

**Instructional Technology Plan - Annually - 2015**

LEA Information

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**A. LEA Information**

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

5,371

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

	Enrollment
Grades K-2	979
Grades 3-5	1,146
Grades 6-8	1,264
Grades 9-12	1,982

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

William Furlong

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

Assistant Superintendent

## Instructional Technology Plan - Annually - 2015

### Instructional Technology Vision and Goals

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#### B. Instructional Technology Vision and Goals

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

All students are provided the opportunity and necessary support to engage in relevant, challenging work which contributes to their academic and social growth and development. All staff, teachers and administrators are part of a larger learning community working together to build collective capacity in order to provide a high-quality, relevant, equitable education for all.

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

#### Technology Vision

Technology is a means for our entire educational community to participate in learning experiences that are interactive, visual, differentiated, and experientially based and that foster higher level thinking skills. Within the context of the overall mission, we believe that technology can be a tool for learning that enhances our classrooms, expanding our instructional repertoire while maximizing the relevance of opportunities for our learners.

In the 21st century, understanding and using technology is an integral part of daily life. If we accept the fact that it is the school system's responsibility to prepare students for their futures, every classroom must be equipped with diverse technologies to support teacher and learning. Every teacher must be knowledgeable and skilled in the use of these technologies in daily instruction. Every student must have the opportunity to engage with technology in school in ways that mirror how they will engage with technology in the world beyond school.

The use of technology has the capacity to change the structure of the classroom. No longer does the teacher have to rely solely on the traditional lecture and seat work method of instruction. Through technology, teachers and students can access a wealth of materials, services and networks throughout the state, nation and world. In a technology-rich, learner-centered classroom, the teacher can serve not only as an expert, but also as a facilitator of learning experiences, a thought-provoking mentor, and a supportive coach. Technology does not replace the teacher, nor exist as a need in itself, but rather supports and enhances the quality of the overall educational environment.

When integrated into instruction, technology can support new strategies for teaching and learning by:

- Addressing diverse learning styles,
- Accommodating individual learning rates,
- Encouraging cooperative learning,
- Refining critical thinking skills,
- Fostering creativity,
- Providing the means to communicate globally, and
- Increasing student engagement, independence and responsibility.

It is our intention that this vision will remain constant over the course of our plan and that it will guide the day-to-day and year- to year implementation of technology across the North Colonie Central School District. The purpose of this technology plan is to outline strategies that will move the district closer to this vision.

#### Goals

The broad technology plan goals for the next three years reflect the continued emphasis on support for all learners through the integration of technology supports into the curriculum and instructional practice.

1. Develop and strengthen student learning by increasing opportunities to use technology as part of the ongoing instructional environment to develop critical and higher level thinking.
2. Integrate technology into the curriculum through staff development, curriculum workshops, and by creating a technology infused collaborative environment.
3. Continue to enhance the development of curriculum and instruction through data collection and analysis.
4. Support the integration of technology through a strong hardware and software base as well as a versatile, expandable infrastructure system.
5. Provide the learning community with great opportunity for integration, collaboration and information exchange.

**Instructional Technology Plan - Annually - 2015**

Instructional Technology Vision and Goals

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- 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.**

**Instructional Technology Plan - Annually - 2015**

Instructional Technology Vision and Goals

The North Colonie Central Schools (NCCS) maintains an on-going Instructional Technology Steering Committee, with representation across schools, including faculty, administrators and support staff. The Steering Committee’s mission is to develop implementation strategies for the effective use of technology in instructional settings as part of the overall implementation of the technology planning process.

The committee is tasked with a review and revision of the technology plan during the final years of the implementation of the existing plan. The committee met regularly during the 2013-14 school year, and again in 2014-15, to revise the existing plan, and to reflect on new initiatives and instructional needs. Meetings are held four times a year, and each agenda addressed a specific instructional technology implementation need, including continuous review of software needs, methods to assess student technology literacy skills and needs, a review of proposed budget and multi-year planning for equipment and maintenance, and a review of professional development needs, and the links to the professional development steering committee work. Annually, the work of the Instructional Technology Steering Committee is shared with the Board of Education, parents, and the community during the Annual Evaluation process and the subsequent budget process. In the future, we will look to enhance stakeholder involvement and input.

The steering committee used a combination of workshop-style meetings and collaborative software tools such as wiki pages and Google documents to revise and add to the technology plan sections. In addition, the committee members were charged with bringing the instructional technology implementation ideas to their own faculties and work groups for review and input. Each year, every instructional content area prepares a technology budget request. The requests include a rationale that ties equipment and software requests directly to curricular needs and changes. The requests are reviewed by the committee and Chairs to help establish priorities as the needs are fitted to the funding available for the upcoming year.

The committee is co-chaired by three administrators, representing both elementary and secondary leadership, and the information technology department. The membership includes teachers and administrators, with representation from each school, and from each technology support area. The individuals on the committee change as needed, with membership being fairly consistent over the last four years.

The work of the committee including agendas and background materials, can be found at <http://nccsinstructionaltechnology.pbworks.com>.

**2014-2015 Meeting Dates**

November 13, 2014	Shaker Junior High School	8:00 - 10:30	BYOD choices and policies
February 10, 2015	Goodrich Training Room	8:00 - 10:30	Review of proposed budget and Tech Plan
April 28, 2015	Goodrich Training Room	8:00 - 10:30	New Initiatives

**Committee Membership for 2014- 15**

<b>Person</b>	<b>Position</b>
Russ Moore	Principal, Co-Chair
Kim Greiner	Principal, Co-Chair
Liz McNamara	Director of IT, Co-Chair
Kathy Skeals	Assistant Superintendent of Instruction and Curriculum
Gary Cimorelli	Instructional Technology Specialist
Heidi Meidenbauer	Teacher, Math
Mark Kaercher	Teacher/District Parent
Carm McCarthy	Teacher/District Parent
Steve Doak	Teacher
Jill Goldberg	Teacher
Amanda Klopott	ELL Teacher
Renata Relyea	Math peer coach
Dave Wallingford	Teacher
Rebecca Darrow	Teacher
Jackie Guba	Teacher
Brooke Greco	Teacher , Music
Nicole Weimer	Librarian

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Instructional Technology Vision and Goals

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Abby Moynahan

Librarian

**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 challenges that are causing the gap? If you chose "No Gap Present" in question four, please enter N/A.**

1. Device Gap - expanding the number of devices is essential to gaining the maximum potential of technology for all students.
2. Professional Development - improving the skills of teachers is essential in leveraging technology in the teaching and learning process.
3. Connectivity - a robust network is essential to supporting the increased traffic created by the additional devices and users

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Instructional Technology & Infrastructure Inventory

**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)	500Mb	500Mb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	1Gb	2Gb
Bandwidth: Connections WITHIN school buildings (LAN)	1Gb	10Gb

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

500Mb

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

Time Warner Cable

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	<input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> In Use
802.11b	<input type="checkbox"/> Available <input type="checkbox"/> In Use
802.11g	<input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> In Use
802.11n	<input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> In Use
802.11ac	<input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> In Use
802.11ad	<input type="checkbox"/> Available <input type="checkbox"/> In Use
802.11af	<input type="checkbox"/> Available <input type="checkbox"/> In Use

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?**

100

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?**

1Gb

**Instructional Technology Plan - Annually - 2015**

Instructional Technology & Infrastructure Inventory

**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)	876	876
Laptops/Virtual Machine (VM)	2,504	2,504
Chromebooks	1,287	1,287
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	161	161
Tablets less than nine (9) inches without access to an external keyboard	411	411
Tablets nine (9) inches or greater without access to an external keyboard	0	0
<b>Totals:</b>	5,239.00	5,239.00

**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)?**

26

**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 purchase of additional Chromebooks and iPads will significantly enhance the district's ability to provide access to assistive technologies for students with disabilities. Additional Chromebooks will give our students access to reliable speech to text software as well as centralized access to educational applications on the google platform. As more of our teachers start using the google platform, early exposure and familiarization with Chromebooks will become essential for our younger students with disabilities. Additional iPads will be used primarily for our students with more significant disabilities to enhance their ability to communicate through applications such as Proloquo2Go.

**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	160
Flat Panel Displays	429
Interactive Projectors	32
Interactive Whiteboards	229
Multi-function Printers	12
Projectors	377
Scanners	0
Other Peripherals	0
<b>Totals:</b>	1,239.00

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

(No Response)

**Instructional Technology Plan - Annually - 2015**

Instructional Technology & Infrastructure Inventory

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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?

200

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?

Yes



**Instructional Technology Plan - Annually - 2015**

Software and IT Support

**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	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.**

none

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

Google Classroom  
 Microsoft Office  
 Adobe Creative Suite  
 GoMath  
 Smart Notebook

**Instructional Technology Plan - Annually - 2015**

Software and IT Support

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

Gale Literature Reference Center  
 Gale Opposing Viewpoints  
 Gale Student Resource Center  
 Go Grolier  
 World Book Online

**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
- Homework
- Student Schedules
- Grade Reporting
- Transcripts
- Other

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

Bus Route  
 Immunizations  
 Assessments

**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

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

School News Notifier

**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
Senior Network Technician	1.00
Technology Assistant	3.00
Computer Lab Aide	8.00
	<b>14.00</b>

## Instructional Technology Plan - Annually - 2015

### 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 district recognizes the promise that technology holds to change the conditions of teaching and learning within our school district. In order for technology to be most effectively employed, however, the district also recognizes that sound pedagogy must drive choices surrounding educational technology and not the other way around. Accordingly, the district has enhanced its commitment to staff development around the use of instructional technology in the classroom for the purposes of differentiation, formative assessment, individualized learning, and collaborative project-based learning. This summer, over 200 teachers participated in workshops ranging from Google Classroom 101 to using Plickers for assessment purposes. Each building administrator is required to have at least one digital innovation goal which will be supported by the building based instructional technology resource teachers as well as the district lead instructional technology specialist. To this end, the secondary schools began the school year with workshop days devoted to increasing teacher familiarity and comfort with the Google classroom suite as well as a range of other software tools for the purpose of ongoing assessment and lesson planning.

**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.**

As we enter into this technology plan for the upcoming years, we are spreading the use of the Google platform throughout the district. This platform is being used as a means of sharing between general education teachers and special-education teachers. This collaborative tool has increased the ability for special education teachers to review classroom teachers' lesson plans so that they can craft their plans for their students accordingly. The continued use of Google docs, Google Drive, and Google sites will enable a level of collaboration not before seen. Each of our special education classrooms has technology which mirrors the general education classrooms including but not limited to laptops, ipads, and chromebooks to ensure a seamless transition for students into the general education setting. Additionally, for our students whose needs require it, we have a range of adaptive technology available to ensure that students can access the full curriculum. Examples include the Dynavox, Braille readers, talking calculators, etc. Finally, at our high school, we are piloting a testing center for students who have accommodations. The testing center is based on feedback from community colleges, so our students will have an easier transition to the types of accommodations they will receive once they graduate and go on to college. Use of technology is instrumental in our testing center to reduce the reliance on one on one readers and scribes.

**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.**

As part of our district commitment to full inclusion, our technology plan includes provisions for students with disabilities to access the curriculum. In addition to the range of assistive technology already in place, we are exploring web based tools which will allow students both access and greater independence. To this end, we have added a districtwide speech therapist to our team of instructional technology resource teachers who meet monthly to discuss the latest innovations which may impact our curriculum and instruction. A portion of our meetings is now devoted to sharing greater understanding of the assistive technology as well as the unveiling of the new software products and web-based products that can be of use to both general education and special education teachers across the district. The instructional technology teachers then bring the information back to their individual buildings to share with their principals as well as fellow teachers, in an effort to increase awareness and use of tools which will enable all students to more successfully access the curriculum. Through this process, we have rolled out the use of a program which allows all teachers to turn their assignments, classwork, and assessments into documents which can be read aloud to students. Additionally, we have shared with teachers websites where they can change the Lexile band on reading passages so that all students can gather background information prior to a class discussion. We have also demonstrated programs that allow students to take notes in an electronic format.

# Instructional Technology Plan - Annually - 2015

## 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.**

As mentioned previously, our technology plan is founded upon strong pedagogy and thoughtful choices regarding the integration of technology into the classroom. In the 2014-2015 school year, we began the exploration of the Google platform and the deployment of Chromebooks within our classrooms. Our instructional technology resource teachers, under the direction of our district technology specialist, piloted the use of Chromebooks and served as our pioneers were using Google docs, Google sites, and finally Google classroom. With the success of the pilot program, during the budget season of the spring of 2015, the district proposed to purchase an additional 25 classroom sets of Chromebooks as well as to create a summer professional development program open to all teachers and administrators throughout the district, regardless of their level of technological expertise.

The instructional innovation team was launched at Shaker High School during the 2014- 2015 school year. This team, comprised of teachers from every discipline and a group of administrators, worked to survey each department to discover their needs in terms of technology resources. In addition to soliciting information regarding purchases, the team also sought to understand each discipline's specific needs regarding technology. The group worked throughout the school year to identify best practices for the use of technology to increase student engagement and higher-level thinking and then shared those practices and resources with all teachers in the building. Two of the group's recommendations for school-wide emphasis on technology will be put into place for the 2015-2016 school year. First, a team of students will be identified to serve as technology mentors to their peers. Second, a group of teachers will be identified to serve each period of the school day as technology collaborators, available and willing to collaborate with teachers on the effective integration of technology into curriculum.

During the summer of 2015, 17 Professional development Opportunities were offered to teachers.

During the school year there is a process for teachers and administrators to propose staff development opportunities as well that are conducted after school hours. These classes range from one hour of instruction to 15 hours.

The district also has 17 classroom teachers that are also part of an Instructional Technology Resource Teacher program. Those teachers also offer one on one help as well as staff development opportunities during and after the school day. Additionally, students are being trained as Tech Mentors to help both their peers and teachers with the successful use of technology to support teaching and learning.

Each district administrator participated in a summer workshop focusing on digital innovation from which specific building based objectives were created in order to support the integration of technology in the teaching and learning process. Accordingly, the high school and junior high school conducted Professional Development Opportunities on integrating technology into curriculums the first two days of the 2015-16 school year. The elementary buildings conducted technology surveys to solicit information about the best ways to support staff in their efforts to integrate technology into the classroom.

Below is link to the opportunities offered from July 2015- November 2015

<https://ncolonie.pbworks.com/w/page/96978342/2015%20Summer%20Staff%20Development>

- 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
Tech Instr. Specialist	1.00
	<b>1.00</b>

**Instructional Technology Plan - Annually - 2015**

Technology Investment Plan

**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	Broadband	51,000	Annual	Budget/Smart Schools
2	Wi-Fi	110,000	One Time	Budget/Smart Schools
3	Other	525,000	Annual	Budget/Smart Schools
4	Professional Development	125,000	Annual	Budget
5	Tablets	245,000	One Time	Budget/Smart Schools
<b>Totals:</b>		1,056,000.00		

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

Chromebooks

**Instructional Technology Plan - Annually - 2015**

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, in school, at home, and in the community.**

As we enter into this technology plan, the district is increasing the number of devices available to all students. After having piloted Chromebooks with our instructional technology research teachers during the past school year, we have purchased 25 additional class sets of 30 for the upcoming school year and distributed them among our eight buildings. In addition, we have moved toward the Google platform, thereby allowing teachers and students to collaborate in real time wherever internet connection is available. We have further strengthened our infrastructure, providing greater access to speedier WiFi in all of our buildings. As we continue into the three year technology plan, we look to increase the number of student devices available, moving toward one set per every classroom in the district. In addition, we have started a student technology mentor program in our high school, giving students an additional resource in their peer group. Finally, at our elementary schools, we have renovated our computer labs to make them more multi-purpose learning spaces.

We also look to consider ways to further expand the hours of our high school library, so that more students can benefit from access to computers, student mentors, and additional academic support. Families and community members would also be invited to use our library during the extended hour or to take continuing education courses. During the 2015-2016 school year, we will look for possible partnerships with the Colonie Youth Center to see if their after-school programming could successfully merge with our digital learning initiatives.

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

- School
- Home
- Community
- None

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

Wifi is available after hours in the individual school buildings, the public library, and many local businesses

**Instructional Technology Plan - Annually - 2015**

Instructional Technology Plan Implementation

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**I. Instructional Technology Plan Implementation**

**Instructional Technology Plan - Annually - 2015**

Instructional Technology Plan Implementation

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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.**



Instructional Technology Plan - Annually - 2015

Instructional Technology Plan Implementation

Timeframe	Wifi	Internet Connectivity	Tablets/Chromebooks	Staff Development
Fall 2015	Finish rollout of additional access points as needed to provide additional coverage for new devices	Finish rollout of 1st wave of switches and infrastructure improvements	Continue to rollout summer purchases of iPads/Chromebooks/Laptops	
Winter 2016	Monitor and Test Coverage and connection speed of wifi -	File for 2016-17 eRate wifi and network purchases (2nd half of switch infrastructure and access points)	RFP for increase to 1GB internet and leased line renewals	Determine which purchases will be covered by Budget/Smart Schools
Spring 2016	Reassess wifi needs and plan for any necessary expansion of wifi	Sign new ISP agreement	Obtain quotes for half of the proposed ipads and chromebooks	Continuous Monitoring and Evaluation of Staff Development by the District Instructional Technology Steering Committee meeting monthly
Summer 2016	Monitor and Test Coverage and connection speed of wifi - reassess wifi needs	Purchase and install 2nd wave of infrastructure and switches	Increase Bandwidth to 1GB 7/1/2016	Purchase and install iPads/Chromebooks and carts
Fall 2016	Finish rollout of additional access points as needed to provide additional coverage for new devices	Continue to monitor Bandwidth usage and adjust Bandwidth as needed	Re-assess needs for iPads/Chromebooks and carts	Continue planned staff development during workshop days and after school
Winter 2017	File for 2017-18 eRate wifi and network purchases to provide additional access as needed	Determine which purchases will be covered by Budget/Smart Schools		Site visits to schools by Director of Technology
Spring 2017			Obtain quotes for 2nd half of	Annual Program Evaluation

**Instructional Technology Plan - Annually - 2015**

Instructional Technology Plan Implementation

			the proposed ipads and chromebooks			program
Summer 2017	Purchase and install infrastructure and switches		Purchase and install iPads/Chromebooks and carts		Site visits to schools by Director of Technology	Implement Professional Development Summer program
Fall 2017	Monitor and Test Coverage and connection speed of wifi - reassess wifi needs					
Winter 2018		RFP for internet and leased line renewals with any bandwidth adjustments	Re-assess needs for iPads/Chromebooks and carts	Continue planned staff development during workshop days and after school	Site visits to schools by Director of Technology	Survey staff for professional development needs
Spring 2018		Sign new ISP agreement with any needed changes to service			Annual Program Evaluation	Plan for summer prof. development program
Summer 2018		Implement new agreement				Implement Professional Development Summer program

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Monitoring and Evaluation

**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.**

On a semi-annual basis, evaluation of instructional technology takes place in a variety of formats as listed below:

- The District Instructional Technology Steering Committee will monitor all district initiatives and serve as a conduit for feedback and constructive criticism from teachers and administrators throughout the district.
- Site visits will be made by the Director of Information Technology and the Lead Instructional Technology Teacher for the specific purpose of gaining feedback and constructive criticism related to instructional technology issues and initiatives.
- At the completion of all in-service courses, teachers will evaluate the training and be asked to submit suggestions for further training opportunities.
- Administrators will reflect on the integration of instructional technology in classroom observations when appropriate.
- An annual program evaluation will be completed at the close of every school year. Annual objectives are a critical component of this evaluation and will provide one metric for measurement of progress. These objectives are designed to support our technology plan while providing guidance as we explore new applications and instructional strategies.
- Regular meeting with the building Instructional Technology Resource teachers provide a means for a forum on instructional program needs as well as for planning to meet these needs.

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	05/19/2008	<a href="http://www.northcolonie.org/wp-content/uploads/2015/09/4550InformationTechnologyandNetworkUse.pdf">http://www.northcolonie.org/wp-content/uploads/2015/09/4550InformationTechnologyandNetworkUse.pdf</a>	2008
Internet Safety/Cyberbullying	01/25/2010	<a href="http://www.northcolonie.org/wp-content/uploads/2015/09/4560InternetSafety.pdf">http://www.northcolonie.org/wp-content/uploads/2015/09/4560InternetSafety.pdf</a>	2010
Parents' Bill of Rights for Data Privacy and Security	06/30/2015	<a href="http://www.northcolonie.org/parents-bill-rights-data-privacy-security/">http://www.northcolonie.org/parents-bill-rights-data-privacy-security/</a>	2015

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

No

**Instructional Technology Plan - Annually - 2015**

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**

No

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

Some of the text box formatting was very cumbersome. When saving, we frequently lost changes.

**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 Response)

**Instructional Technology Plan - Annually - 2015**

Appendices

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**Appendices**

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

(No Response)