



2018-2021
INSTRUCTIONAL TECHNOLOGY PLAN
Port Chester-Rye Union Free School District

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TABLE OF CONTENTS

TABLE OF CONTENTS	1
DISTRICT LEA INFORMATION	3
District Instructional Technology Plan Point of Contact	3
District Technology Committee	3
STRATEGIC TECHNOLOGY PLANNING	5
District Mission	5
Instructional Technology Vision Statement	5
Instructional Technology Goals	5
Planning Process	5
Professional Development Plan	6
Evaluating Progress	6
ACTION PLAN: GOAL 1	7
Goal #1	7
Aligned NYSED Goal	7
Target Student Population(s)	7
Action Steps	7
ACTION PLAN: GOAL 2	8
Goal #2	8
Aligned NYSED Goal	8
Target Student Population(s)	8
Action Steps	8
ACTION PLAN: GOAL 3	10
Goal #3	10
Aligned NYSED Goal	10
Target Student Population(s)	10
Action Steps	10
NYSED INITIATIVES ALIGNMENT	12
	1

Supporting Academic Standards	15
Supporting Students with Disabilities	15
Ensuring Equitable Access for Students with Disabilities	15
Professional Development to Support Students with Disabilities	16
Supporting English Language Learners/Multilingual Learners	17
Ensuring Equitable Access for English Language Learners/Multilingual Learners	18
Using Technology to Facilitate Culturally-Responsive Instruction and Learning Environments	19
ADMINISTRATIVE MANAGEMENT PLAN	21
Staff Plan	21
Investment Plan	21
Loans to Nonpublic Schools	23
District Website	24
Information Privacy	24
Information Security and Privacy Audit	24
Student Internet Safety Education	25
Student Cyberbullying Awareness	25
District Internet Safety Policy	25
District Cyberbullying Policy	25
Parents' Bill of Rights for Data Privacy and Security	26
Information Breach Response Plan	26
District Technology Plan Link	27
SHARING INNOVATIVE EDUCATIONAL TECHNOLOGY PROGRAMS (optional)	28
Innovative Education Technology Program(s)	28
Innovative Education Technology Program(s) Contact Person	29

DISTRICT LEA INFORMATION

District Instructional Technology Plan Point of Contact

Joseph Durney, Deputy Superintendent of Schools

District Technology Committee

Title	Name	Building
Deputy Superintendent	Joseph Durney	Central Office
LHRIC Account Manager	Julie Martin	BOCES LHRIC
Facilitator/Ed Tech	Jackie Meehan	Central Office
Enrichment Teacher	Jessica Kingsbury	All K-5 Buildings
Technology Specialist	Ann Rose Santoro	K-12
Math/Science Supervisor	Michael Ritacco	6-12
TA on Special Assignment to the CIO	Gaylene Gasparini	Central Office
Assistant Principal	Christine Zidik	Middle School
Assistant Principal	Bryant Romano	JFK Elementary
Principal	Rosa Taylor	Park Avenue Elementary
Principal	Dr. Mitchell Combs	High School
Teaching Assistant	Veronica Ruggiero	High School
Technology Teacher	Virginia Jadav	High School
Social Studies Teacher	Joseph Gilson	High School
Math Teacher	Judy Sabol	High School
RTI Teacher	Lynn McTyre	Middle School

Reading Teacher	Erika Clerc	Middle School
Astronomy Teacher	Jaime Rufo	Middle School
Technology Teacher	Adam Kalman	Middle School
Teacher	Suzanne Rubenstein	King Street School
Teacher Aide	Ellen Mutino	King Street School
Teacher	Barbara Terracciano	Edison School
Teacher	Jennifer Mundo	JFK Elementary
Teacher	Kate Albero	JFK Elementary
Teacher	Monica Barreto	JFK Elementary
Teacher	Diana Berrios	Park Avenue Elementary

STRATEGIC TECHNOLOGY PLANNING

District Mission

“Success for every student.”

Instructional Technology Vision Statement

The Port Chester-Rye UFSD uses technology as a tool integrated throughout the curriculum to support critical thinking skills, communication skills, collaboration, creativity, and problem solving, which are vital elements to ensure the success of every student.

Specifically, technology will be used to:

- Enhance content-area instruction and pedagogy
- Empower students to generate questions and seek answers
- Provide a medium for expression and creativity
- Cultivate an environment that fosters global citizenship and the skills needed for an ever-changing workforce

Instructional Technology Goals

District goals to support the instructional technology vision:

1. Infrastructure/Security: Ensure data privacy, securing personally identifiable information of staff and students.
2. Instruction: Foster active learning through technology integration, developing 21st century skills in all subgroups of the student population.
3. Data/Assessment: Utilize digital assessment and data tracking to develop goals and support identified needs.

Planning Process

During the 2017-2018 school year, the Port Chester-Rye Union Free School District brought the development of the strategic technology plan to the district’s technology committee for input. From there, a sub-committee was formed to develop the plan. This sub-committee consisted of staff from the elementary schools, middle school,

and high school, the K-12 instructional technology coach, the 7-12 science and math supervisor, and the district's senior facilitator/educational technology. This subcommittee met on a monthly basis to develop goals and action plans for the technology plan gathering input from staff, students, and parents. The subcommittee also utilized data collected from comprehensive stakeholder surveys, including the BrightBytes Clarity Survey. The subcommittee also solicited the expertise of the Lower Hudson Regional Information Center (LHRIC) to guide plan development.

Professional Development Plan

In order to build the capacity of educators, the district is exploring alternative models of professional development including implementing Professional Learning Communities (PLCs) focused on technology, unconference meetings, and self-led learning experiences. The district currently partners with LHRIC as part of the model schools program, which allows teacher to attend professional development sessions based on their individual needs and passions, which can then be turn-keyed to larger cohorts of staff.

Evaluating Progress

The BrightBytes Clarity Survey will be administered annually to stakeholders and the data will be used to continually evaluate the district's progress towards the instructional technology goals. Additionally, the district will continue to consult with LHRIC resources, convene a district technology committee, a professional development committee and technology operations meetings to review, monitor and make recommendations for implementation of the Technology Plan.

ACTION PLAN: GOAL 1

Ensure data privacy, securing personally identifiable information of staff and students.

Aligned NYSED Goal

Design, implement, and sustain a robust, secure network to ensure sufficient, reliable high-speed connectivity for learners, educators, and leaders; and

Target Student Population(s)

All students

Action Steps

Action Step Category	Action Step	Responsible Stakeholder	Anticipated Date of Completion	Anticipated Cost
Data Privacy	Safeguard data on the district's server and network.	Director of Technology	June 2021	\$300,000
Cybersecurity	Oversee routines for student and staff password management.	Director of Technology	June 2021	N/A
Policy/ Protocols	Establish protocols for student privacy protection in compliance with New York State Education Law 2d.	Director of Technology	June 2021	\$11,250
Policy/ Protocols	Reinforce the district's acceptable use policy.	Director of Technology	June 2021	N/A

ACTION PLAN: GOAL 2

Foster active learning through technology integration, developing 21st century skills in all subgroups of the student population.

Aligned NYSED Goal

Develop a strategic vision and goals to support student achievement and engagement through the seamless integration of technology into teaching and learning;

Target Student Population(s)

All students

Action Steps

Action Step Category	Action Step	Responsible Stakeholder	Anticipated Date of Completion	Anticipated Cost
Curriculum	Use technology to support student academic strategies and skills, including the 4Cs (collaboration, communication, creativity, and critical thinking).	Curriculum and Instruction Leader	June 2021	\$37,800
Implementation	Support student development of digital literacy skills and digital citizenship	Curriculum and Instruction Leader	June 2021	\$198,000

	habits.			
Professional Development	Provide professional development that supports student research, writing and skill development in a digital world.	Curriculum and Instruction Leader	June 2021	\$198,000
Purchasing	Obtain additional classroom technology.	Director of Technology	June 2021	\$960,000

ACTION PLAN: GOAL 3

Utilize digital assessment and data tracking to develop goals and support identified needs.

Aligned NYSED Goal

Provide technology-enhanced, culturally- and linguistically-responsive learning environments to support improved teaching and learning;

Target Student Population(s)

All students

Action Steps

Action Step Category	Action Step	Responsible Stakeholder	Anticipated Date of Completion	Anticipated Cost
Evaluation	Inform instructional decisions through the use of data collected through digital tools and software applications.	Curriculum and Instruction Leader	June 2021	\$416,715
Planning	Develop a plan to encourage students to use data to reflect on their own learning.	Curriculum and Instruction Leader	June 2021	N/A
Evaluation	Utilize annual Clarity data to identify district needs and develop plans to address any identified gaps.	Director of Technology	June 2021	\$35,343

NYSED INITIATIVES ALIGNMENT

Supporting Academic Standards

Teachers will be provided with resources and support to integrate technology in their classrooms in order to meet specific content area standards and goals. Students will use technology for academic advancement as well as to develop the skills necessary for college and career readiness.

Supporting Students with Disabilities

When developing the technology plan, advice was sought from the Director of Special Education in order to ensure that all identified goals would support students with special needs. The district-provided Chromebooks are utilized with students with disabilities in order to provide instruction that supports that each students' needs.

Additionally, for students who have an IEP that identifies the need for an assistive technology device, the district will ensure that the device is supported and maintained.

Ensuring Equitable Access for Students with Disabilities

The district utilizes technology to address the needs of Students with Disabilities to ensure equitable access to instruction, materials, and assessments through the following:

- Class lesson plans, materials, and assignment instructions are available to students and families for “anytime, anywhere” access (such as through class website or learning management system).
- Technology is used to provide additional ways to access key content, such as providing videos or other visuals to supplement verbal or written instruction or content.
- Text to speech and/or speech to text software is utilized to provide increased support for comprehension of written or verbal language.
- Assistive technology is utilized.
- Technology is used to increase options for students to demonstrate knowledge and skill.

- Learning games and other interactive software are used to supplement instruction.

Professional Development to Support Students with Disabilities

The following professional development will be offered to teachers of Students with Disabilities that will enable them to differentiate learning and to increase their student language and content learning with the use of technology:

- Technology to support writers in the elementary classroom
- Technology to support writers in the secondary classroom
- Research, writing and technology in a digital world
- Enhancing children's vocabulary development with technology
- Reading strategies through technology for students with disabilities
- Choosing assistive technology for instructional purposes in the special education classroom
- Using technology to differentiate instruction in the special education classroom
- Using technology to increase options for students with disabilities to demonstrate their knowledge and skills
- Multiple ways of assessing student learning through technology
- Electronic communication and collaboration
- Promotion of model digital citizenship and responsibility
- Integrating technology and curriculum across core content areas
- Helping students with disabilities to connect with the world

Supporting English Language Learners/Multilingual Learners

The district utilizes technology to address the needs of English Language Learners/Multilingual Learners to ensure equitable access to instruction, materials, and assessments through the following:

- Class lesson plans, materials, and assignment instructions are available to students and families for “anytime, anywhere” access (such as through class website or learning management system).
- Technology is used to provide additional ways to access key content, such as providing videos or other visuals to supplement verbal or written instruction or content.
- Home language dictionaries and translation programs are provided through technology.

- Hardware that supports ELL/MLL student learning, such as home-language keyboards, translation pens, and/or interactive whiteboards, is utilized.
- Learning games and other interactive software are used to supplement instruction.

Ensuring Equitable Access for English Language Learners/Multilingual Learners

The district's instructional technology plan addresses the needs of English Language Learners/Multilingual learners to ensure equitable access to instruction, materials, and assessments in the 5 most spoken languages in the district.

Professional Development to Support English Language Learners/Multilingual Learners

The following professional development will be offered to teachers of English language learners/multilingual learners that will enable them to differentiate learning and to increase their student language and content learning with the use of technology:

- Technology to support writers in the elementary classroom
- Technology to support writers in the secondary classroom
- Research, writing and technology in a digital world
- Writing and technology workshop for teachers
- Enhancing children's vocabulary development with technology
- Writer's workshop in the Bilingual classroom
- Reading strategies for English Language Learners
- Moving from learning letters to learning to read
- The power of technology to support language acquisition
- Using technology to differentiate instruction in the language classroom
- Multiple ways of assessing student learning through technology
- Electronic communication and collaboration
- Promotion of model digital citizenship and responsibility
- Integrating technology and curriculum across core content areas
- Web authoring tools
- Helping students connect with the world
- The interactive whiteboard and language learning
- Use camera for documentation

Using Technology to Facilitate Culturally-Responsive Instruction and Learning Environments

The district use instructional technology to facilitate culturally-responsive instruction and learning environments through the following:

- The district uses instructional technology to strengthen relationships and connections with families to assist in building a culturally responsive learning environment to enhance student learning.
- The district uses instructional technology to facilitate classroom projects that involve the community.
- The district uses instructional technology to develop and organize coherent and relevant units, lessons, and learning tasks that build upon students' cultural backgrounds and experiences.
- The district uses instructional technology to assist in varying teaching approaches to accommodate diverse learning styles and language proficiencies.
- The district uses instructional technology to enable students to communicate and collaborate with students in different schools or districts in New York State, the United States, or with different countries.
- The district uses instructional technology to facilitate collaborative classroom projects among heterogeneous student groups.

ADMINISTRATIVE MANAGEMENT PLAN

Staff Plan

The following chart identifies the Full-Time Equivalent (FTE) count, as of plan submission date, of all staff whose primary responsibility is delivering technology integration training and support and/or technical support for teachers.

Title	Full-time Equivalent (FTE)
District Technology Leadership	1.0
Instructional Support	2.0
Technical support	4.0

Investment Plan

The following chart is a three-year investment plan to support the vision and goals.

Anticipated Item or Service	Estimated Cost	Timing	Potential Funding Source
End User Computing Devices	\$320,000	Annual	Smart Schools Bond Act
Network and Infrastructure	\$103,750	Annual	District Operating Budget BOCES Coser
Instructional and Administrative Software	\$138,905	Annual	District Operating Budget BOCES Coser
Professional Development	\$132,000	Annual	District Operating Budget

Loans to Nonpublic Schools

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

District Website

The district's public website is accessible at the following URL:
<https://www.portchesterschools.org/>

Information Privacy

The district employee responsible for safeguarding Information Privacy is the Senior Facilitator/Educational Technology.

Information Security and Privacy Audit

The district employee responsible for performing an information security and/or privacy audit is the Senior Facilitator/Educational Technology. This analysis is conducted yearly by a third party contractor.

Student Internet Safety Education

The school district educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

Student Cyberbullying Awareness

The school district educates minors about cyberbullying awareness and response.

District Internet Safety Policy

The district's Internet Safety Policy is accessible at the following URL:
<https://resource.echalk.com/fl/hFNtcPDp>

District Cyberbullying Policy

The district's Cyberbullying Policy is accessible at the following URL:
<https://resource.echalk.com/fl/20adSymb>

Parents' Bill of Rights for Data Privacy and Security

The district has a Parents' Bill of Rights for Data Privacy and Security, which was first posted in 2014, and is accessible at the following URL:

<https://resource.echalk.com/fl/U003SWsP>

Information Breach Response Plan

The district does currently have an information breach policy to address the district's planned response to an information breach.

<https://resource.echalk.com/fl/ePOL48BP>

District Technology Plan Link

The district's approved NYSED instructional technology plan is posted on the district's website at the following URL:

https://www.portchesterschools.org/district_policies