

Submitting a District Technology plan through the NYSED Business Portal Survey

Purpose of the Survey:

This survey is intended is to compile information about the current status and future plans for the use of technology in the district. Once approved by the New York State Education Department (NYSED), it will be considered the district's educational technology plan.

The plan will be reviewed by a certified reviewer. Certified reviewers are individuals who work for a Board of Cooperative Educational Services (BOCES) or a Regional Information Center (RIC and have been trained by NYSED to evaluate the plans.

Once the initial review has been completed, the plan will either be submitted to NYSED or sent back to the district for revisions. Upon approval, the district will have met the requirement for the submission of an instructional technology plan as outlined in the Education Commissioner's Regulations part 100.12.

<http://www.p12.nysed.gov/part100/pages/10012.html>

The approved plan may be utilized when a district applies for any educational technology-related funding from State or Federal sources. It is expected that this plan will be updated by the district at least once per year.

General Information:

The LEA name and BEDS code have been automatically linked to this survey based upon SEDREF data and your SEDDAS permissions.

Superintendents may wish to consult the following district staff members when completing this survey: director of technology, director of curriculum and instruction, director of accountability, business manager, data coordinator, network administrator and school librarians.

Access to the online survey: The superintendent will have automatic access to the survey through the NYSED business portal. <http://portal.nysed.gov/portal/page/pref/PortalApp>

Plans are collected through a multi-purpose online system titled SED Monitoring and Vendor Performance System. If the superintendent will be delegating access to the survey, please insure that the delegated individual has SEDDAS permissions to enter the portal. The superintendent will then need to use his or her SEDDAS permissions to grant users Data entry or Data View to the Ed Tech survey.

Here is the link to the SEDDAS mini guide for entitling users to SED Monitoring:

<http://www.p12.nysed.gov/seddas/guides/monitoring-vendor-performance-system-mini-guide.pdf>

For quick reference, the steps to grant access are shown below.

Here are the steps shown in the mini-guide to grant access to the survey:

Click "Entitlements"

Search for the desired user by last name or user name

Select the desired user and click "Select to Entitle"

Select "SED Monitoring & Vendor Performance System" and click "Start Entitling"

Select "Data Access" in the Role drop down if it not already selected

Select Ed Tech in the Data Entry section to give the user the ability to fill out the Tech Plan or in the Data View to give them read only

Click "Next >>"

We suggest for the initial submission that you copy and paste much of the narrative information from the existing technology plan, depending upon how recently it was created. The district's completion of this survey/plan should represent the information in the latest district-approved technology plan

Once you hit the submit button, you will need to contact NYSED to un-submit the plan if you need to make any changes.

Enrollment data should match the data that exists on <https://.data.nysed.gov> .

Once you have submitted the survey answers, you will be given the option to save the results as a PDF. Districts are strongly encouraged to post their final, approved plan on their website and provide the URL to NYSED. This will allow all stakeholders to have easy access to the vital information found in the plan.

If you have questions about the survey instrument:

Contact NYSED at 518-474-5461 or edtech@mail.nysed.gov

SECTION A:

LEA INFORMATION

1. **Question:** What was the total student enrollment based upon the most recent figures from <https://data.nysed.gov> ?

Guidance: Please make sure that this information matches the most recently published enrollment data on <https://data.nysed.gov> . This information is necessary because, at the present time, the system that collects this survey data cannot interact directly with the BEDS system that collects enrollment data from the district.

2. **Question:** What is the student enrollment by grade band based upon the last figures from <https://data.nysed.gov> ?

Guidance: Please make sure that this information matches the most recently published enrollment data on <https://data.nysed.gov> . Grade bands are K-2, 3-5, 6-8 and 9-12

3. **Question:** What is the name of the district administrator completing the tech plan?

Guidance: This should be the name of the person who compiled the plan and will be available to respond to feedback from the plan reviewer.

4. **Question:** What is the title of the district administrator completing the tech plan?

Guidance: Provide the title of the person who compiled and submitted the plan on behalf of the district superintendent and will be available to respond to feedback from the plan reviewer. The drop down includes superintendent, assistant superintendent, chief information officer, director of technology and other. If other, please provide the actual title.

SECTION B:

MISSION STATEMENT

All districts are required to have a technology plan which aligns to the district mission. In this section, districts will be asked to provide the district mission statement and the executive summary of the technology plan. Districts will also be asked to describe the planning process used to develop the technology plan.

1. **Question:** Please provide the district mission statement: The maximum size is 100 words.

Guidance: If the district has an instructional technology mission statement, that should be included if space permits.

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

Guidance: The goals should be related to instructional technology. The response to this question is limited to 500 words.

3. **Question:** Please summarize the planning process used to develop the technology plan. Please include the stakeholder groups participating and outcomes of the technology plan development meetings.

Guidance: This section is necessary, in part, to document stakeholder involvement in the development of the plan. In addition to the valuable insights provided by community members and the opportunity for the district to communicate with the community around the goals and objectives of the instructional technology plan, proof of community involvement is often a requirement when obtaining funding for instructional technology. We anticipate that the district will hold a minimum of three stakeholder meetings. You may want to include a list of the members of the committee responsible for drafting the plan.

Example:

Technology Plan Development Meetings			
Date	Purpose	Participants	Outcome
EXAMPLE			
September 2013	Gather Input from High School Parents on Technology Needs	High School Parents	Provided District Leadership with Clear Picture of Parent Perception of District Technology Needs

4. Question: Please provide the source(s) of any gap between the current level of technology readiness and the district's stated vision and goals.

Guidance: Please review the district's instructional technology vision and goals and choose the factors that need to be addressed in order to meet these goals. Check all that apply.

Note: This question has the following drop down options:

Access points, Cabling, Connectivity, Device Gap, Network, Staffing, Professional Development, Other and None.

If you answer other, you will be asked to elaborate.

SECTION C:

TECHNOLOGY AND INFRASTRUCTURE INVENTORY

1. Question: What are the wireless protocols currently used in the district?

Guidance: Check *all* that are currently utilized by your LAN. Please make sure that this is the most current information available. Percent of capacity should total 100%.

2. Question: What is the available network bandwidth?

Guidance: Please make sure that this is the most current information available.

3. Question: Do you have wireless access points in use in the district? (Yes or No)

Guidance: Wireless Access Point (AP) is understood as a device that allows wireless devices to connect to a wired network using Wi-Fi, or related standards.

3 (A) if yes: How many wireless access points are available in the district?

Guidance: The number of Wireless Access Points (APs) currently present in the schools. Please include all APs serving instructional and non-instructional areas.

4. Question: Does the district use a wireless controller? (Yes or No)

Guidance: There are two types of controllers, Thick and Thin, which refers to the physical and logical (virtual) AP's environments. Most large wireless networks need to have a centralized control unit to optimize and secure their performance. These units deliver scalability without increasing infrastructure complexity. A controller unit enables flexibility, high throughput, availability (always on) and mobility.

4 (a) If yes, then: What type of wireless controller does the district use? (Thick Controller or Thin Controller)

Guidance: Please specify the type of Wireless Network Controller used in your district, Thick (physical) or Thin (virtual). If you do not use a wireless controller, this question will not appear.

5. Question: What is the port speed of the switches that are less than five years old in use in the District?

Guidance: The speed may range from 1 Mbit/s to 100 Gbit/s, while the physical medium can range from bulky coaxial cable to twisted pair and fiber. Please enter 0 if not applicable.

6. **Question:** How many Computing Devices that are less than 5 years old are in use in the District?

Guidance: Please do *not* include any devices that are five years old or older. Include all devices, not just devices that are located in a classroom

Number of Devices

Computing Devices

Desktop computers

Laptops

Chromebooks

Tablets

Totals

7. **Question:** How many Peripheral Devices that are less than five years old are in use in the District?

Guidance: Please do *not* include any devices that are five years old or older.

8. **Question:** If a number was provided for "Other Peripherals", please specify the peripheral.

Guidance: If you have more than one category of "Other" peripherals, please list each one with a quantity.

9. **Question:** How many devices considered BYOD (Bring Your Own Device) are in use in the District?

Guidance: BYOD is defined as: a technology model where students bring a personally owned device to school to be used for educational purposes under the direction of a teacher. It would include smart phones and other personal devices.

Other would include tablets, iPod touches etc.

If this question is not applicable, please fill in with '0'

10. If the answer to question 9 was other, please specify.

SECTION D

SOFTWARE

1. **Question:** What are the Operating Systems in use in the District?

Guidance: Please check all that apply. If you answered “other” in question 1, please provide the names of all operating systems in use that are not included as a check-box option. *This includes all operating systems in use throughout the district, not just those related to instructional technology.* Percentages should add to 100.

1 (a) Please provide the name of the operating system if the response to Question 1 was "Other."

2. **Question:** Please provide the names of all Web Browsers in use in the District.

Guidance: You will be asked to state the percentage of users that are using each browser. Percentages should add to 100.

2. (A). Please provide the name of the Web Browser if the response to Question 2 was "Other."

3. **Question:** Please provide the names of the Learning Management Systems most commonly used in the District. Examples are provided here. If a District uses a locally developed LMS, please indicate. If the District does not use a Learning Management System, please reply "None used."

Examples are provided http://www.p12.nysed.gov/technology/TechPlans/ITP_SampleSLMS.htm

Guidance: This information is necessary in order to inform NYSED and entities that are conducting regional technology planning (i.e. BOCES and RICS) to maximize cost effectiveness and to plan for regional and statewide software procurement as well as professional development opportunities around the most commonly utilized instructional software. If your district does not utilize an LMS, please respond with “None Used”.

4. **Question:** Please provide the names of the five (5) Instructional Software Programs most commonly used in the District.

Guidance: This list should include *a maximum* of five programs that are used district-wide. This information is necessary in order to inform NYSED and entities that are conducting regional technology planning (i.e. BOCES and RICS) to maximize cost effectiveness and to plan for regional and statewide software procurement as well as professional development opportunities around the most commonly utilized instructional software.

5. Question: Does your District have a Parent Portal?

5. (A). Question: Check all that apply to your Parent Portal if the response to Question 5 is "Yes."

(Appears if you answered YES to number 5)

5 (b) Question: If 'Other' was selected in the above question, please specify the other feature(s)

Guidance: If you have more than one additional feature, please list all.

SECTION E

CURRICULUM AND INSTRUCTION

1. Question: What are the District's plans to use telecommunications and technology to improve teaching and learning? Please use information from the District's Information Technology Plan if applicable.

NOTE: This response is limited to 250 words.

Guidance: If you have a current Information Technology plan, please use information from the appropriate section to answer this question.

2. Question: Please provide the time line and work plan to integrate technology into curriculum and instruction, including online and distance learning, to improve student academic achievement.

Guidance: See example below:

Timeline & Work Plan to Integrate Technology into Instruction		
Date	Strategy	Outcome
EXAMPLE		
SY 2014-15	Purchase iPads for all 9 th graders using STVP Funds	All 9 th grade teachers will be able to use technology for instruction. Students will also be able to take online assessments.

3. Question: What additional strategies, besides the parent portal, are used to increase parent involvement? Please check all that apply.

Guidance: List only parental involvement activities facilitated by technology. If other is checked, please provide specifics.

4. Question: Please list name, title and the primary responsibility of all staff responsible for technology integration and support.

Guidance: This would include the director of technology, IT support staff, curriculum integration teacher-coaches, and any other staff who assist with instructional technology implementation, computer-based testing, troubleshooting, etc.

Section F

PROFESSIONAL DEVELOPMENT

1. Question: Please provide a summary of professional development opportunities offered to teachers and staff to support technology to enhance teaching and learning. Please include Topics, Audience, Method of Delivery and Frequency. Please use the New York State Professional Development Standards as a reference. <http://www.highered.nysed.gov/tcert/resteachers/pd.html>

Guidance: This section can include professional development offered within and by the school district and training that teachers are utilizing through the Model Schools program. This information should come from the District's approved Professional Development Plan. Please align these offerings to the NYSED Professional Development Standards found at: <http://www.highered.nysed.gov/tcert/resteachers/pd.html>.

Section G:

TECHNOLOGY EXPENDITURE PLAN

1. Question: For each year of the next three (3) years, please list the top five (5) planned technology expenditures in priority order. Please include Anticipated Purchase Item/Service; Estimated One-Time or Annual Cost; and Potential Funding Source.

Guidance: Please consider this a "wish list". If you do not have any funding source identified, you may state: funding source not yet identified. This plan can include staffing directly related to implementing the instructional technology plan and professional development.

Section H:

STATUS OF TECHNOLOGY INITIATIVES AND COMMUNITY INVOLVEMENT

1. **Question:** Please check any developments since your last technology plan that affect the current status of the technology initiatives. Please check all that apply

Guidance: If you check other, you will be asked to specify. Changes in enrollment, staffing or funding could be an increase or a decrease.

2. **Question:** In this section, please describe how the district plans to increase access to technology, in school, at home, and in the community, for students and teachers

Guidance: Some examples might be working with local government to provide wireless access in other public buildings that are accessible during non-school hours, assigning laptops or tablets to students to take home during the school year, or providing all teachers with laptops/tablets for use at home.

3. **Question:** Please check all locations where Wi-Fi is available to students.

3 (A) Please identify locations within the community.

(Appears if question 3 includes the answer of 'Community')

Guidance: Community can include, for example, local businesses, public libraries, non-profits and governmental entities.

3 (B) Please specify other

Appears if question 3 includes the answer other. (Refers to locations where Wi-Fi is available to students.)

Section I:

TECHNOLOGY PLAN IMPLEMENTATION

1. Question: Please provide the time line and major milestones for the implementation of the technology plan.

Guidance: The timeline should include dates, actions and outcomes. The limit is 500 words. Please include all three years of the plan. It is acceptable to list the three school years as the time frame and list actions and desired outcomes for each year. You are not required to break it down into shorter time frames. You should be able to copy and paste Word tables or information from Excel spread sheets into the plan.

Example:

Implementation Timeline for Technology Plan		
Date	Action	Outcome
EXAMPLE		
September - December 2014	In-Depth Review of the Capacity of the District Network to support the District's Technology Standard	Development of Multi-Year Plan to Boost Network Capacity

Section J:

MONITORING AND EVALUATION

1. Question: Please describe the proposed strategies that the District will use to evaluate, at least twice a year, the effectiveness of technology integration to improve teaching and learning.

Guidance: Example:

Evaluation of Technology Plan		
Date	Action	Outcome
EXAMPLE		
September 2015	District will audit technology purchases and compare the findings to the technology expenditure plan	Updated expenditure plan with an explanation of any variations.
October 2015	District will audit professional development records, including enrollment, attendance, and participant feedback to determine quality and timeliness of offering.	Updated professional development plan based upon audit findings.
November 2015 and March 2016	Technology committee will use pre-approved rubric to evaluate the success of the plan implementation	Formal evaluations submitted to NYSED and the agency/certified reviewer that reviewed the initial plan.

2. Question: Please fill in all information for the policies listed below. Policies include Acceptable Use, Internet Safety/Cyberbullying, and Parents’ Bill of Rights for Data Privacy and Security.

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

Request for Feedback:

At the end of the survey, please continue to the Feedback Page and respond to all applicable questions.

Guidance: It is important that users provide feedback on this survey so that we can continue to improve its usefulness. Please address the content and the functionality of the system and be as specific as possible. We value your input.