

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	1,179	19	237	270	256	383	14

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

Patricia Morris

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

Superintendent

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Instructional Technology Vision and Goals

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B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

The instructional technology vision and goals is to engage, equip and empower our students with the digital skills necessary to compete in today's workforce. The goal is to see our students able to creatively re-innovate prior knowledge with new concepts from multiple disciplines to create meaningful and relevant solutions to any challenge they may face.

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

The desired outcome of our vision and goals is to see students able to use technology to successfully analyze data, identify patterns and problems, and effectively work collaboratively and independently towards solutions. We hope to create capable students able to participate as functional digital citizens in their workplace and community who recognize how technology can improve learning. Using our instructional plan, teachers will be able to transform their classrooms into working models of modern and state of the art learning environments. Through the use of surveys and regular interactions with integration committee members, we will continue to evaluate and make necessary changes to improve student learning.

VISION AND GOALS 2016-17

- Working with HS teachers to develop Google sites Interactive teacher webpages
- Working with all staff to focus on migrating and storing , all data files exclusively to an individuals Google drive folder
- Working with all staff to **better educate on managing Google Drive usage, storage, shared folders, making files public and file organization**
- **Provide quarterly Teacher to teacher, one on one, Wednesday afternoon training sessions**
- **Plan to have a technology Superintendent's Day on October 11, 2016.**
- **Schedule 3 building-wide PDD meetings, 3 district wide (tech committee members only) meetings, and 3 additional building level tech team meetings.**
- **Demonstration of Google Vault, for staff, to show that Google files are recoverable.**
- **Develop a rubric for self evaluation of classroom technology integration**
- **Pilot 8th grade student ipads to go home on a daily basis.**
- **to see @25 teachers move from "developing" into "sufficient" category for Integration of Technology into the classroom, based on self reflection using technology integration rubric**
- **to offer after school computer programing workshops for students in the Middle and High schools**
- **to start the creation of a Student led "Help Desk" in the High school**
- **Introduce afterschool workshops for students for TV broadcasting in the High School**

Vision and Goals 17-18

- The district will continue to focus all staff and students on achieving greater utilization and understanding of the available digital tools can enhance all facets of the teaching, learning and professional environment especially as related to electronic communications, data collection, data analysis and collaboration to presentation and publishing of findings. Instructional focus will be to see additional 15 teachers move into "sufficient" category based on classroom technology integration rubric. To increase our number of in house staff available for "turn-key" technology training. We will evaluate the 8th grade iPad "going home " pilot to determine if it was successful and sustainable, and potential extend the pilot to the 7th grade students as well.

Vision and Goals 18-19

- * The district will keep focusing on building a wider base of digital technology proficient staff and students. We will keep polling staff , teachers and students to determine where to focus our energies in trainings.. If the iPad "going home" pilot is successful we will begin to further implement in lower grade levels.

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 instructional technology plan committee is made up from a wide range of committed and invested stakeholders. The membership includes: District Superintendent, All building principals, parents with students in the district, and teachers from each of the elementary, middle and high school buildings. These members were chosen for their demonstrated desire to see our students be highly successful and fluent digital citizens capable of collaboration, synthesizing data and solving problems in the business world. The team has met 4 times during the 2014-15 school year to define and asses our district instructional technology plans, with the goal to promote understanding and usage of those digital tools most appropriate to achieving classroom goals.

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Instructional Technology Vision and Goals

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

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

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

N/A

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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?

Capital Region BOCES

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"> <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 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.

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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 checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps

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

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

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

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?

98%

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)	193	193
Laptops/Virtual Machine (VM)	3	3
Chromebooks	360	360
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	70	70
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	130	130
Totals:	756.00	756.00

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)?

22

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.

The district uses a mobile device management system to assist and deliver content including computer based testing to an end user. This capability allows for specific designation of IEP and 504 accommodations required according to determination by designated faculty. This includes increase in font size, text read out loud assistance, display contrast etc... These features are available on chromebooks and iPads as needed.

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

	Number of devices in use
Document Cameras	20
Flat Panel Displays	8
Interactive Projectors	0
Interactive Whiteboards	90
Multi-function Printers	4
Projectors	90
Scanners	4
Other Peripherals	18
Totals:	234.00

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

16 Network Printers and 2 Canon Image Runner Copy Center copiers

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?

Not Applicable

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	Yes
Mac OS 10 or later	Yes
Windows XP	No
Windows 7.0	Yes
Windows 8.0 or greater	Yes
Apple iOS 7 or greater	Yes
Chrome OS	Yes
Android	No
Other	No

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

(No Response)

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

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

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

(No Response)

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

none

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

Google Productivity suite, Gmail, Reading A-Z, IXL, Smart notebook software

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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.

Cengage Biography in Context
 Cengage Student Resources in Context
 World Book Online
 ABC CLIO Databases
 Infobase Issues and Controversies

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
WSWHEBOCES Network Analyst	0.20
3 computer lab aides	1.50
IT Director	0.80
	2.50

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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?

As a district we plan to continue moving forward with the Google platform and build depth and breadth to prior trainings. The focus this year will be on utilizing google drive for sole storage of data, promoting secure remote access to files from anywhere internet access is available. We will also focus on managing/organizing the many "shared" files throughout the district. We will continue to build on the tremendous growth we experienced with teachers utilizing the Google Classroom , current 48% of teaching staff is using. Our goal will be to see that increase to 60% for the 16-17 school year. The district is upgrading all network switching infrastructure and wireless infrastructure during summer of 2016. We have a district wide 14 member instructional tech committee that is also considering replacement of smartboards with Interactive displays using Smart school investment monies.

High School: We currently we use a "shared" chrome book cart system, with 10 chrome book carts available for teachers to sign out to use in their classroom. We have now reached the chrome book capacity to entertain the possibility of a 1:1 device per student scenario for the 17-18 school year.

Middle School: All iPads in the middle school are over 5 years old, we are looking to update these 300 iPads with smart school investment plan monies. We are in the middle of preparing documents so that we can begin sending 8th graders home with iPads this 16-17 year

Elementary Building: We are currently 1:1 ipads grades 3-5, and the focus this year is to make grade 2 also 1:1.

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.

Like all students within the district, students with disabilities will have access to the Google platform from Chromebooks, iPads and Desktops. The special education department will be able to request certain apps to be installed on students' iPads that are expected to be beneficial and increase learning. Teachers are able to address and monitor IEP goals and their progress by using apps and programs specifically designed to meet those needs.

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

Yes

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

The district's technology plan ensures that all students are provided with the necessary assistive technology to be successful in the general curriculum. these technologies include, but are not limited to: Red Cat amplification system, voice to text apps and text to voice software, FM listening systems, closed captioning apps, and eBooks. In general the assistive technology tools for students can range from simple adaptive tools to high tech tools. educators on all levels, and in all disciplines, need information about the numerous ways in which technology can enhance the performance capabilities of these students, facilitate participation in instructional activities, and improve scholastic achievement. The district is committed to providing professional development nad training to all of our educators to help aid in the best use of technology for all students, including students with disabilities.

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 have outside personnel that are contracted to the district to meet regularly with all student requiring learning English as a second language.

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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.**

this is the following Professional Development schedule for the 2016-17:

- Technology training Superintendents day Oct 11th
- 3 one hour, one on one teacher to teacher training sessions on Google drive storage
- 3 district wide instructional tech committee meeting scheduled throughout the year
- contracted WSWHEBOCES model schools person for 1 day/week for individualized technology training opportunities
- 24/7 access to GROVO video technology instruction videos with assessments to evaluate understanding

- 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
IT director	0.20
Model schools trainer	0.20
Lead teachers	0.20
	0.60

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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	Wi-Fi	56,539	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 checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
2.	Other	28,487	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 checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
3.	Other	27,723	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 checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
4.	Tablets	150,000	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 checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
5.	Interactive Displays/Projectors/Whiteboards	400,000	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 checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
Totals:		662,749.00		

Instructional Technology Plan - Annually - 2016Technology Investment Plan

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

Other, \$ 28,487 is an aggregate number that reflects, \$23,787 is to update the digital surveillance camera storage server size, capability and software (includes installation costs) the other \$4700 is the cost to increase school internet bandwidth to 150Mbps to meet Computer Based Testing requirements..

Other, \$27,723 install external/internal strobe light system to quickly and efficiently alert all staff, students and public that the building is in lockdown mode. this price includes professional services for installation

The interactive displays would be used to replace aging and failing smartboards that are now over 6 years old, this is estimated cost, and does not include installation services

The ipads tablets monies will be used to update the entire middle school 1:1 program @300 ipads

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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 will continue to take steps to encourage staff and students to utilize their google drive, so that their information can be accessed from outside the district. We will also be piloting the 8th grade iPads going home. If successful we will broaden this pilot to more grade levels.

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.

Stillwater Free Library, Stillwater Public Library, Stillwater Community Center

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.**

- Technology training Superintendents day Oct 11th
- 3 one hour, one on one teacher to teacher training sessions on google drive storage
- 3 district wide instructional tech committee meeting scheduled throughout the year
- contracted WSWHEBOCES model schools person for 1 day/week for individualized technology training opportunities
- 24/7 access to GROVO video technology instruction videos with assessments to evaluate understanding
- Upon approval of Smart Schools Investment plan we will update all middle school ipads and begin the process of replacing obsolete classroom smartboards (all are 7years or older district wide)

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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 Stillwater School District utilizes a number of ways to gain feedback on which training should be chosen next, and the effectiveness of that training. Each building has a team with a minimum of 4 instructional technology committee members whom continually poll staff in their building for direction on what training is needed next. That feedback is taken back to District Tech committee meetings and a schedule is designed accordingly. The district also uses Google Forms to conduct Pre, and Post training surveys, as well as survey directly asking for technology skills capability.

We continue to build on staff and student skills as related to the Google Apps for Education Platform. Specifically moving forward with Instructional technology components such as the classroom use of Google Classroom and Google forms technology to engage, instruct and evaluate student understanding in a timely and efficient manner. At the end of th 15-16 school year we conducted and EOY self review of usable technology skills of teachers and staff. The results, posted below, is our guide to developing a focused Instructional technology training plan for the 2016-17 year

Gmail: 92% using Gmail effectively

File Storage:
 30% using Google drive exclusively for file storage
 70% of Staff can access their files from outside the district

File Access:
 47% Use the Google drive sync tool
 38% can convert MS office documents to Google Documents
 59% have not used chrome office extension to edit MS documents online

File Management:
 87-95% report they can share a document, and find a document shared to them
 71% feel confident they are managing their shared documents well

Productivity:
 86% can create a Google doc
 60% can create a Google sheet
 67% can create a Google slide presentation
 53% can create a Google forms
 28% still use MS office exclusively
 48% use office document for special templates

Google Classroom:
 48% have created and used Google classroom for their students

Google Forms:
 36% of Staff have created a Google form for students or staff

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

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	http://www.scsd.org/Publications/PDFs/2015-16/Stillwater%202015-2016%20AUP%20final%20(1)%20(1).pdf	2015
Internet Safety/Cyberbullying*	http://www.scsd.org/BoardofEducation/PDFs/BOEPolicyManual_2011.pdf	2011
Parents' Bill of Rights for Data Privacy and Security	http://www.scsd.org/notifications/	2014

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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?

I would like to see the same terminology used in the SSIP as it is in the Instructional tech plan, especially since the two documents are used in conjunction with each other..it is hard to make the dollars and cents from one document to match the other because it is not the same terminology.

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

(No Response)

5. Other comments.

I do not know how to contact my RIC reviewer directly..Our Instructional technology plan keeps getting returned and unsubmitted, and we do not know why. I am also sending an email to EdTech@nysed.gov in hopes of getting answers.

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Appendices

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Appendices

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

SCSD Instructional Tech integration in review - Google Forms.pdf