



New York State Education Department

Instructional Technology Plan Survey Submissions – Checklist for Review by RIC Certifiers

Reminders for Reviewers:

1. Districts must respond completely to all required questions.
2. Reviewers must check “Yes” or “No” for all required responses to each question.
3. Reviewers must use the official Survey Guidance Document to determine whether districts have sufficiently responded to each survey question.
4. All “No” responses will be returned to the district for revision and re-submission.

Name of RIC Reviewer: _____

Date of Review: _____

Signature _____

District Information	
District Name	
Name – Primary District Contact	
Title – Primary District Contact	
Phone Number	
E-mail Address	
Date of Initial Tech Plan Submission to RIC	



New York State Education Department

Instructional Technology Plan Survey Submissions – Checklist for Review by RIC Certifiers

A. LEA Information				
#	Question	Yes	No	Comments
1	What is the total student enrollment based on the most recent BEDS Day submission?			
2	What is the student enrollment by grade band based on the latest BEDS Day submission?			
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?			
4a	If the response to question four was "Other," please provide the title			

B. Instructional Technology Vision and Goals				
#	Question	Yes	No	Comments
1	Please provide the district mission statement.			
2	Please provide the executive summary of the instructional technology plan, including vision and goals.			
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.			
4	Please provide the source(s) of any gap between the current level of technology and the district's stated vision and goals.			
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.			

C. Technology and Infrastructure Inventory				
#	Question	Yes	No	Comments
1	What is the available network broadband bandwidth? Please express speed in Mb or Gb.			
2	What is the total contracted Internet access bandwidth for your district? Please express speed in Mb or Gb.			
3	What is the name of the agency or vendor that your district purchases its primary Internet access bandwidth service from?			
4	Which wireless protocols are available in the district? Of these, which are currently in use?			
5	Do you have wireless access points in use in the district?			
5a	If yes, what percentage of your district's instructional space has wireless coverage?			
6	Does the district use a wireless controller?			
7	What is the port speed of the switches that are less than five (5) years old in use in the district?			
8	How many computing devices less than five years old are in use in the district?			
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.			
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.			
11	How many peripheral devices less than five years old, are in use in the district?			
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?			
14	Does the district allow students to Bring Your Own Device (BYOD)? Question refers to students only.			
14a	If answered "yes" to question 13: On an average school day, approximately how many student devices access the BYOD 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?			

D. Software and IT Support				
#	Question	Yes	No	Comments
1	What are the operating system(s) in use in the district?			
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.			
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 a learning management system, please reply "None used".			
6	Please provide the names of the five most commonly used software programs that support classroom instruction in the district.			
7	Please provide the names of the five most frequently used research databases if applicable. (Optional question)			
8	Does the district have a Parent Portal?			
8a	Check all that apply to the Parent Portal if the response to question eight is "Yes".			
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?			
9a	Please specify if the response to question nine was "Other".			
10	Please list title and FTE count (as of survey submission date) of all staff whose primary responsibility is technical support.			

E. Curriculum & Instruction				
#	Question	Yes	No	Comments
1	What are the district's plans to use digital connectivity and technology to improve teaching and learning?			
2	Does your district's instructional technology plan address the needs of students with disabilities to ensure equitable access to instruction, materials, and assessments?			
2a	If yes, please specify.			
3	Does your 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.			

F. Professional Development				
#	Question	Yes	No	Comments
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.			
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.			

G. Technology Investment Plan				
#	Question	Yes	No	Comments
1	Please list the top five planned instructional technology investments in priority order over the next three years.			
2	If "Other" was selected in question one, please specify.			

H. Status of Technology Initiatives and Community Connectivity				
#	Question	Yes	No	Comments
1	Please check any developments, since your last instructional technology plan, that affect the current status of the technology initiatives.			
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.			
3	Please check all locations where Wi-Fi service is available to students within the school district's geographical boundaries.			
3a	Please identify categories of available Wi-Fi locations within the community.			

I. Instructional Technology Plan Implementation				
#	Question	Yes	No	Comments
1	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.			

J. Monitoring and Evaluation				
#	Question	Yes	No	Comments
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.			
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			
3	Does the district have written procedures in place to ensure cybersecurity?			