

## Reviewer Checklist District Technology Plan

Districts must respond completely to all required questions. Please check "Yes" or "No" for all required responses according to the following guidelines. All "No" responses will be returned to the District for revision and resubmission.

<b>A. 1 LEA Information</b>				
#	Question	Response Elements	Yes	No
1	Did the survey provide the total student enrollment based on the most recent figures from <a href="http://data.nysed.gov">http://data.nysed.gov</a>	Does the enrollment information match that of <a href="http://data.nysed.gov">http://data.nysed.gov</a> ?		
2	Did the survey provide the student enrollment by grade band?	Does the enrollment information match that of <a href="http://data.nysed.gov">http://data.nysed.gov</a> ?		
3	Did the survey provide the name of the district administrator submitting the tech plan?			
4	Did the survey provide the title of the district administrator submitting the plan?			

<b>B. Mission Statement</b>				
#	Question	Response Elements	Yes	No
1	Did survey provide the District Mission Statement?			
2	Did the survey provide the Executive Summary of the Instructional Technology Plan?	Were the IT Plan's Vision & Goals included?		
3	Did the survey summarize the planning process used to develop the Technology Plan?	Did the response clearly describe the stakeholder groups participating and the outcomes of the Tech Plan development meetings?		
4	Did the survey provide the source(s) of any gap between the current level of tech readiness and the District's vision & goals?	Did the District's description of the source of any gap between the state of tech readiness and the vision and goals seem realistic?		

C. Technology and Infrastructure Inventory				
#	Question	Response Elements	Yes	No
1	Did the survey list all wireless protocols currently used in the District?			
2	Did the survey provide the capacity for the four types of bandwidth?			
3	Did the survey indicate if the District had Wireless Access Points in use?			
3a	If the District has wireless access points, did the survey indicate how many?			
4	Did the survey indicate if the District uses a wireless controller?			
4a	If the District uses a wireless controller, did the survey indicate the type—thick or thin?			
5	Did response provide the port speed of the switches that are less than five years old and in use in the District?			
6	Does the survey list the number of computing devices that are less than five years old that are in use in the District?	Does the response provide the number for the different types of devices?		
7	Does the survey list the number of peripheral devices that are less than five years old in use in the District?	Does the response provide the number for the different types of peripherals?		
7a	Does the survey specify the peripheral if a number was provided for "Other?"			
8	Does the survey list the number of devices considered BYOD even if the District doesn't use BYOD?	The response should be "0" if a District doesn't use BYOD.		
8a	Does the survey specify the BYOD device if a number was provided for "Other?"			

D. Software				
#	Question	Response Elements	Yes	No
1	What are the operating systems in use in the District?	All systems in use should be listed.		
2	Was the name of the operating system provided if "Other" was one of the responses to Question 1?			
3	What are the Web Browsers in use in the District?	All Web browsers in use should be listed.		
4	Was the name of the Web Browser provided if "Other" was one of the responses to Question 3?			
5	What are the Learning Management Systems (LMS) most commonly used in the District?	All LMSs in use should be listed. If a District uses a locally-developed		

		LMS, it should be listed. If no LMS is used, please reply none used.		
6	Did the survey provide the names of the five (5) instructional software programs most commonly used in the District?			
7	Did the survey indicate if the District has a parent portal?			
7a	If the response to Question 7 was "Yes", did the response check all features present in the District's parent portal?			
7b	If the response to Question 7a included "Other" , did the survey specify the "other" feature?			

### E. Curriculum and Instruction

#	Question	Response Elements	Yes	No
1	Did the response describe the District's plans to use telecommunications and technology to improve teaching and learning?	Was information from the District's technology plan included if applicable?		
2	Did the response provide the time line and work plan to integrate technology into curriculum and instruction?	Did the response list dates, strategies, and outcomes?		
3	Did the response list additional strategies, besides the parent portal, to increase parent involvement?	Does the response only include parental involvement activities facilitated by technology?		
3a	If the response to Question 3a was "Other," did the response specify the "Other?"			
4	Did the response list the name, title, and primary responsibility for all staff responsible for technology integration and support?			

### F. Professional Development

#	Question	Response Elements	Yes	No
1	Does the response summarize the professional development opportunities offered to teachers and staff to support technology to enhance teaching and learning?	Does the response include topics, audience, method of delivery, and frequency of the training opportunities offered?		

### G. Technology Expenditure Plan

#	Question	Response Elements	Yes	No
	Does the response list the top five (5) planned technology expenditures for each of the next three (3) years in priority order?	Does the response include Anticipated Purchase Item/Services; Estimated One-Time or Annual Cost;		

		and Potential Funding Source? Does the response include planned expenditures for the next three years? Do the planned expenditures appear to be in priority order?		
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H. Status of Technology Initiatives & Community Involvement				
#	Question	Response Elements	Yes	No
1	Did the response indicate any developments since the District's last technology plan that would affect the current status of the technology initiatives?	Did the response check all developmentsthat might apply?		
1a	Did the response specify a development if the response to Question 1 was "Other?"			
2	Did the response describe the District plans to increase access to technology in school, home, and community, for students and teachers?			
3	Does the response list all locations where Wifi service is available to students?	Did the response check all locations that might apply?		
3a	If the response to Question 3 was "Community," did the response list the locations within the community?			
3b	If the response to Question 3 was "Other" did the response list the other locations for student wifi access?			

I. Technology Plan				
#	Question	Response Elements	Yes	No
	Does the response provide the time line and major milestones for the implementation of the technology plan?	Does the response list the dates, actions, and outcomes?		

J. Monitoring and Evaluation				
#	Question	Response Elements	Yes	No
1	Does the response describe the proposed strategies that the District will use to evaluate the effectiveness of the District's implementation plan to improve teaching and learning?	Does the response include plans to evaluate the effectiveness of the plan at least twice a year?		

2	Does the response list information on the following District technology policies: Acceptable Use, Internet Safety/Cyberbullying, and Parents' Bill of Rights for Data Privacy and security?	Does the response include the date of Public Forum(s), URLs, and Year of School Board Adoptions?		
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