

RYE CITY SD

Instructional Technology Plan - Annually - 2015

LEA Information

Status Date: 03/30/2015 10:28 AM

A. LEA Information

1. What is the total student enrollment based on the most recent BEDS Day submission?

3,326

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

	Enrollment
Grades K-2	771
Grades 3-5	814
Grades 6-8	734
Grades 9-12	1,007

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

Kaitlyn Sassone

4. What is the title of the district administrator entering the technology plan survey data?

Other

4a. If the response to question four was "Other", please provide the title.

Coordinator of Instructional Technology

B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

The mission of the Rye City School District, in partnership with the community, is to ensure that every student is capable of becoming a life-long learner who can thrive in a global environment as a self-reliant and socially responsible citizen. To realize this mission, our schools will provide an engaging, challenging, personalized program that supports each individual's talents and potential, in a fiscally responsible manner.

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

Technology fosters effective teaching, inspires student learning, improves communication and enhances responsible and responsive management. Students use technology in a responsible and ethical manner as technology becomes deeply embedded into the culture of school, home, and workplace. As our district explores and adapts to evolving technologies, life-long learning and global involvement are enhanced. The Rye City School District's Technology Plan examines how technology is currently used in the district and envisions how technology should be used in the future. The plan clearly sets the expectation that the District's educational and operational needs should be the primary driver of technology usage and spending. It also includes strategies for achieving the vision and associated capital and operational funding requests. The main goal for instructional technology is to increase the integration of instructional technology in the classroom to promote student learning and achievement. Instructional technology and instruction are aligned with ISTE and NYS learning standards.

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

Effective use of technology requires careful planning from all stakeholders in the organization. During the school year, the Technology Committee held monthly meetings which were dedicated to discussing the District's vision and goals for the District's technology plan. This committee included: Administrators, Teachers, Board Of Education Members, Parents, Students, and community members. The District's technology vision, goals, upgrades, and curriculum were also discussed at various district meetings which included: Curriculum Counsel and Administrative Cabinet.

Date	Purpose	Participants	Outcome
January 2015	Gather input from teachers on technology needs (district technology survey)	K-12 Teachers	Provided District Leaders with a clear picture of teacher perception of District Technology needs.
March 2015	The technology department presented the district's current network maps. The department also presented a strategic 3-5 year plan which outlined the infrastructure upgrades.	Technology Committee	Provided the committee a clear overview of what needs to be upgraded within the district. Implementing a 3-5 year strategic plan is important.
June 2015	Reviewed technology upgrade plan and discussed how this will impact teaching and learning in the classroom. Discussed the importance of the ISTE standards.	Curriculum Counsel	Administrators, teachers, and parents see the importance of aligning curriculum with the ISTE and NYS Learning Standards
June 2015	Gather input from administrators on technology needs	Administrative Cabinet	IT department has a clear understanding of what administrators need in order to support the overall operations of a school system.

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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 (Checked)
Cabling (Checked)
Connectivity (Checked)
Device Gap (Checked)
Network (Checked)
Professional Development (Checked)
Staffing (Checked)

- 4a. Please specify if "Other" was selected in question four.

(No Response)

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.

The top three challenges that are causing this gap include: network, connectivity, and access points.

C. Technology and Infrastructure Inventory

1. **What is the available network broadband bandwidth? Please express speed in Mb (Megabits) or Gb (Gigabits). ***

	Minimum Capacity (Expressed in Mb or Gb)	Maximum Capacity (Expressed in Mb or Gb)
Network Bandwidth: Incoming connection TO district schools (WAN)	100 MG	100 MG
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	1 GB	2 GB
Bandwidth: Connections WITHIN school buildings (LAN)	1 GB	1 GB

2. **What is the total contracted Internet access bandwidth for your district? Please express speed in Mb (Megabits) or Gb (Gigabits).**

100 MB

3. **What is the name of the agency or vendor that your district purchases its primary Internet access bandwidth service from?**

Optimum LightPath INC.

4. **Which wireless protocols are available in the district? Of these, which are currently in use? Check all that apply.**

	Available/In Use
802.11a	Available (Checked) In Use (Checked)
802.11b	Available (Checked) In Use (Checked)
802.11g	Available (Checked) In Use (Checked)
802.11n	Available (Checked) In Use (Checked)
802.11ac	Available (Checked) In Use (Checked)
802.11ad	(No Response)
802.11af	Available (Checked) In Use (Checked)

5. **Do you have wireless access points in use in the district?**

Yes

5a. **What percentage of your district's instructional space has wireless coverage?**

80

6. **Does the district use a wireless controller?**

Yes

7. **What is the port speed of the switches that are less than five years old in use in the district?**

100 mg

8.

How many computing devices less than five years old are in use in the district?

	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)	300	300
Laptops/Virtual Machine (VM)	450	450
Chromebooks	77	0
Tablets less than nine (9) inches with access to an external keyboard	0	0
Tablets nine (9) inches or greater with access to an external keyboard	0	0
Tablets less than nine (9) inches without access to an external keyboard	0	0
Tablets nine (9) inches or greater without access to an external keyboard	172	0
Totals:	999.00	750.00

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)?**

4

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.**

Funding for specialized professional development for teachers and IT staff in order to make full use of available assistive technologies would be beneficial for the Special Education department. Special education teachers and clinicians need specialized professional development to better utilize the assistive technology, including the features and Apps available on the iPads that our students are using. Each teacher with students who utilize an iPad should be assigned an iPad so they have the same access to programs and applications as their students. This will allow them to support the needs of their students.

11. **How many peripheral devices less than five years old are in use in the district?**

	Number of devices in use that are less than five years old
Document Cameras	49
Flat Panel Displays	8
Interactive Projectors	0
Interactive Whiteboards	13
Multi-function Printers	0
Projectors	32
Scanners	0
Other Peripherals	9
Totals:	111.00

12. **If a number was provided for "Other Peripherals" please specify the peripheral device(s) and quantities for each.**

Nine Apple TV's

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Instructional Technology & Infrastructure Inventory

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13. Does your district have an asset inventory tagging system for district-owned equipment?

Yes

14. Does the district allow students to Bring Your Own Device (BYOD)?

Yes

14a. On an average school day, approximately how many student devices access the district's network?

600

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?

Yes

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Software and IT Support

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D. Software and IT Support

1. **What are the operating systems in use in the district?**

	Is this system in use?
Mac OS Version 9 or earlier	No
Mac OS 10 or later	No
Windows XP	No
Windows 7.0	Yes
Windows 8.0 or greater	No
Apple iOS 7 or greater	Yes
Chrome OS	Yes
Android	No
Other	No

2. **Please provide the name of the operating system if the response to question one included "Other."**

(No Response)

3. **What are the web browsers, both available and supported, for use in the district?**

	Web Browsers available and supported for use
Internet Explorer 7	No
Internet Explorer 8	No
Internet Explorer 9 or greater	Yes
Mozilla Firefox	Yes
Google Chrome	Yes
Safari (Apple)	No
Other	No

4. **Please provide the name of the web browser if the response to question three included "Other."**

(No Response)

5. **Please provide the name of the learning management system (LMS) most commonly used in the district.**

• Blackboard - SchoolFusion Hosting

6. **Please provide the names of the five most commonly used software programs that support classroom instruction in the district.**

1. Smart Technologies
2. Google Apps for Education
3. ST Math Mind Research Institute
4. Microsoft Office 2010
5. Nearpod: create, engage, assess through mobile devices

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7. Please provide the names of the five most frequently used research databases if applicable.

1. Science Direct
2. Science in Context
3. Opposing Viewpoints in Context
4. Academic OneFile
5. World Book Kids

8. Does the district have a Parent Portal?

Yes

8a. Check all that apply to your Parent Portal if the response to question eight is "Yes."

- Attendance (Checked)
- Homework (Checked)
- Student Schedules (Checked)
- Grade Reporting (Checked)
- Transcripts (Checked)

8b. If 'other' was selected in question eight (a), please specify the other feature(s).

N/A

9. What additional technology-based strategies and tools, besides the Parent Portal, are used to increase parent involvement?

- Learning Management System (Checked)
- Emergency Broadcast System (Checked)
- Website (Checked)
- Twitter (Checked)

9a. Please specify if the response to question nine was "Other".

(No Response)

10. Please list title and FTE count (as of survey submission date) of all staff whose primary responsibility is technical support.

Title	Number of Current FTEs
Business Official	0.20
Network Engineer Level I	1.00
Network Engineer Level I	1.00
Network Engineer Level I	1.00
Network Engineer Level II	1.00
Operations Manager	0.40
	4.00

E. Curriculum and Instruction

- 1. **What are the district's plans to use digital connectivity and technology to improve teaching and learning?**

Digital connectivity and technology allows our teachers to infuse their classrooms with digital learning tools, such as computers and mobile devices. Building upon student's 21st century skills, teachers have the ability to increase student engagement, motivation, and accelerate learning. Technology can also transform teaching by allowing new models of connected teaching. This links teachers to their students and to professional content and resources to help them improve their own instruction and personalized learning. One way our district achieves this is by using Google Apps for Education. Our K-12 domain allows our teachers and students to collaborate and work in real-time. Sharing documents, providing feedback, and being connected 24/7 makes learning personalized and meaningful for teachers and students.

- 2. **Does the district's instructional technology plan address the needs of students with disabilities to ensure equitable access to instruction, materials, and assessments?**

No

- 2a. **If "Yes", please specify.**

(No Response)

- 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?**

No

- 3a. **If "Yes", please provide detail.**

(No Response)

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.**

Ongoing professional development opportunities are provided to teachers, administrators, staff, parents and community members in order for them to develop the understandings and skills necessary to be technologically informed. Professional development allows all individuals to join the process of improving teaching and learning. These applications are provided formally as well as informally.

Technology training provides teachers and staff with the technical knowledge for using hardware and software in the classroom. Staff development addresses issues related to using technology to enhance the teaching/learning process.

The Rye City School District provides teachers with opportunities to participate in in-service workshops. These workshops are designed around a specific computer curriculum theme and are offered during the school year and over the summer vacation. The workshops are given over the course of 2-3 days for two or three hours. Participants receive credit for attendance.

In addition, the district also requires 21 hours of professional development. Professional Development Mondays are individualized trainings which allows the district to work with individual departments and grade levels, tailoring session to their specific needs. Additionally, the Technology Coordinator collaborates with administrators and classroom teacher(s) to co-plan technology integrated lessons or projects. The Coordinator will make recommendations for software, as well as suggest instructional strategies to help implement the project. The Coordinator will model how the technology tool can be used in the classroom.

Since all departments can not be scheduled for PD Mondays the districts Technology Coordinator also meets with individual teachers and staff members throughout the school day during teachign staff free periods. This allows for individualized, one-to-one support regarding the integration of technology and curriculum.

The primary agents of staff development in the District are the Coordinator of Instructional Technology, Computer Lab Aides, Administrators, and teacher leaders. The Coordinator conducts most of the workshops and offers individual support for classroom teachers. The Computer Lab Aides assist with hardware and software issues within the buildings.

Professional Development Topics

- Smart Technologies (Smart Notebook, Smart Ink, Slates, Smart Music and Senteo)
- Google Apps for Education (Drive, Forms, Gmail, Calendar, Sheets, Slides, drawings)
- Google Classroom
- Rubicon Atlas
- Nearpodd
- Introduction to the iPad
- Windows Movie Maker
- Audacity
- Apple TV
- Prezi
- ST Math
- IXL Math
- Reading A-Z & Raz-Kids
- School Fusion - teacher pages
- Infographicss
- K-5 PowerSchool Teacher Gradebook
- Parent Trainings: Google, SchoolFusion, Parent Portal

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	Number of Current FTEs
Coordinator of Technology	1.00
	1.00

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Technology Investment Plan

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G. Technology Investment Plan

1. Please list the top five planned technology investments in priority order over the next three years.

	Anticipated Item or Service	Estimated Cost	Is Cost One-time or Annual	Potential Funding Source (May list more than one source per item.)
1	Servers	25,000	One Time	2-3
2	Server/Network Software	23,000	Annual	1
3	Network Cabling	160,000	One Time	5 buildings
4	Wi-Fi	705,976	One Time	5 buildings plus central office
5	Broadband	77,000	Annual	5 buildings plus central office
Totals:		990,976.00		

2. If "Other" was selected in question one, please specify.

(No Response)

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 (Checked)
Changes in Staffing (Checked)
Changes in Funding (Checked)
Developments in Technology (Checked)

- 1a. Please specify if response to question one was other.**

(No Response)

- 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.**

School: In the Elementary and Secondary schools all classrooms are equipped with a desktop computer that drives the SmartBoard. In addition, each building has a computer lab and mobile technology. The majority of these mobile devices are located on mobile carts that are shared within the school buildings. As the district continues to add more mobile carts and computers to its inventory, this will allow teachers and students to have more access to these resources.

Home: The district is implementing, and continuing to grow, a technology loan program which will allow students to sign out a laptop to take home during the school year. Students are required to fill out a loan equipment form. This form will need to be approved by the building administrator and the Coordinator of Technology. The loan period will be determined on an individual basis.

Community: Students and teachers have access to the community public library. The library is equipped with computers and Wi-Fi capabilities. The library is opened Monday through Saturday. On Tuesday's and Thursday's the library is open until 8 pm which allows students and teachers additional access to technology. Every year the public Librarians come to our schools to speak with our faculty and students in regards to the available programs the library offers. One of these programs includes homework help where students can sit with a certified teacher and work on a particular assignment. If technology is needed they are also available to provide support. Students have access to computers after school.

- 3. Please check all locations where Wi-Fi service is available to students within the school district geographical boundaries.**

School (Checked)
Home (Checked)
Community (Checked)

- 3a. Please identify categories of available Wi-Fi locations within the community.**

In the Rye community the public library has access to Wi-Fi. Local businesses such as StarBucks, Rye Y, and Rye Recreation also provide Wi-Fi services to their customers.

I. Instructional Technology Plan Implementation

- Please provide the timeline and major milestones for the implementation of the instructional technology plan as well as the action plan to integrate technology into curriculum and instruction to improve student learning.**

Dates/Actions	Desired Outcomes
<p>2013-2014 School Year Set up and implemented Google Apps for Education, K-12 Domain.</p>	<p>The Rye City School District provides students, teachers and staff with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs such as document creation tools, shared calendars, and collaboration tools. Google Apps for Education runs on an Internet domain purchased and managed by the District and is intended solely for educational use. These Apps provide a self-contained environment for students and staff to collaborate and share information only within the Districts Google site. Google Apps interconnects our teachers with their students in real time. Google Apps, among other things, is a platform for after school discussions, posting assignments, and providing up to the minute feedback and support. Google Calendar was also implemented to sign out technology carts and shared facility spaces such as the "Computer Labs".</p>
<p>2014-2015 School Year Integrated mobile technology throughout the district.</p>	<p>In our High School the District implemented a BYOD initiative for all 9-12 students and teachers. Students are able to bring in their device of choice to use for instructional purposes.</p> <p>In our Middle School the District purchased several laptop carts to expand the access of technology in the classroom. By having a 30 unit laptop cart in classrooms/departments the teachers are now able to incorporate technology into their teaching practices. Technology was integrated into the curriculum on a daily basis instead of being used as an add-on after the lesson or activity was completed.</p> <p>In the Elementary Schools the District purchased several iPad and laptop mobile carts. Throughout the day teachers are able to incorporate technology into the classroom instead of having to wait for their computer lab time which usually only took place once a week. By signing out a mobile shared cart, teachers are able to expose their students to learning through the use of mobile technology. For example, the Elementary Schools uses the iPad/laptop carts for implementing tools such as Nearpod, Google Apps, reading programs, and internet research.</p>
<p>2015-2016 School Year The District migrated away from Novell and replace it with Windows 7. The district will also migrate away from Novell GroupWise and implement Gmail as our new primary email system.</p>	<p>By upgrading to Windows 7 our students, teachers, and staff will be able to utilize our desktops and laptops in a more efficient manner. The login time will be reduced, leaving more time for teaching and learning. The District will also be able to install the latest versions of software onto our computer images. This is an instructional benefit for our teachers and students because they will be able to use the most current applications that correspond with their curriculums. In addition, by switching to Gmail our students, teachers, and staff members are now able to access their email account from any mobile device/location. Gmail is compatible with any web-browser and is free of charge. The district will be saving additional costs by migrating to this platform; leaving funds for other technology investments.</p>

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.

The district uses several different strategies to evaluate the technology plan. These strategies include classroom observations, informal walk-through, and surveys. Throughout the duration of the school year building administrators are required to perform classroom observations using the Danielson Framework. This framework provides administrators with an opportunity to evaluate how effectively teachers incorporate technology into their instruction. In the 2013-2014 school year, the district implemented the Clarity Technology Survey. The Clarity Survey focused on several areas which included curriculum, professional development, infrastructure, 21st century learning, and technology support. This survey was made available to all teachers, staff, administrators, students, and parents. In the 2014-2015 school year, the district implemented its own Google Forms survey which focused on evaluating the districts infrastructure, devices, and applications. This survey was made available to all district employees.

2. Please fill in all information for the policies listed below.

	Date of Public Forum (If applicable)	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	(No Response)	http://ryecityschools.schoolfusion.us/modules/cms/pages.phtml?sessionid=ec0899653dbe9ca67f6cee677bb05b17&pageid=245823&sessionid=ec0899653dbe9ca67f6cee677bb05b17	2014
Internet Safety/Cyberbullying	(No Response)	http://ryecityschools.schoolfusion.us/modules/groups/homepagefiles/cms/496886/File/Policies/5000s/5040%20DASA%20Harassment%20Policies%20Updated%20and%20Combined%20FINAL%20COPY%2007-01-13.pdf?sessionid=3f33a47ca4bc3e38cb9aa1afed7b3649	2014
Parents' Bill of Rights for Data Privacy and Security	(No Response)	http://ryecityschools.schoolfusion.us/modules/groups/homepagefiles/cms/496886/File/Parents%20Bill%20of%20Rights%20for%20Data%20Privacy%20and%20Security%20FINAL%20COPY%2012-10-14.pdf?sessionid=25a2b9e0efc8162c75bd9fc54bf914aa	2015

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

No

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Survey Feedback

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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

1a. If response was "No", please explain.

(No Response)

2. Was the guidance document helpful?

Yes

2a. If "No", please explain.

(No Response)

3. What question(s) would you like to add to the survey? Why?

N/A

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

N/A

5. Other comments.

N/A

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Appendices

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Appendices

1. Upload additional documentation to support your submission

(No Response)