

FAQ

Instructional Technology Plan Survey

Access to the Survey

1. **Question:** How do I obtain access to the Business Portal to enter my plan? How do I obtain my user name and password?

Answer: The Superintendent of the School District or his/her designee (Delegated/Entitlement Administrator--DA/EA) will create user accounts (permissions) in the State Education Department Delegated Account System (SEDDAS). For additional information, please see <http://www.p12.nysed.gov/seddas/seddashome.html> and http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/SEDDAS_SEDMonitoringEntitlementMini-Guide_%20EdTechSurvey_April2015.pdf . In other words, the Superintendent or his/her designee(s) provides the access.

2. **Question:** My Superintendent has been trying to entitle me to the EdTech survey in SEDDAS, but it doesn't seem to be listed among the entitlements. What should we do?

Answer: Make sure that the Superintendent selected "SED monitoring" on the entitlement screen. If that doesn't work, please send a screen shot or multiple screen shots with an explanation of your problem to edtech@nysed.gov.

3. **Question:** I have access to the Business Portal. How do I obtain access to SED Monitoring application so I can enter data into the Tech survey?

Answer: The Superintendent or his designees(s)--DA/EA or the Entitlement Administrator (EA) will grant access (entitle) the user to the SED Monitoring application. If the DA/EA does not have access to the SED Monitoring System (MVPS), the Superintendent will need to grant them this access.

4. **Question:** I have been granted access to SED Monitoring, but I still don't see the Survey.

Answer: The next and final step is for the DA/EA or the EA to assign the role of Data Access for Data View and Data Entry. For further information, please see http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/SEDDAS_SEDMonitoringEntitlementMini-Guide_%20EdTechSurvey_April2015.pdf especially p. 4.

5. **Question:** My superintendent has entitled me to enter data in the tech survey, but when I log into the Business Portal, I don't see MVPS and Tech Survey. What do I do?

Answer: Superintendent has to grant District access to the user so they can see the survey. In other words, if the user has their account tied to an individual school, the Superintendent will need to create a

new account at the District level and then grant that new account access to Ed Tech. Then the individual can see the Survey and enter data into it.

6. **Question:** I am having trouble accessing the Business Portal. I have entered my name and password, but it won't open. What should I do?

Answer: Please report all technical problems to datasupport@nysed.gov.

Contact Information

7. **Question:** We are having trouble completing our Tech Plan Survey. How could we get help with it?

Answer: There are several ways to get help completing the Tech Plan Survey:

- Contact your RIC reviewer for assistance. A list of the RIC certified reviewers can be found at <http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/reviewers.html> .
- Search the Tech Plan *FAQ* or *Guidance* for information on your issue at <https://datasupport.nysed.gov/hc/en-us/categories/200396055-Ed-Tech> or go to the Technology Plan *Resource Page* <http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/home.html>.
- Click on the Help button on each page of the Survey and follow the instructions.

Review Process

8. **Question:** Are we required to work with our BOCES and/ or RIC when submitting the technology plan?

Answer: The BOCES Model Schools facilitators and RIC reviewers play an important role in the submission, review, and approval process for the submission of the Instructional Technology Plans. The recommended submission process is:

- A school district develops its instructional technology plan with input from stakeholders and approval from the District's School Board. Consultation with the Model Schools staff is recommended at this point in the process.
- The district then enters the plan in the NYSED portal <http://portal.nysed.gov/portal/page/pref/PortalApp> .
- Before the formal submission, the District exports the plan's PDF to their certified RIC reviewer. Please see <http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/reviewers.html> for directions on how to find your certified RIC reviewers and their contact information.
- The RIC reviewer reviews the plan and either
 - Returns it to the district for revision or
 - Recommends it for approval and the district submits it to NYSED.
- NYSED reviews the plan and either returns it to the district for revision or approves it.

- Once approved, the district posts plan on Web
- District implements plan.

For a flowchart of the review process, please see

http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/TechPlanWorkflow_05-06-15.pdf .

Please note that this process may vary slightly by region and does not apply to the Big 5 school districts.

9. **Question:** What criteria will the RIC reviewers use when reviewing the plans?

Answer: The reviewers will use a checklist of the elements required in the plans to ensure that all questions are answered completely. The checklist that will be used by all reviewers can be found at <http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/ReviewerChecklist.pdf> .

Requirements for Plan Submission

10. **Question:** We have completed our draft Technology Plan and need to print it in PDF format to send to our RIC reviewer, but we are getting an error message and can't print it as a PDF. What do we do?

Answer: The PDF printing issue is caused by a HTML link on one of the pages. This link is preventing the creation of the PDF. The easiest way to fix the problem would be to change the link to plain text.

11. **Question:** My District has recently completed a technology plan for 2015-2018 and submitted it to our regional BOCES. Is it correct that the plan that we just submitted has to be done again?

Answer: All districts need to complete the instructional technology plan survey. The Instructional Technology Plan Survey that was released in April 2015 is an electronic survey accessed through the NYSED Business Portal. All responses must be submitted electronically. Copying and pasting from an existing plan is encouraged for those questions that have already been answered in the district's existing plan. Please see *Survey Guidance*, http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/surveyguide.html#FAQ_1 for information on copying and pasting in the Tech Survey. New responses should be provided to questions not covered in the existing technology plan.

12. **Question:** Why do we need both the traditional technology plan AND the online technology survey? Can't the online tech survey replace the traditional technology plan?

Answer: The Instructional Technology Plan Survey is not meant to replace a District's existing comprehensive plan. The intent is to create a standardized, basic survey that would collect the same data from all districts in NY State. The responses to this survey can then be reviewed using standardized criteria. While NYSED is not requiring a comprehensive plan in addition to the survey, we

would not want districts to abandon the creation of a comprehensive plan because we are collecting the instructional technology plan surveys.

13. Question: Is approval by the School Board required before a District submits its technology plan?

Answer: Commissioner's Regulation 100.12 does not require that the school district board approve the plan prior to submission. It is up to the school district superintendent to follow locally-established protocols prior to submitting the instructional technology plan survey to the state.

14. Question: Do we need to submit both the tech plan survey and the technology plan for obtaining E-Rate funds?

Answer: The E-Rate program no longer requires the submission of a technology plan.

15. Question: Are BOCES required to submit an instructional technology plan?

Answer: Part 100.12 of the Commissioner's Regulations does not require BOCES to submit instructional technology plans. For more information, please see <http://www.p12.nysed.gov/part100/pages/10012.html> .

16. Question: Are charter schools required to submit an instructional technology plan?

Answer: Charter schools are not required to submit an instructional technology plan?

Survey Question Issues

17. Question: In Question 2 of LEA Information, how should I enter ungraded students?

Answer: Information about ungraded students should be included in Question 1—"What is the total student enrollment?" It should not be added to Question 2—"What is total student enrollment by grade band?"

18. Question: Does Question 3 of Instructional Technology Vision and Goals require stakeholder meetings?

Answer: It is recommended that the district hold a minimum of three stakeholder meetings. Stakeholders provide valuable insights and the process of involving stakeholders offers the district the opportunity to communicate with the stakeholders around the goals and objectives of the instructional technology plan. Please keep in mind, however, that consultation with stakeholders, including a public hearing and the public posting of the Investment Plan, will be required for Smart Schools Bond Act funds. The Smart Schools Bond Act Investment Plan requires engagement with the following

stakeholders before submission of the Smart Schools Investment Plan: "Parents, Teachers, Students, Community Members, and Nonpublic Schools within the district, if applicable." Please see Smart Schools Bond Act Implementation Guidance, pgs. 1,18

http://www.p12.nysed.gov/mgt/serv/smart_schools/docs/Smart_Schools_Bond_Act_Guidance_04.27.15_Final.pdf .

19. **Question:** Does Question 8 of Technology and Infrastructure Inventory refer to current inventory only or to current inventory and items on order?

Answer: The device information should be current as of the date that the survey is submitted, and only include current inventory. It should not include items on order.

20. **Question:** Section C, question 9 states: 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.

Please provide an example of how this should be calculated.

Answer:

Example: If there are 100 students with disabilities in the district, and 25 of them have assistive technology needs documented on their IEPs, the answer would be 25%. It is based upon the percentage of all students with disabilities that have assistive technology needs documented in their IEP. Enter the number 25 in the survey. No percentage required.

21. **Question:** Does Question 14a of Technology and Infrastructure Inventory: "On an average school day, approximately how many student devices access the district's network" refer to non-district devices?

Answer: Question 14 of Technology and Infrastructure Inventory refers to BYOD, so the follow-up question, 14a, only applies to devices that are owned by the students, and are not district-owned devices. Please see the definition for BYOD in the Survey Guidance

http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/surveyguide.html#FAQ_2.

22. **Question:** Are charter schools included in Question 15 of Technology and Infrastructure Inventory: "Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?"

Answer: No, there is no duty to lend to students attending charter schools since charter schools are considered to be public schools.

23. **Question:** Would Google Classroom be considered a Learning Management System to be listed as a possible answer to Question 5 of Software and IT Support, "Please provide the name of the learning management system (LMS) most commonly used in the District? "

Answer: No. For purposes of this survey, Google Classroom is not considered a Learning Management System (LMS). Google has stated that, at the present, they do not consider Classroom to be an LMS. For examples of LMSs, please see http://www.p12.nysed.gov/technology/TechPlans/ITP_SampleSLMS.html. Google Classroom could be included in the response to Question 6, "Please provide the names of the five most commonly used software programs that support classroom instruction in the district."

24. **Question:** Would the FTE count in Question 10 of Software & IT Support and Question 2 of Professional Development change if the employees are 10 month or 12 month employees? In other words, would a full-time 10 month employee have a different FTE count than a full-time 12 month employee?

Answer: No. In answering these questions, what is important is how much of the staff person's time is spent on technology. Any full-time employee who spends 100% of their time on technology is 1.0 FTE.

25. **Question:** Do Question 10 of Software & IT Support and Question 2 of Professional Development refer to the FTE count for staff as of July 1, 2015 or as of October 16, 2015?

Answer: The FTE count should be as of the date the survey is submitted.

26. **Question:** Is Question 3 of Monitoring and Evaluation, "Does the district have written procedures in place regarding cybersecurity" part of the implementation of Education Law §2-d regarding personally identifiable student information?

Answer: No, this question is not about the implementation of Ed Law 2d. This question is in regards to best practices to safeguard all online activities.

27. **Question:** Will certain cybersecurity procedures or policies be required by NYSED?

Answer: No cybersecurity policies or procedure are currently required and no guidance is provided at this time by NYSED. For more information about cybersecurity please see <http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/surveyguide.html#cyber> and Critical Security Controls for Effective Cyber Defense <http://www.sans.org/critical-security-controls>.

Smart School Bond Act (SSBA)

28. **Question:** Does the process for the electronic submission of the district tech plans, outlined in the April 15, 2015 memo from Kathleen Moorhead, only refer to the per-pupil State aid for hardware and software or will it also be used to secure the Smart Schools Bond Act funds?

Answer: Instructional technology plans can be used for multiple funding opportunities. An approved Instructional Technology Plan will be required for the broadband or wireless infrastructure and for the

learning technology equipment portions of the Bond Act. Please see the *SSBA Guidance* at http://www.p12.nysed.gov/mgt/serv/smart_schools/docs/Smart_Schools_Bond_Act_Guidance_04.27.15_Final.pdf .