

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	303	37	86	93	87	0	0

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

Adam Brown

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

Chief Information Officer

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Instructional Technology Vision and Goals

B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

The Pocantico Hills School staff believes that each student is a complex and unique person. We are committed to helping our children realize their complete personal potential – academic, creative, physical and emotional. We will ask the students to stretch themselves and help them to discover the rewards of working hard.

We will treat the students with respect and understanding and encourage them to be caring and contributing members of society, students who are thoughtful, honest, fair, kind and self-disciplined.

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

Pocantico Hills School District Technology will be in line with Pocantico Hills Guiding Principle #2: *“Technology should be a tool that supports the growth of reasoning and critical thinking skills.”*

To support the mission of PHS as stated in its strategic framework, the committee is recommending the following broad goals be established:

1. The PHSD will ensure funds allocated to technology are sufficient and are used in the most efficient manner.
2. The PHSD will use a combination of workstations and mobile devices providing all students access to current technology.
3. The PHSD will enhance and provide effective professional development and technology training for teachers and staff.
4. The PHSD will evaluate and implement existing and innovative technology that supports the long-range academic goals of PHS.
5. The PHSD will provide a technical support structure that quickly responds to user hardware and software issues.
6. The PHSD will maintain a responsive, reliable and efficient network and internet infrastructure.
7. The PHSD will establish integrated, interoperable data systems to provide for a better allocation of resources, greater management efficiency, and technology-based assessments of student performance.
8. The PHSD will improve communication between students, teachers, parents, and staff through the use of technology.
9. The PHSD will ensure compliance with technology standards and regulations at the state and national levels.
10. The PHSD will provide with learning opportunities and access to technology resources to students with Disabilities in alignment with their mandated IEPs.

The PHSD will provide English Language Learners with learning opportunities and access to technology resources.

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 district’s Technology Committee is comprised of teachers, administrators, community members, and BOCES staff, who meet each month to discuss the progress with implementing the instructional technology plan, develop curriculum expectations, resolve outstanding issues or questions, and respond as new technologies emerge or opportunities arise. The committee believes that a prerequisite for college and career readiness is the student’s ability to leverage technology to increase individual capacity, collaborate in-person and remotely, and efficiently navigate the dynamic and ever-changing web-based world. Microsoft Office 365 Suite is the platform being used with staff, as well as students beginning in grade 5, to share content in and beyond the classroom, collaborate with peers, and increase communication between students, teachers, and administrators.

Technology Plan Development Meetings

Developments and Outcomes

October 2017 – September 2018

Ongoing monitoring and implementation of 2015-2018 Instructional Technology Plan in collaboration with teachers and school administrators PK-8.

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

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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.**

We have recently upgraded desktops and will be piloting laptop/tablets with students in grade 5, but we still have Smartboards that have reached their end of life and are ready to be replaced with more advanced interactive technology. Our Smart Schools Investment Plan calls for acquiring new devices for instructional purposes. In addition, we plan to increase our classroom teachers' capacity to infuse STEM-based instructional technology into the classroom through professional support and coaching. The District is currently contracting with BOCES for a Technology Curriculum Integration Specialist to provide staff professional development support around Instructional Technology two days per week.

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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?

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 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 checked="" 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 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 checked="" type="checkbox"/> 10 Gbps <input 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?

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?

	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)	129	129
Laptops/Virtual Machine (VM)	337	337
Chromebooks	0	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
Tablets less than nine (9) inches without access to an external keyboard	90	90
Tablets nine (9) inches or greater without access to an external keyboard	0	0
Totals:	556	556

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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)?

16

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.

There is still a strong need for professional development for teachers in general and specifically teachers of students with disabilities so that they can use the devices and software effectively with their students. The District Technology Plan provides for the assignment of a PD/Support person on site who can evaluate assistive technology needs and prescribe the appropriate devices and software as well as Professional Development.

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

	Number of devices in use
Document Cameras	0
Flat Panel Displays	2
Interactive Projectors	0
Interactive Whiteboards	31
Multi-function Printers	62
Projectors	20
Scanners	10
Other Peripherals	0
Totals:	125

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	No
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	No
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 at this time.

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

DreamBox
 RAZ Kids
 Smart Music
 Scratch and code.org
 Smart Notebook

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Software and IT Support

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

ABC Clio EBSCO World History: Ancient and Medieval Eras
 ABC Clio World History: Modern Eras
 SIRS Discoverer with WebFind
 Bookflix
 SIRS Discoverer with WebFind

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
LAN Network Support Technician	1.00
	1.00

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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?

The Pocantico Hills School District plans to continue focusing on using technology as an instructional vehicle for strengthening communication, collaboration, and problem-solving skills in our students. This is accomplished through the combination of ubiquitous digital connectivity, rich content, inquiry-based units of study that require students to work together collecting, synthesizing, evaluating and applying information from a variety of digital sources.

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.

The Pocantico Hills CSD Guiding Principle #2 states: "Technology should be a tool that supports the growth of reasoning and critical thinking skills." Pocantico Hills' instructional technology plan addresses the needs of students with disabilities to ensure equitable access to instruction, materials, and assessments. By introducing boards that are more interactive and dynamic than traditional Smartboards and upgrading classroom desktops, teachers are able to customize lessons to meet the needs of all students. Teachers will develop lessons that connect with all learning modalities and offer differentiated activities that utilize personalized software and other instructional technology resources.

To build capacity for this change, we upgraded our infrastructure. Summer 2015 we completed an upgrade to our server to a virtual server environment which benefited the district in cost, scalability, and reliability, increased ubiquitous access to the internet and increased bandwidth to 100 MB, changed our TLC circuit coming into the building to a one GB fiber-optic line, we have reorganized student work space on the server under a uniform name directory convention, added cabling, installed eleven new switches for our network, and added seven additional wireless access points. We have purchased fourteen security cameras, and 185 Latitude 11 "learning devices" with individual carrying cases for all teachers, assistants, and students in grades 5-8. In the summer of 2017, 40 two-in-one tablet/laptops were delivered to pilot with grade five. All of these initial investments in preparation for upgrades to our classroom technology provided the ability to address the learning needs of all students.

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.

We pay special attention to ensure that all our students, including students with disabilities and English Language Learners, have equal and increased opportunities to use assistive technology and receive differentiated and adaptive instruction through the use of interactive whiteboards and computers, ubiquitous internet access and web-based content. Professional Development for our teacher will ensure the investment will support these instructional technology opportunities.

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).

We pay special attention to ensure that all our students, including students with disabilities and English Language Learners, have equal and increased opportunities to use assistive technology and receive differentiated and adaptive instruction through the use of interactive whiteboards and computers, ubiquitous internet access and web-based content. Professional Development for our teacher will ensure the investment will support these instructional technology opportunities.

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Professional Development

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.**

School Year	Topic	Audience	Method of Delivery
2016-17	Scanning and importing documents and other materials for use in MS Office applications	Teachers	Workshop
2016-17	MS OneNote for personalized learning	Teachers	Workshop/Online Resources- Multiple Sessions
2016-17	Working in an online collaborative environment	Teachers	Workshop/Online Resources Multiple Sessions
2016-17	Cyber Safety/Digital Citizenship	Teachers	Workshop/Online Resources Multiple Sessions
2017-18	Similar Professional Development offerings are expected based on resources available at the time	Teachers and Students	Workshop/Online Resources- Multiple Sessions
2017-18	Working in an online collaborative environment	Teachers	Workshop/Online Resources - Multiple Sessions

- 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
Inst Tech Specialist	0.40
	0.40

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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.	Professional Development	90,000	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 type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
2.	Server/Network Software	80,000	Annual	<input checked="" 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 type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
3.	Wi-Fi	50,000	One Time	<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 type="checkbox"/> Smart Schools Bond Act <input checked="" type="checkbox"/> Other
4.	Interactive Displays/Projectors/Whiteboards	31,000	One Time	<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 type="checkbox"/> Smart Schools Bond Act <input checked="" type="checkbox"/> Other
5.	Laptops	24,000	One Time	<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 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 checked="" type="checkbox"/> Other
Totals:		275,000		

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

Contingent to NYSED approval for 5-year IPA.

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Status 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.

Enabling Office 365 as the instructional technology platform facilitates remote access to online tools and instructional materials for all students in Grades 5-8 anytime and anywhere. Students in these grades and all teachers have mobile learning devices. We are actively engaged in potential partnerships with community organizations and libraries to provide students with other locations with access to the internet off school grounds.

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.

Villages within the Town of Greenburgh,
 Villages within the Town of Mount Pleasant,
 Public Libraries in all surrounding areas.

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Instructional Technology Plan Implementation

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.**

TIMEFRAME	MILESTONE	ACTION PLAN
SCHOOL YEAR 2016-2017	Computing Devices for Instruction and Assessment	Procure new Desktop Computers for every classroom in the Pocantico Hills School District
SCHOOL YEAR 2016-2017	Provide Professional Development to ensure proper use of devices and infrastructure of technology for instructional purposes	Procure Professional Development to ensure via train the trainer model that multiple opportunities for learning and applying knowledge of newly acquired technology for instruction is available in the school building with a tools for Education.
SCHOOL YEAR 2017-2018	Sustainability Plan	Review and Prioritize areas of improvement in our Technology Plan to ensure sustainability of the investment in technology for instruction and ongoing professional development.
SCHOOL YEAR 2017-2018	Sustainability Plan	Review and Prioritize replacement plans for investment in technology for instruction regarding: Desktops, Interactive Whiteboards, Instructional Software, 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.**

The Technology Committee and Superintendent of Schools continue bi-weekly meetings to support implementation of the technology plan to improve teaching and learning.

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

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	https://boardpolicyonline.com/?b=pocantico_hills	2015
Internet Safety/Cyberbullying*	http://boardpolicyonline.com/?b=pocantico_hills&s=26018	2016
Parents' Bill of Rights for Data Privacy and Security	http://www.p12.nysed.gov/docs/parentsbill-of-rights.pdf	2014

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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?**

None.

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

None.

5. **Other comments.**

No comment.

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Appendices

Appendices

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

(No Response)