



New York State Education Department
Instructional technology plan survey

Webster Central School District

The instructional technology plan survey is designed to allow districts the opportunity to compile all data related to their technology planning and needs in one location. The data collected in the survey may be used as the basis for funding opportunities and will satisfy the New York State Education Department's requirement that school districts submit technology plans per Part 100.12 of the Commissioner's Regulations. The regulation states: "To be eligible for aid for instructional computer hardware and technology equipment expenses pursuant to Education Law, section 753, school district shall develop and maintain a plan, in a format prescribed by the commissioner, for the use of the instructional computer technology equipment" (<http://www.p12.nysed.gov/part100/pages/10012.html>).

This document contains the DRAFT Instructional Technology Plan survey questions. These questions should be considered draft until the NYSED officially releases the questions and the online collection tool. The questions are being shared to provide an opportunity to review.

The survey contains ten sections:

- A. LEA Information
- B. Instructional Technology Vision and Goals
- C. Technology and Infrastructure Inventory
- D. Software and IT Support
- E. Curriculum and Instruction
- F. Professional Development
- G. Technology Investment Plan
- H. Status of Technology Initiatives and Community Connectivity
- I. Instructional Technology Plan Implementation
- J. Monitoring and Evaluation



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A. LEA Information

Please provide the following information:

1. What is the total student enrollment based on the most recent BEDS Day submission?
Requires a numeric value.

8,519

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

GRADE BAND	ENROLLMENT
Grades K-2	1756
Grades 3-5	1866
Grades 6-8	2004
Grades 9-12	2721

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

Brian Zimmer

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

Director of Educational Technology and Information

Please select one from drop down menu

Drop down:

Superintendent

Director of Technology

Chief Information Officer

Deputy Superintendent

Assistant Superintendent

Other

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

B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

To provide an excellent environment in which all students can achieve success and become productive citizens.

Response is limited to 100 words.

2. Please provide the executive summary of the instructional technology plan, including vision and goals.
Response is limited to 500 words.

To maximize the learning potential of all students in an effort to prepare them for a successful future as 21st century citizens. In an effort to do so, Webster Central School District (WCSD) wants to provide students with the experience of using technology to support lifelong learning. The overview of the 2010-2011 plan focused on the addition of wireless connectivity in all Webster schools, alignment of curriculum materials to all subject areas, providing consistent professional learning for all staff and providing equitable access for all WCSD students through the use of devices. During the 2015-2016 school year, we will be expanding our focus on our ability to provide equitable access while building staff teaching capacity through expanded professional learning opportunities.

3. Please summarize the planning process used to develop the instructional technology plan. Please include the stakeholder groups participating and the outcomes of the instructional technology plan development meetings.

In 2010-2011, a strategic task force assigned to technology developed a comprehensive five year instructional technology plan including adding wireless technology for the entire district. As part of our plan moving forward, we are re-establishing a district wide technology committee to plan for the future. Our current plan has been developed based on instructional technology requests for the 2015-2016 school year. The technology committee will be focusing on future needs: professional learning, devices, and infrastructure. During the 2010-2011 Strategic Task force, there were 30 participants which included District Administrators, Teachers, library-media specialists, parents, and community members. Currently, for the 2015-16 Technology Committee, there are forty members, which include administrators, teachers, parents and community members. The goal of the 2015-16 Technology Committee will be reviewing the plan and making recommendations for revisions and additions.

Response is limited to 500 words.

Note: NYSED recommends that instructional technology staff, curriculum directors, teachers, and school library media specialists participate in the development of the technology plan.

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

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

Please check all that apply

4a. Please specify if “Other” was selected in question four.

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. Response is limited to 100 words.

- **Need additional instructional staff to provide PD**
- **Current deployment of devices causing instructional gaps due to sign out procedures**
- **Need an improved guest network**

C. Technology and Infrastructure Inventory

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

If the district has multiple school buildings, the minimum and maximum capacity between and within school buildings should not be an average. Please list the minimum capacity at the school building with the lowest capacity and the maximum capacity at the school building that has the highest capacity.

NETWORK BROADBAND BANDWIDTH	Minimum Capacity (Expressed in Mb or Gb)	Maximum Capacity (Expressed in Mb or Gb)
Network Bandwidth: Incoming connection TO district schools (WAN)	5gb	5gb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	10gb	10gb
Bandwidth: Connections WITHIN school buildings (LAN)	1gb wired	1 gb wired

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

Note: This refers to the speed configured to get from the district hub out to the Internet.

3GBps

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

Note: See guidance document for further clarification and example.

Monroe #1 BOCES

Response is limited to 50 letters.

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

WIRELESS PROTOCOLS	Available	In use
802.11a	X	<input type="checkbox"/>
802.11b	<input type="checkbox"/>	<input type="checkbox"/>
802.11g	X	<input type="checkbox"/>
802.11n	X	X
802.11ac	<input type="checkbox"/>	<input type="checkbox"/>
802.11ad	<input type="checkbox"/>	<input type="checkbox"/>
802.11af	<input type="checkbox"/>	<input type="checkbox"/>

5. Do you have wireless access points in use in the district? Drop Down Answer: Yes or No.

5a. If yes, what percentage of your district's instructional space has wireless coverage?

100%

6. Does the district use a wireless controller? Drop Down Answer: Yes or No.

7. What is the port speed of the switches that are less than five years old in use in the district? Drop down with unit of measurement in Gb or Mb.

Please respond with 0 if not applicable.

8. How many computing devices, less than five years old, are in use in the district?

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COMPUTING DEVICES	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)	1900	1900
Laptops / Virtual Machine (VM)	3300	3300
Chromebooks	60	60
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	40	40
Tablets less than nine (9) inches without access to an external keyboard	0	0
Tablets nine inches or greater without access to an external keyboard	0	0

Note: Include only devices used for instructional purposes. See guidance document for additional details.

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)?
Must be a numeric value. **1.49%**

Note: This information should be available within the district's Special Education Student Management System.

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?

As a district, one of our biggest needs is a focused approach for continued and embedded professional learning. For the past several years, there hasn't been a consistent plan with follow through in order to provide learning opportunities for our staff. Currently, we are in need of instructional coach positions to provide learning opportunities for all staff.

Response is limited to 250 words.

Note: See guidance document for examples.

11. How many peripheral devices, less than five years old, are in use in the district?
Please give the number of the following:

PERIPHERAL DEVICES	Number of devices in use that are less than five years old
Document Cameras	570

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Flat Panel Displays	2
Interactive Projectors	
Interactive Whiteboards	570
Multi-function Printers	
Projectors	700
Scanners	40
Other Peripherals	

Note: Include only peripherals used for instructional purposes.

Other peripherals might include, for example, video conferencing devices, cameras, or probes.

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

13. Does your district have an asset inventory tagging system for district-owned equipment?
Choose **Yes** or No.

14. Does the district allow students to Bring Your Own Device (BYOD)? Question refers to students only. (Yes or No) **Yes, high school students only.**

14a. If answered yes to question 14: On an average school day, approximately how many student devices access the district’s network? **Approximately 1200**

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?
Select **yes/no/not applicable**. Please select “Not Applicable” if the question does not apply to your district.

Our current practice provides funding for technology directly to nonpublic schools to access technology. Non-public schools are required to tag the devices with a “purchased with Webster CSD funds tab” and then send us the invoice of the technology purchase. The District Treasurer tracks the purchases. As a system, we are in the process to track the technology purchase when it is ready to retire/recycle the device. This entire is handled by our District Treasurer.

D. Software and IT Support

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1. What are the operating system(s) in use in the district?

Please select yes if the operating system is currently in use. Please select no if the operating system is not currently in use.

Note: This includes all operating systems in use throughout the district.

Operating Systems	In use? (Check yes or no)
Mac OS Version 9 or earlier	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mac OS Version 10 or later	Yes <input type="checkbox"/> No <input type="checkbox"/>
Windows XP	Yes <input type="checkbox"/> No <input type="checkbox"/>
Windows 7.0	Yes <input type="checkbox"/> No <input type="checkbox"/>
Windows 8.0 or greater	Yes <input type="checkbox"/> No <input type="checkbox"/>
Apple iOS 7 or greater	Yes <input type="checkbox"/> No <input type="checkbox"/>
Chrome OS	Yes <input type="checkbox"/> No <input type="checkbox"/>
Android	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

3. What are the web browsers, **both** available **and** supported, for use in the district? Please select "Yes" if the web browser is both available and supported for use in the district. Please select "No" if the web browser is not available and supported for use in the district.

Web Browsers	Available and supported for use (Select Yes or No)
Internet Explorer 7	Yes <input type="checkbox"/> No <input type="checkbox"/>
Internet Explorer 8	Yes <input type="checkbox"/> No <input type="checkbox"/>
Internet Explorer 9 or greater	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mozilla/Firefox	Yes <input type="checkbox"/> No <input type="checkbox"/>
Google Chrome	Yes <input type="checkbox"/> No <input type="checkbox"/>
Safari (Apple)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other	Yes <input type="checkbox"/> No <input type="checkbox"/>

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



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5. Please provide the name of the learning management system (LMS) most commonly used in the district.
If a district uses a locally developed LMS, please indicate. If the district does not use an LMS, please reply "None used".
Examples are provided [here](http://www.p12.nysed.gov/technology/TechPlans/ITP_SampleSLMS.html)
(http://www.p12.nysed.gov/technology/TechPlans/ITP_SampleSLMS.html)

Learning Management Systems
Moodle

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

Instructional Software Programs
NWEA, Kahn Academy, Castle Learning, Scholastic (Read 180, System 44, Math 180), Handwriting without tears

7. Please provide the names of the five most frequently used research databases if applicable. (Optional question) See [list of common statewide research databases](http://www.p12.nysed.gov/technology/TechPlans/ITP_SampleSLMS.html#swDBS). (Link to website)
http://www.p12.nysed.gov/technology/TechPlans/ITP_SampleSLMS.html#swDBS

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

8. Does the district have a Parent Portal?

Yes or No

- 8a. Check all that apply to the Parent Portal if the response to question eight is "Yes".
(Appears if answer was yes)

- Attendance
- Homework
- Student Schedules
- Grade Reporting



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Transcripts

Other

Please check all that apply.

8b. If “Other” was selected in question eight (a) please specify the other feature(s).

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

Please check all that apply.

Learning Management System

Emergency Broadcast System

Website

Facebook

Twitter

Other

9a. Please specify if the response to question nine was “Other”.

Response is limited to 200 words.

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

Title	Current FTE's
Director of Technology	1.0
Senior Network Technicians	5.0
Network Technician	2.0
Computer Technician	1.0
Help Desk Coordinator	1.0
Help Desk Technician	1.0
Supervisor of Media Services	1.0
Media Specialists	4.0

Guidance: Relevant staff would include the Director of Technology, IT support staff, and any other staff that assist with computer-based testing, troubleshooting, etc. Please note the survey will ask for similar

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information about staff assisting with instructional technology integration training and support for teachers in a later question (Section F, Question two)

Note: Guidance document clarifies how to determine FTE count for purposes of this question and question two in Section F.

Response is limited to 500 words.

E. Curriculum & Instruction

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

As a district, we are looking to incorporate the practice of differentiating instruction helps teachers address rigorous standards while responding to the individual needs of students. Through the use of digital connectivity and technology, we want to provide our students and teachers the access to differentiated learning opportunities. Through digital connectivity and technology, we want our teachers to focus on essential skills in each content area, be responsive to individual differences, incorporate assessment into instruction, and provide students with multiple opportunities to personalize and leverage their learning. Overall, we want teachers to determine the most appropriate time in instruction to incorporate technology and digital connectivity to leverage student learning.

Response is limited to 250 words.

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 | **No**, not specifically

2a. If "Yes", please specify. Response is limited to 250 words.

Note: Please review the guidance document prior to responding to question two (a).

http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/InstructionalTechnologyPlan_SurveyGuidance_4-10-15.pdf

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?

No, not specifically

3a. If "Yes", please provide detail. Response is limited to 250 words.

Note: Please review the guidance document prior to responding to question three (a)

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. Please use the New York State Professional Development Standards as a reference (<http://www.highered.nysed.gov/tcert/resteachers/pd.html>) .

Data Driven Classroom	To increase teacher capacity through the use of Data Driven Classroom to support use of data to increase learning. 2015-2016 school year. Direct contact primary instruction (face to face)
Using IPADS in the classroom	As a district, we are looking to increase the numbers of IPADS for students in Grades K-5. Professional learning will focus on the best uses of IPADS within the classroom, the use of Air Server, use of Google on an IPAD, and an overview of the apps that are available to support learning. 2015-2016 school year. Direct contact primary instruction (face to face)
Voice Thread	To increase teacher capacity using Voice Thread to support blended learning model for flipped classroom. Teachers will learn how to create instructional lessons that use voice thread to increase communication with students. 2015-2016 school year. Direct contact primary instruction (face to face)
SMART Board Refresher	Teachers will discuss best practices of the SMART board to increase instruction and use. Students will also experience SMART Notebook 14. Summer 2015. Direct contact primary instruction (face to face)
Chrome Books for ICT Teams	ICT teachers will explore chrome books and the uses within the classroom to support instruction. 2015-2016 school year. Direct contact primary instruction (face to face)
Google	To increase understanding around Google as a collaboration tool to increase student learning. Topics to include: Google +, Google Drive, DOCS, Sheets, Forms, APPS. 2015-2016 School Year. Direct contact primary instruction (face to face)
Google Classroom	To increase teacher capacity using Google Classroom to flip to a blended classroom model. Teachers will set-up Google Classroom and prepare for 2015-16 school year using google. 2015-2016 School Year. Direct contact primary instruction (face to face)

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For subsequent years covered under this plan, similar offerings will be developed based on survey of teacher needs and current role of technology within instruction.

Response is limited to 500 words.

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	Current FTE Count
Director of Educational Technology and Information	1.0
Assistive Technology Specialist	1.0
Director of Speech, OT, PT and Assistive Tech	0.5

Guidance: Relevant staff would include the Director of Technology, curriculum integration teacher-coaches, and any other staff that assists with instructional technology implementation.

Note: Guidance document clarifies how to determine FTE count.

Response is limited to 500 words.

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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.

	Anticipated Item or Service Drop Down menu	Estimated Cost	Is Cost one-time or Annual?	Potential Funding Source: (May list more than one source per item.)
1	Professional Development	\$75,000	<input type="checkbox"/> One time <input checked="" type="checkbox"/> Annual	Annual Budget
2	Devices	\$2,000,000	<input type="checkbox"/> One time <input checked="" type="checkbox"/> Annual	Annual Budget
3	Infrastructure	\$500,000	<input type="checkbox"/> One time <input checked="" type="checkbox"/> Annual	Annual Budget, SMART BOND
4	Instructional Software	\$150,000	<input type="checkbox"/> One time <input checked="" type="checkbox"/> Annual	Annual Budget
5	Server/Network Software	\$100,000	<input type="checkbox"/> One time <input checked="" type="checkbox"/> Annual	Annual Budget

Drop down list:

- Broadband
- Desktops
- Interactive Whiteboards
- Instructional Software
- Laptops
- Network Cabling
- Office/Productivity Software
- Professional Development**
- Printers
- Servers
- Server/Network Software
- Staffing
- Tablets**
- Wi-Fi**
- Other**

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

Response is limited to 250 words.

Chromebooks

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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

Please check all that apply.

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

Changes in District Leadership and the increased focus on technology for instruction

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.

The District Technology Committee will explore this during the 2015-2016 school year

Response is limited to 250 words.

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

- School**
- Home
- Community**
- None

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

Appears if community is checked. Community refers to local businesses, public libraries, non-profits, and governmental entities.

Library, YMCA, restaurants, fire stations, town hall, and cafes

Response is limited to 250 words.

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. Add goals

Our focus for the next three years, will be to expand our ability to provide equitable access for all students, providing high quality and embedded professional learning, and exploring our community connections for providing opportunities to support college, career, and community readiness.

2015-2016:

- Review and improve current technology plan
- Focus on Professional Learning for all staff to prepare for 1 to 1 initiative
- Infrastructure
- Work with curriculum supervisors on the alignment of technology into the curriculum and Common Core Learning standards
- Development of a comprehensive 3 year professional learning plan

2016-2017:

- K-12: 1 to 1 initiative
- Expansion of wireless infrastructure
- Work with curriculum supervisors on the alignment of technology into the curriculum and Common Core Learning standards
- Focus on Professional Learning based on needs developed through the staff technology survey

2017-2018:

- Review of Technology Plan
- District Technology Committee to make recommendations for further planning
- Work with curriculum supervisors on the alignment of technology into the curriculum and Common Core Learning standards
-

Please list the dates, actions, and desired outcomes. Response is limited to 500 words.

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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 technology will be working to create a survey that would be conducted two times during the year to measure the progress and the success of the current district technology plan. The goal of the committee will be to develop a rubric that aligns to the ISTE standards to provide a comprehensive alignment to instruction for all students.

Please list the dates, actions, and desired outcomes. Response is limited to 500 words.

2. Please fill in all information for the policies listed below: The only requirement for a public forum date is for the Internet Safety/Cyberbullying Policy. Districts do not need to have a public forum date for the Acceptable Use Policy (AUP) or Parents’ Bill of Rights.

Please use N/A if the question does not apply.

Policy	Date of Public Forum (if applicable)	URL	Year Policy Adopted
Acceptable Use Policy- AUP	N/A	http://www.websterschools.org/files/filesystem/Acceptable%20Use%20Students%20Final%20August%202010.pdf	2004
Internet Safety/Cyberbullying	September 2014	http://www.websterschools.org/files/filesystem/Code%20of%20Conduct%202014-2015.pdf	2007
Parent’s Bill of Rights for Data Privacy and Security	N/A	http://www.websterschools.org/files/filesystem/Parent%20Bill%20of%20Rights.pdf	2014

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

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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

No

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

Certain questions need to have more clarity for needs

Response is limited to 100 words.

2. Was the guidance document helpful?

Yes

No

- 2a. If response was "No", please explain.

Response is limited to 100 words.

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

None

Please respond if applicable. Response is limited to 250 words.

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

None

Please respond if applicable. Response is limited to 250 words.

5. Other comments?

Please respond if applicable. Response is limited to 500 words.