JORDAN-ELBRIDGE CSD

Instructional Technology Plan - Annually - 2015

A. LEA Information

1.   **What is the total student enrollment based on the most recent BEDS Day submission?**

1,304

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

	Enrollment
Grades K-2	268
Grades 3-5	272
Grades 6-8	332
Grades 9-12	432

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

Steve Mendrek

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

Director of Technology

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

(No Response)

B. Instructional Technology Vision and Goals

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

Mission
To cultivate the BEST in personal growth and achievement

Vision
Providing the BEST in educational opportunities by…
• Sustaining a culture that supports the intellectual and developmental needs of all
• Being committed to excellence in education and exceeding expectations
• Building a safe, dynamic learning environment where all are valued and respected
• Expanding our home-school-community partnerships
• Operating in a fiscally responsible manner

Values
JE EAGLES are…
Just and caring
Excellent in all that they do
Ethical in their behaviors
Accepting of all
Global thinkers
Learners first
Examiners of why and how
Selfless

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

Vision and Goals of Instructional Technology Plan
Technology is a 21st century tool. Technology is a district resource deployed to support the instructional program. Technology allows teachers to present information in multiple modalities as they meet the students' need for interactive engagement. Technology allows students to demonstrate their learning in an authentic context.

It is from these precepts that decisions about the acquisition and maintenance of infrastructure, hardware and software will be based. Additionally, all decisions will be congruent with requirements dictated in E-Rate legislation, the Children's Internet Protection Act (CIPA) and Race to the Top (RTTT).

The challenge in writing such a plan is that technology, by its very nature, is in a constant state of evolution. Thus, a caveat must be understood: fluidity is a given and district personnel will need the freedom to respond to change.

Vision: Being committed to excellence in education and exceeding all expectations
Goal 1: To systemically improve the K-12 math program as evidenced by improved student achievement
Goal 2: To systemically improve the K-12 ELA program as evidenced by improved student achievement

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.**

Our plan was developed in a number of venues including board of education meetings, district administrative team meetings, and building technology committee meetings. The stakeholders included representatives from the following groups: elementary classroom teachers, secondary classroom teachers, elementary special area teachers, secondary special area teachers, BOCES technology specialists, building level administrators, district level administrators, parents, and community members. The end result of these planning meetings was the articulation of the following desired goals:

• To increase Internet access in all facilities in support of the district's bring-your-own device policy
• To investigate the means to engage in a 1:1 deployment of iPads to at-risk students during holidays and summer vacation
• To continue the phase-in process of providing an interactive whiteboard to all core area teachers
• To continue to provide instructional technology workshops differentiated by skill level
• To ontinue to offer choice in hardware and software as part of the upgrade schedule

Stakeholders
James Froio-Superintendent
Steve Mendrek-Director of Technology
Tim Marris-LAN Tech
Jeff Berger-LAN Tech
Janice Schue-Assistant Superintendent
DaveZehner-High School Principal
MarkSchermerhorn-Associate High School Principal and Athletic Director
Dave Shafer-Community Member, Parent, and Middle School Principal
Mary Madonna-Middle School Assistant Principal and Community Member
RJ Hartwell-Elbridge Elementary Principal and Community Member
Tracey Fanning-Computer Technology Teacher-Grades UPK-4
Doug Hickman-Computer Technology Teacher-Grades 5-8
TravisBruneau-HS Project Lead the Way Teacher
CindyCannata-Elementary teacher on special assignment in LMC
Jen Martin-Library Media Specialist 5-8
Loretta Johnson-Community member and Library Media Specialist 9-12
Donna Bennett-Community Member, Parent and Kindergarten Team Leader
KarenCecchinni-Grade 1 Team Leader
Jodi May-Community Member, Parent and Grade 2 Team Leader
Carolyn Sherlock - Grade 3 Team Leader
JessicaPaquettee-Community Member, Parent, and Grade 4 Team Leader
Cindy Smith-Grade 5 Team Leader
Kelly Baker-Community Member, Parent, and Grade 6 Team Leader
Tallon Larham-Grade 7 Team Leader
ShawnAkley-Grade 8 Team Leader
Todd Canino-Grades 5-8 Special Area Team Leader
Jen O'Malley-HS English Team Leader
Jason Kufss-HS Social Studies Team Leader
Pam Mead-HS Science Team Leader
Happy McClurg-HS Math Team Leader
Theresa Bondgrenn- HS Fine Arts Team Leader, Parent and Community Member
MarlenaNivison-HS LOTE, Technology, and Special Education Team Leader
Mary Hayes - Instructional Coach

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 (Checked)
Cabling (Checked)
Device Gap (Checked)
Network (Checked)
Professional Development (Checked)

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

(No Response)

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

1) Providing cable for Wireless Access Points, VoIP Phones and appropriate locations in classrooms

2) Increasing network switch capacity to support the increase in networked devices (ie. WAP, VoIP, Security Cameras)

3) Providing professional development within the teacher's work day to support the implementation of 1:1 initiative at various grade levels

C. Technology and Infrastructure Inventory

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

	Minimum Capacity (Expressed in Mb or Gb)	Maximum Capacity (Expressed in Mb or Gb)
Network Bandwidth: Incoming connection TO district schools (WAN)	1 Gb	1 Gb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	10 Gb	10 Gb
Bandwidth: Connections WITHIN school buildings (LAN)	100 Mb	1 Gb

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

100 Mb

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

CNY Regional Information Center

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

	Available/In Use
802.11a	(No Response)
802.11b	In Use (Checked)
802.11g	In Use (Checked)
802.11n	In Use (Checked)
802.11ac	Available (Checked)
802.11ad	(No Response)
802.11af	(No Response)

5. **Do you have wireless access points in use in the district?**

Yes

5a. **What percentage of your district's instructional space has wireless coverage?**

90

6. **Does the district use a wireless controller?**

Yes

7. **What is the port speed of the switches that are less than five years old in use in the district?**

1 Gb

8. **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)	385	385
Laptops/Virtual Machine (VM)	90	90
Chromebooks	52	52
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	8	8
Tablets less than nine (9) inches without access to an external keyboard	12	12
Tablets nine (9) inches or greater without access to an external keyboard	410	410
Totals:	957.00	957.00

9. **Of the total number of students with disabilities in your district, what percentage of these students are provided with assistive technology as documented on their Individualized Education Programs (IEPs)?**

   1

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

    The availability of additional internet access points, an increase in the inventory of devices such as iPads, chrome books, and laptops earmarked for student use, and an indexing tool for apps and software programs would enhance the district's ability to provide improved access to technologies, including assistive technologies for students with disabilities.

11. **How many peripheral devices less than five years old are in use in the district?**

	Number of devices in use that are less than five years old
Document Cameras	25
Flat Panel Displays	399
Interactive Projectors	5
Interactive Whiteboards	82
Multi-function Printers	5
Projectors	105
Scanners	0
Other Peripherals	1
Totals:	622.00

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

    probewear - 1 ea
    digital camera - 42 ea
    video camera - 5 ea

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

    Yes

14.   **Does the district allow students to Bring Your Own Device (BYOD)?**

Yes

14a.   **On an average school day, approximately how many student devices access the district's network?**

100

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

Not Applicable

D. Software and IT Support

1. **What are the operating systems 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	Yes
Android	Yes
Other	Yes

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

Linux

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.**

None used

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

Microsoft Word
Microsoft Powerpoint
SMART Notebook
STAR Assessments
Castle Learning Online

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

Britannica School Edition
Britannica Image Quest
Gale New York State Newspapers
PebbleGo
ProQuest Direct

8. **Does the district have a Parent Portal?**

Yes

8a. **Check all that apply to your Parent Portal if the response to question eight is "Yes."**

Attendance (Checked)
Student Schedules (Checked)
Grade Reporting (Checked)

8b. **If 'other' was selected in question eight (a), please specify the other feature(s).**

none - other has not been selected

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

Emergency Broadcast System (Checked)
Website (Checked)

9a. **Please specify if the response to question nine was "Other".**

(No Response)

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

Title	Number of Current FTEs
Director of Technology	1.00
Network Administrator	1.00
LAN Tech	2.00
Computer Technology Tchr	2.00
	6.00

E. Curriculum and Instruction

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

Goals that are aligned with the District's mission, vision, and values as well as the E-Rate requirements are as follows:

Goal 1:

To improve student acheivement through technology intergration efforts

Goal 2:

To expand the faculty's use of digital content

Goal 3:

To provide identified students with needed assistive technology devices

Goal 4:

To expand opportuntities for students to demonstrate their learning through electronic means

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 specify.

Identified students are provided the needed assistive technology to ensure equitable access to general education instruction, materials, and assessment.

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.

A student's IEP contains a detailed description of any assistive technology device and the specific need it addresses. The District maintains a contract with the Cayuga-Ondondaga BOCES in order to have the services of an assitive technology specialist at its disposal. Upon request, this specialist conducts an observation of the given student, interveiws said student, interviews said student's teachers, reviews work samples, and provides a subsequent written report.

F. Professional Development

1. **Please provide a summary of professional development offered to teachers and staff, for the time period covered by this plan, to support technology to enhance teaching and learning. Please include topics, audience, and method of delivery within your summary.**

    The District employs approximately 150 faculty members to whom it offers annual professional development in the areas of technology integration and job-based technology. Additionally, the District offers job-based technology training to its clerical and administrative personnel. The District's offerings include offsite training, onsite training, and 1:1 tutorials. Recent training topics included: Improving Instruction with Your Interactive White Board, 20 Coolest Things You Can Do With an Interactive White Board, Best Web Tools for the Interactive Classroom, Getting Started With Google Drive, Learning with the iPad, Smart notebook software, MS Office Suite, podcasts, and Blended Learning. The District has introduced the Substitution Augmentation Modification Redefinition Model (SAMR) to the faculty as a way for them to self-assess their progress along the continuum of technology integration.

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

Title	Number of Current FTEs
Asst Supt - Instruction	0.10
LAN Tech	0.10
Computer Tech Tchr (ES)	0.25
Computer Tech Tchr (MS)	0.25
Library Media Spec (MS)	0.25
Library Media Spec (HS)	0.25
	1.20

G. Technology Investment Plan

1. **Please list the top five planned technology investments in priority order over the next three years.**

	Anticipated Item or Service	Estimated Cost	Is Cost One-time or Annual	Potential Funding Source (May list more than one source per item.)
1	Network Cabling	150,000	One Time	Smart Schools, Capital Project,
2	Servers	58,000	One Time	District Budget
3	Other	175,000	One Time	Smart Schools, District Budget
4	Wi-Fi	80,000	One Time	Smart Schools, eRate, District Budget
5	Tablets	75,000	Annual	District Budget
Totals:		538,000.00		

2. **If "Other" was selected in question one, please specify.**

Other: Network switches

H. Status of Technology Initiatives and Community Connectivity

1. **Please check any developments, since your last instructional techology plan, that affect the current status of the technology initiatives.**

   Changes in Funding (Checked)
   Technology Plan Implementation (Checked)

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

   (No Response)

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

   Starting this school year, the District is able to offer the staff an improved web email interface inclusive of access from a mobile device. Additionally, the district is encouraging the faculty to use different Google apps as a way to grow digital content while collaborating with students and colleagues. Staff also have a way to inform the budgeting process as they are welcome to submit proposals relative to using existing technologies in a new way or requesting the purchase of updated hardware and software.

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

   School (Checked)
   Home (Checked)
   Community (Checked)

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

   Public Libraries
   Local Businesses

I. Instructional Technology Plan Implementation

1. **Please provide the timeline and major milestones for the implementation of the instructional technology plan as well as the action plan to integrate technology into curriculum and instruction to improve student learning.**

Goal 1:
• To systemically improve the K-12 math program as evidenced by improved student achievement
Goal 2:
• To systemically improve the K-12 ELA program as evidenced by improved student achievement

Action A:
• To provide training relative to skills-based software
Responsible Personnel:
• District Administration; Director of Technology
Completion Date:
• Said trainings are a component of the annual summer professional development catalog and superintendent conference days
Evidence of Success:
• Credit recovery; decrease in eligibility for AIS; increased percentage of students on honor roll and high honor roll

Action B:
• To maintain operational status of network, hardware and software
Responsible Personnel:
• District Administration; Director of Technology; Library Media Specialists
Completion Date:
• Prior to start of school on an annual basis
Evidence of Success:
• Student library usage; circulation rates of reference material; number of interdisciplinary projects; computer lab usage

Action C:
• To embed instruction specific to technology use into K-12 course of studies
Responsible Personnel:
• District Administration
Completion Date:
• Prior to start of school on an annual basis
Evidence of Success:
• Master schedules; student library usage; circulation rates of reference material; number of interdisciplinary projects; computer lab usage

Action D:
• To provide K-12 staff with requested instructional technology including interactive white boards, iPads, apple TVs and apps, laptops, chrome books, document cameras
Responsible Personnel:
• District Administration; Business Office; Director of Technology
Completion Date:
• September 2017
Evidence of Success:
• Inventory; creation of 5 year replacement schedule

J. Monitoring and Evaluation

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

    The District Administrative Team, in conjunction with stakeholders, will convene twice a year to assess progress toward meeting goals as evidenced by surveys, participation rates, workshop feedback, inventories, and student artifacts. The Assistant Superintendent and the Director of Technology will coordinate these efforts.

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

	Date of Public Forum (If applicable)	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	(No Response)	http://www.jecsd.org/policies.cfm?pid=28707&searchwords=	2013
Internet Safety/Cyberbullying	07/01/2014	http://www.jecsd.org/files/filesystem/Code%20of%20Conduct%2020141.pdf	2014
Parents' Bill of Rights for Data Privacy and Security	(No Response)	http://www.jecsd.org/policies.cfm?pid=30983&searchwords	2013

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

    Yes

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

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

(No Response)

2. **Was the guidance document helpful?**

Yes

2a. **If "No", please explain.**

(No Response)

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

Don't you want to know how much equipment I have that is greater than 5 years old?

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

(No Response)

5. **Other comments.**

Asking for total of equipment less than 5 years old. Wouldn't the concern be what is outdated?

Appendices

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

(No Response)