

Instructional Technology Plan - Annually - 2016

LEA Information

A. LEA Information

1. 2014-2015 Student Enrollment

| | Total Enrollment | Pre-K Enrollment | K-2 Enrollment | 3-5 Enrollment | 6-8 Enrollment | 9-12 Enrollment | Ungraded Enrollment |
|--------------------|------------------|------------------|----------------|----------------|----------------|-----------------|---------------------|
| Student Enrollment | 983 | 43 | 180 | 191 | 235 | 334 | 0 |

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

Wenwei Hsu

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

Director of Technology

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Instructional Technology Vision and Goals

B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

The community, through the Port Byron Central School, will provide opportunities in a stable and caring environment for students to become literate, life-long learners and pursuers of dreams. We will nurture self-worth and develop personal integrity and social responsibility in our students.

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

Technology Planning Committee Mission Statement

Provide the opportunity for students to be academically empowered, respectful and responsible with technology, and incrementally successful.

Executive Summary

The Port Byron Central School District will provide our students with opportunities to develop the skills they need to succeed in a media-centric, global society. To achieve this, we will build and support a 1:1 learning environment that is reliable, effective, legal, and evolutionary.

Goal #1 - Commit to using "technology" and understand it is central to how we operate, which includes students' classroom experiences, teacher collaboration, staff access, administrative functions, data collection and standardization, and community communication.

Goal #2 - Establish, maintain, and promote a culture where Information Literacy is central to the students' learning experience in all core subject areas; Infuse the use of digital media to support literacy, analysis, synthesis, and content delivery, in the location where students spend the majority of their day - the classroom.

Goal #3 - Actively support life long learners at all levels within the education community - from students, to teachers/support staff, to administrators, to parents.

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.

The Technology Planning Committee will meet 4 times a year to review existing technology resources in the district and progress of projects that are in-line with district's instructional technology plan.

Members include,

Director of Technology

Building Principals and other Administrators

Elementary School Teachers

Jr/Sr High School Teachers

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
- Cabling
- Connectivity
- Device Gap
- Network
- Professional Development
- Staffing
- Other
- No Gap Present

5. Based upon your answer to question four, what are the top three reasons causing the gap? If you chose "No Gap Present" in question four, please enter N/A.

N/A

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Instructional Technology & Infrastructure Inventory

C. Technology and Infrastructure Inventory

1. Please identify the capacity of the telecommunications line coming into the district network hub. The district's Regional Information Center can provide the district with this information if needed.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

2. What is the total contracted Internet bandwidth access for the district? Choose one.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1 Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

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

Central New York Regional Information Center

4. Please identify the capacity of the telecommunications line coming into the district's school building(s) from the district hub or district data center. The district's Regional Information Center can provide this information if needed

| | Speed in Gbps or Mbps |
|------------------|--|
| Minimum Capacity | <ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps |
| Maximum Capacity | <ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input checked="" type="checkbox"/> 10 Gbps <input type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps |

5. Please identify the minimum and maximum circuit speeds at which the classrooms in the district are connected to the school building wiring/network closet.

| | Please provide the speed at which classrooms are connected to building wiring/network closet. |
|--|--|
| Minimum Circuit Speed Within a School Building | <ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input type="checkbox"/> 1 Gbps - < 10Gbps |

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Instructional Technology & Infrastructure Inventory

| | |
|--|--|
| | Please provide the speed at which classrooms are connected to building wiring/network closet. |
| | <input checked="" type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps |
| Maximum Circuit Speed Within a School Building | <input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input type="checkbox"/> 1 Gbps - < 10Gbps <input checked="" type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps |

6. What are the minimum and the maximum port speeds of the switches that are less than five years old in use in the district?

| | Port speed of switches | Mbps or Gbps |
|------------------------------|------------------------|---|
| Minimum Capacity of Switches | 1 | <input type="checkbox"/> Mbps <input checked="" type="checkbox"/> Gbps |
| Maximum Capacity of Switches | 1 | <input type="checkbox"/> Mbps <input checked="" type="checkbox"/> Gbps |

7. What percentage of the district's wireless protocols are less than 802.11g?

0

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

- Yes
- No

8a. What percentage of your district's instructional space has wireless coverage?

100

9. Does the district use a wireless controller?

Yes

10. 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) | 235 | 235 |
| Laptops/Virtual Machine (VM) | 0 | 0 |
| Chromebooks | 140 | 140 |
| 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 | 350 | 350 |
| Tablets nine (9) inches or greater without access to an external keyboard | 0 | 0 |
| Totals: | 725 | 725 |

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Instructional Technology & Infrastructure Inventory

11. **What percentage of students with disabilities in the school district, as of the submission date of this technology plan, have assistive technology documented on their Individual Education Plan (IEP)?**

18

12. **Please describe any additional assistance or resources that, if provided, would enhance the district's ability to improve access to technologies for students with disabilities.**

- Access to recorded books
- Ability to share recorded books with students via their own personal devices
- Speech to text

13. **How many peripheral devices are in use in the district?**

| | Number of devices in use |
|-------------------------|--------------------------|
| Document Cameras | 20 |
| Flat Panel Displays | 1 |
| Interactive Projectors | 0 |
| Interactive Whiteboards | 65 |
| Multi-function Printers | 14 |
| Projectors | 65 |
| Scanners | 1 |
| Other Peripherals | 15 |
| Totals: | 181 |

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

- SMART Response System (4)
- Digital Camera (20)
- Forte Writer (10)

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

Yes

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

Yes

16a. **On an average school day, approximately how many student devices access the district's network?**

200

17. **Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?**

No

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Instructional Technology & Infrastructure Inventory

18. What barriers may prevent the district from testing 100% of its grade 3-8 students and NYSAA students on computers by the year 2020?

- Insufficient number of devices meeting testing requirements
- Lack of reliable Internet service
- Insufficient broadband access
- Inadequate staffing levels
- Insufficient testing spaces
- District does not foresee any barriers
- Other

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Software and IT Support

D. Software and IT Support

1. What are the operating system(s) in use in the district?

| | Is this system in use? |
|-----------------------------|------------------------|
| Mac OS Version 9 or earlier | No |
| Mac OS 10 or later | Yes |
| Windows XP | No |
| Windows 7.0 | Yes |
| Windows 8.0 or greater | Yes |
| 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 | No |
| Google Chrome | Yes |
| Safari (Apple) | Yes |
| 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. A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of online and blended learning courses.

Brain Honey

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

- SMART Notebook
- Safari
- Microsoft Word
- Microsoft Powerpoint
- Keynote

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Software and IT Support

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

- Britannica School Edition
- Britannica Image Quest
- Gale
- EBSCO
- ProQuest Culturegrams

8. Does the district have a Parent Portal?

Yes

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

- Attendance
- Homework
- Student Schedules
- Grade Reporting
- Transcripts
- Other

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

Discipline Records

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

- Learning Management System
- Emergency Broadcast System
- Website
- Facebook
- Twitter
- Other

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

Let's Talk

10. Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is providing technical support. Does not include instructional technology integration FTE time.

| Title | Number of Current FTEs |
|------------------------|------------------------|
| Director of Technology | 1.00 |
| LAN Tech Support | 1.00 |
| | 2.00 |

Instructional Technology Plan - Annually - 2016Curriculum and Instruction

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

The use of technology at Port Byron Central School District is an underlining support to provide our students with an education that breaks through the poverty and disadvantage many of the students endure due to lack of support for public education by the state and limited family income. We hope to increase the use of technology to link learning from home to school and to support the 6 C's of 21 Century Learning. The link is the opportunity for students to take an 1:1 device from school so they can continue to learn outside of the classroom even when parents struggle to offer support and help. In a rich technological environment our students will be able to achieve the 6 C's while outside of the classroom and from their home. The only limiting factor is Internet speed, which is another impediment our students face in the challenges of being successful in connected work.

Our professional staff will continue to develop instructional strategies that are aligned with the Common Core and utilize the skills and knowledge to be successful in the 21st Century. The focus of the past several years is to integrate technology into curriculum, instruction and assessments. We will also continue to invest in our infrastructure with a robust wireless network in order to support these 1:1 devices within our district.

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

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

4. Does the district's instructional technology plan address the needs of English Language Learners to ensure equitable access to instruction, materials, and assessments?

Yes

No

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Professional Development

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.

- Workshops on Staff Development Days - Administrators, Teachers, and some TAs
- Workshops to support the 1-1 programs - Administrators, Teachers, and some TAs
- Building/Grade/Department level workshops
- Summer technology workshops to support curriculum, instruction, and assessment

2. Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is delivering technology integration training and support for teachers. Does not include technical support.

| Title | Number of Current FTEs |
|----------------------|------------------------|
| Learning Coach | 0.60 |
| Inst Tech Specialist | 0.40 |
| | 1.00 |

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Technology Investment Plan

G. Technology Investment Plan

- Please list the top five planned instructional technology investments in priority order over the next three years. Infrastructure is considered an instructional technology investment.

| | Anticipated Item or Service | Estimated Cost | Is Cost One-time, Annual or Both? | Funding Sources May choose more than one source |
|----|---|----------------|-----------------------------------|--|
| 1. | Desktops | 200,000 | One Time | <input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other |
| 2. | Interactive Displays/Projectors/Whiteboards | 350,000 | One Time | <input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other |
| 3. | Chromebooks | 100,000 | One Time | <input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other |
| 4. | Tablets | 100,000 | One Time | <input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other |
| 5. | VOIP | 50,000 | Both | <input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act |

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Technology Investment Plan

| | Anticipated Item or Service | Estimated Cost | Is Cost One-time, Annual or Both? | Funding Sources May choose more than one source |
|----------------|-----------------------------|----------------|-----------------------------------|--|
| | | | | <input type="checkbox"/> Other |
| Totals: | | 800,000 | | |

2. If "Other" was selected in question one, for items purchased or for a funding source, please specify.

(No Response)

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Status of Technology Initiatives and Community Involvement

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
- Changes in Staffing
- Changes in Funding
- Technology Plan Implementation
- Computer-based Testing
- Catastrophic Event
- Developments in Technology
- Changes in Legislation
- Other
- None

2. In this section, please describe how the district plans to increase student and teacher access to technology, at home and in the community.

The district launched an 1-1 pilot with 4th grade in year 2014-15 where an iPad mini was assigned to each student participating for use in school and at home. The program has been expanded to include 3rd through 7th grade in year 2016-2017. We have also incorporated Google Apps for Education into the 1-1 program and integrated its use with instruction in many of the classrooms.

At the high school level, we will be piloting 2 Chromebook carts in year 2016-2017 and exploring the possibility of launching a similar 1-1 program with Chromebooks for the high school students.

3. Please check all locations where Internet service is available to students within the school district's geographical boundaries.

- Home
- Community
- None

3a. Please identify categories of available Internet locations within the community.

- Public Library
- Some Local Businesses

Instructional Technology Plan - Annually - 2016Instructional Technology Plan Implementation

I. Instructional Technology Plan Implementation

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.**

2014-2015

- Refreshed 160 Apple desktops
- Piloted 1-1 program with 4th grade
- Purchased 300 iPads for the 1-1 initiative at the elementary

2015-2016

- Refreshed all network switches in the district and installed a new 10Gbps fiber backbone connecting all IDF's back to the MDF
- Expanded the 1-1 program to 3rd through 6th grade
- Expanded wireless coverage into all elementary school classrooms
- Refreshed 40 Apple desktops
- Refreshed SMART boards and projectors in 10 classrooms
- Added a part-time instructional technology support position to help with professional development
- Infrastructure upgrades for the VMware environment
- Increased internet bandwidth to 150Mbps over a 1Gbps connection to Cayuga-Onondaga BOCES

2016-2017

- Expand wireless coverage into all high school classrooms
- Expand the 1-1 program to include 7th grade
- Refresh the wireless LAN controller to model with 10Gbps capability Continue with Apple desktops refresh
- Introduce Promethean Interactive LCDs to 10 classrooms in place of SMART boards/projectors
- Continue with internet bandwidth increase as needed
- Purchase 2 Chromebook carts for the high school

2017-2018

- Continue with Apple desktops refresh
- Continue with Promethean Interactive LCD purchases
- Expand 1-1 program to additional grade levels throughout the district

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Monitoring and Evaluation

J. Monitoring and Evaluation

1. Please describe the proposed strategies that the district will use to evaluate, at least twice a year, whether the district's instructional technology plan is 1) meeting the vision and goals as outlined in the plan and 2) making a positive impact on teaching and learning in the district.

The Technology Planning Committee will meet 4 times a year to,

- Review and update District Technology Plan
- Evaluate infrastructure needs
- Evaluate classroom technologies requests
- Review progress of on-going technology projects and initiatives
- Prepare technology survey for staff and review its data

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

| | URL | Year Policy Adopted |
|---|---|---------------------|
| Acceptable Use Policy -- AUP | http://www.pbcschools.org/Technology/pdfs/policy8270_technology_andinternet_safety.pdf | 2012 |
| Internet Safety/Cyberbullying* | http://www.pbcschools.org/Technology/pdfs/policy8270_technology_andinternet_safety.pdf | 2012 |
| Parents' Bill of Rights for Data Privacy and Security | http://www.pbcschools.org/Parentcommunityresources/PDFs/ParentsBillOfRightsDataPrivacy.pdf | 2014 |

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Survey Feedback

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

2. **Was the guidance document helpful?**

Yes

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

(No Response)

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

(No Response)

5. **Other comments.**

(No Response)

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Appendices

Appendices

1. **Upload additional documentation to support your submission**

(No Response)