



**New York State Education Department**  
**Instructional technology plan survey**

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 **2016** Instructional Technology Plan survey questions.

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**

1. 2014-2015 Total student enrollment.

Total student enrollment includes ungraded students, but does not include pre-k students. Pre-K includes students in district-run and district-funded programs.

	Total enrollment	Pre-K Enrollment	K-2 Enrollment	3-5 Enrollment	6-8 Enrollment	9-12 Enrollment	Ungraded Enrollment
Student Enrollment							

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

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

Please select one from drop down menu

Drop down:

Superintendent

Director of Technology

Chief Information Officer

Deputy Superintendent

Assistant Superintendent

Other

3a. If the response to question 3 was "Other," please provide the title.

**B. Instructional Technology Vision and Goals**

1. Please provide the district mission statement.

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.

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.

Response is limited to 500 words.

NYSED recommends that instructional technology staff, curriculum directors, directors of pupil personnel services, 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.

- 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 reasons causing the gap? If you chose "No Gap Present" in question four, please enter N/A.  
Response is limited to 100 words.

**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. (answers are radio buttons)

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps – < 10 Gbps
- 100 Mbps – < 1Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps– < 50 Mbps
- Less than 10 Mbs

2. What is the total contracted Internet access bandwidth 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

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

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

See guidance document for further clarification and example.

Response is limited to 50 words.

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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: (All answers are radio buttons)

Minimum Capacity (Mb or Gb)	Maximum Capacity (Mb or Gb)
<ul style="list-style-type: none"> <li>• Greater than 10 Gbps</li> <li>• 10 Gbps</li> <li>• 1 Gbps – &lt; 10 Gbps</li> <li>• 100 Mbps – &lt; 1Gbps</li> <li>• 50 Mbps - &lt; 100 Mbps</li> <li>• 10 Mbps– &lt; 50 Mbps</li> <li>• Less than 10 Mbps</li> </ul>	<ul style="list-style-type: none"> <li>• Greater than 10 Gbps</li> <li>• 10 Gbps</li> <li>• 1 Gbps – &lt; 10 Gbps</li> <li>• 100 Mbps - &lt; 1Gbps</li> <li>• 50 Mbps – &lt; 100 Mbps</li> <li>• 10 Mbps – &lt; 50Mbps</li> <li>• Less than 10 Mbps</li> </ul>

5. Please identify the minimum and maximum circuit speeds at which the classrooms in the district are connected to the school building wiring/network closet. Please note: The buildings with the minimum and/or maximum circuit speeds may be two different buildings within the school district.

Circuit speed within classroom buildings	Please provide the speed at which classrooms are connected to building wiring/network closet. (Choose one)
Minimum Circuit Speed within a School Building	<ul style="list-style-type: none"> <li>• Greater than 10 Gbps</li> <li>• 10 Gbps</li> <li>• 1 Gbps – &lt; 10 Gbps</li> <li>• 100 Mbps – &lt; 1Gbps</li> <li>• 50 Mbps - &lt; 100 Mbps</li> <li>• 10 Mbps– &lt; 50 Mbps</li> <li>• Less than 10 Mbps</li> </ul>
Maximum Circuit Speed within a School Building	<ul style="list-style-type: none"> <li>• Greater than 10 Gbps</li> <li>• 10 Gbps</li> <li>• 1 Gbps – &lt; 10 Gbps</li> <li>• 100 Mbps – &lt; 1Gbps</li> <li>• 50 Mbps - &lt; 100 Mbps</li> <li>• 10 Mbps– &lt; 50 Mbps</li> <li>• Less than 10 Mbps</li> </ul>

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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? Unit of measurement in Gbps or Mbps. Response must be a numeric value.

Minimum Capacity (Mbps or Gbps unit of measure)	Maximum capacity (Mbps or Gbps unit of measure.)
<input type="text"/>	<input type="text"/>

Please respond with 0 if not applicable. For example, if all switches are five years old or older, the response would be zero.

7. What percentage of the district's wireless protocols are less than 802.11g? Answer must be a numeric value. For example, if 20% of the district's wireless protocols are less than 802.11g, the answer is 20.

numerical value only
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8. Do you have wireless access points in use in the district? Drop Down Answer: Yes or No.

8.a. If yes, what percentage of your district's instructional space has wireless coverage? Answer must be a numeric value. (i.e. if you have 90 % coverage the answer is 90)

<input type="text"/>
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9. Does the district use a wireless controller? Drop Down Answer: Yes or No.

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

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)	<input type="text"/>	<input type="text"/>
Laptops / Virtual Machine (VM)	<input type="text"/>	<input type="text"/>
Chromebooks	<input type="text"/>	<input type="text"/>
Tablets less than nine (9) inches with access to an external keyboard	<input type="text"/>	<input type="text"/>
Tablets nine (9) inches or greater with access to an external keyboard	<input type="text"/>	<input type="text"/>
Tablets less than nine (9) inches without access to an external keyboard	<input type="text"/>	<input type="text"/>
Tablets nine inches or greater without access to an external keyboard	<input type="text"/>	<input type="text"/>

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

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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)?

*Example: If there are a total of 150 students with disabilities in the school district and 27 students with disabilities have assistive technology documented on their IEP, the percentage of students with documented assistive technology would be 18%. Therefore, the correct response would be 18.*

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

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.

Response is limited to 250 words.

Note: See guidance document for examples.

13. How many peripheral devices are in use in the district? Note: It is now acceptable to include devices older than five years of age, as long as they are in use. Including these additional devices is optional. The district may use the same device counts as last year, provided any new purchases made since the last plan was submitted are included.

Please give the number of the following:

PERIPHERAL DEVICES	Number of devices in use
Document Cameras	
Flat Panel Displays	
Interactive Projectors	
Interactive Whiteboards	
Multi-function Printers	
Projectors	
Scanners	
Other Peripherals	

Note: Include only peripherals used for instructional purposes.

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

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

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

16. Does the district allow students to Bring Your Own Device (BYOD)? Question refers to students only.  
(Yes or No)

16a. If answered yes to question 16: On an average school day, approximately how many student devices access the district's network?

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?  
Select yes/no/not applicable. Please select "Not Applicable" if the question does not apply to the district because there are no non-public schools in the district.

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?  
Please check all that apply:

1. Insufficient number of devices meeting testing requirements
2. Lack of reliable Internet service
3. Insufficient broadband access
4. Inadequate staffing levels
5. Insufficient testing spaces
6. District does not foresee any barriers
7. Other

18 (a). Please provide details if response to Question 18 was other.

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**D. Software and IT Support**

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

Operating Systems	Is this system in use? Answers are drop-downs
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	Web Browsers Available and supported for use (Select Yes or No – drop-down)
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"/>



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

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.

If the 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

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

Instructional Software Programs

7. Please provide the names of the five most frequently used research databases if applicable. (Optional question) See [list of common statewide research databases](#). (Link to website)

[http://www.p12.nysed.gov/technology/TechPlans/ITP\\_SampleSLMS.html#swDBS](http://www.p12.nysed.gov/technology/TechPlans/ITP_SampleSLMS.html#swDBS)

8. Does the district have a Parent Portal?

Yes or No
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- 8a. Check all that apply to the Parent Portal if the response to question eight is "Yes".  
(Appears if answer to 8 was yes)

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

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



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

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 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 FTE's

**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 information about staff assisting with instructional technology integration training and support for teachers in a later question (Section F, Question 2). Do not double-count staff time. Do not include contractors unless they are paid as an FTE.

**Note:** Guidance document clarifies how to determine FTE count for purposes of this question and question 2 in Section F.

Response is limited to 500 words.

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**E. Curriculum & Instruction**

1. What are the district's plans to use digital connectivity and technology to improve teaching and learning? If the district plans to apply for Smart Schools Bond Act (SSBA) funds for School Connectivity, the answer to this question must be aligned with the district's Smart Schools Investment plan (SSIP).

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? If the district plans to apply for Smart Schools Bond Act funds for Classroom Learning Technology, the answer to this question must be aligned with the district's Smart Schools Investment Plan (SSIP).

Yes/No.

**Note:** Please review the guidance document prior to responding to question 2. (a)

[http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/InstructionalTechnologyPlan\\_SurveyGuidance\\_4-10-15.pdf](http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/InstructionalTechnologyPlan_SurveyGuidance_4-10-15.pdf)

2.a. If yes, please provide detail. Response is limited to 500 words. In your answer, please explain how the district's technology plan addresses the accessibility of educational materials for students with disabilities.

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? If the district plans to apply for Smart Schools Bond Act funds for Classroom Learning Technology, the answer to this question must be aligned with the district's Smart Schools Investment Plan (SSIP).

Yes/No

3 a. If yes, please provide detail.

Response is limited to 500 words. Please explain how the district's instructional technology plan supports access to and participation in the general curriculum for students with disabilities through the use of assistive technology.

**Note:** Please review the guidance document prior to responding to question 3(a)

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.

4 (a) If yes, please provide details (textbox). If the district plans to apply for Smart Schools Bond Act (SSBA) funds for Classroom Learning Technology, the answer to this question must be aligned with the district's Smart Schools Investment Plan (SSIP).

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**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/reteachers/pd.html>

If the district plans to apply for Smart Schools Bond Act funds for Classroom Learning Technology, the answer to this question must be aligned with the district's Smart Schools Investment plan (SSIP).

Response is limited to 500 words.

2. 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 FTE

**Guidance:** Relevant staff would include the Director of Technology, curriculum integration teacher-coaches, and any other staff that assists with instructional technology implementation. Select "Add Row" to list additional titles and FTE's.

**Note:** Guidance document clarifies how to determine FTE count. Do not double-count staff time already accounted for in Section D, Software and IT support. If the same individual staff member supports both technology integration and provides general tech support, allocate their time between the two functions. Total FTE count for any one individual should not exceed 1.0. Do not include contractors unless paid as an FTE.

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, Annual, or both?	Potential Funding Source: (May choose more than one source per item.) (Text Boxes)
1			<input type="checkbox"/> One time <input type="checkbox"/> Annual <input type="checkbox"/> Both	
2			<input type="checkbox"/> One time <input type="checkbox"/> Annual <input type="checkbox"/> Both	
3			<input type="checkbox"/> One time <input type="checkbox"/> Annual <input type="checkbox"/> Both	
4			<input type="checkbox"/> One time <input type="checkbox"/> Annual <input type="checkbox"/> Both	
5			<input type="checkbox"/> One time <input type="checkbox"/> Annual <input type="checkbox"/> Both	

See the guidance for an example of an item that is both annual and one-time.

Please note that this question relates to funding sources, NOT funding mechanisms. For example: An Install-Purchase Agreement (IPA) is a funding mechanism. The source of the money to make the payments under the IPA is the funding source.

Drop down list of items:

- 3D Printers
- Broadband
- Chromebooks
- Desktops
- Interactive Displays / Projectors / Whiteboards
- Instructional Software
- Laptops
- Network Cabling
- Office/Productivity Software
- Printers
- Professional Development
- Servers
- Server/Network Software
- Staffing
- Switches
- Tablets
- VOIP
- Wi-Fi
- Other



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Check box list of funding sources: (Can choose more than one)

BOCES Co-Ser purchase  
District Operating Budget  
District Public Bond  
eRate  
Grants  
Instructional Materials Aid  
Instructional Resources Aid  
Smart Schools Bond Act  
Other

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

Response is limited to 250 words.

**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.

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

Response is limited to 250 words.

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

- Home
- Community
- None

Check all that apply.

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

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

Response is limited to 250 words.



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**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.

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

Please see guidance for an example.

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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, 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.

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.  
 There is a public forum requirement for the Internet Safety/Cyberbullying Policy. The date of the public forum and the date of board approval should be listed within the Internet Safety/Cyberbullying policy document\*. Districts do not need to have a public forum for the Acceptable Use Policy (AUP) or Parents' Bill of Rights.

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

Policy	URL	Year Policy Adopted
Acceptable Use Policy- AUP		
Internet Safety/Cyberbullying*		
Parent's Bill of Rights for Data Privacy and Security		

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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.

Response is limited to 500 words.

2. Was the guidance document helpful?

Yes

No

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

Response is limited to 500 words.

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

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

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

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

5. Other comments?

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