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 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

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.

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

GRADE BAND	ENROLLMENT
Grades K-2	
Grades 3-5	
Grades 6-8	
Grades 9-12	

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

4. 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

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.

   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.
   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.
   - ☐ 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.

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)		
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)		
Bandwidth: Connections WITHIN school buildings (LAN)		

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.

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.

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	☐	☐
802.11b	☐	☐
802.11g	☐	☐
802.11n	☐	☐
802.11ac	☐	☐
802.11ad	☐	☐
802.11af	☐	☐

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?

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?

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)		
Laptops / Virtual Machine (VM)		
Chromebooks		
Tablets less than nine (9) inches with access to an external keyboard		
Tablets nine (9) inches or greater with access to an external keyboard		
Tablets less than nine (9) inches without access to an external keyboard		
Tablets nine inches or greater without access to an external keyboard		

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.

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?
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	
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.

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)

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

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.

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

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 □ No □
Internet Explorer 8	Yes □ No □
Internet Explorer 9 or greater	Yes □ No □
Mozilla/Firefox	Yes □ No □
Google Chrome	Yes □ No □
Safari (Apple)	Yes □ No □
Other	Yes □ No □

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.
   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)

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

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
☐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

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 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?

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

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?

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) .

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

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.

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			□ One time □ Annual	
2			□ One time □ Annual	
3			□ One time □ Annual	
4			□ One time □ Annual	
5			□ One time □ Annual	

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.

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 in school, at home, and in the community.

   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.

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.

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

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.

   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			
Internet Safety/Cyberbullying			
Parent's Bill of Rights for Data Privacy and Security			

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

.

Yes or No

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 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?

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

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

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

5. Other comments?

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