, to evaluate the effectiveness and implementation of the District's Instructional Technology Plan to improve teaching and learning. This committee of teachers, administrators, board member, and community members is committed to this work. In addition, we utilize Clarity, a technology survey for students, teachers, and parents, at least once a year to collect data on technology integration and impact.

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

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	<a href="http://www.boarddocs.com/ny/tuckahoe/Board.nsf/files/A72TMX6A9B6E/\$file/4526.pdf">http://www.boarddocs.com/ny/tuckahoe/Board.nsf/files/A72TMX6A9B6E/\$file/4526.pdf</a>	2015
Internet Safety/Cyberbullying*	<a href="http://www.boarddocs.com/ny/tuckahoe/Board.nsf/files/A72UUU6CFD02/\$file/5300.pdf">http://www.boarddocs.com/ny/tuckahoe/Board.nsf/files/A72UUU6CFD02/\$file/5300.pdf</a>	2015
Parents' Bill of Rights for Data Privacy and Security	<a href="http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf">http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf</a>	2014

## Instructional Technology Plan - Annually - 2016

### Survey Feedback

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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**

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)

**Instructional Technology Plan - Annually - 2016**

Appendices

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**Appendices**

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

(No Response)