

SULLIVAN WEST CSD

Instructional Technology Plan

LEA Information

A. LEA Information

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

1,102

2.

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

	Enrollment
Grades K-2	242
Grades 3-5	239
Grades 6-8	260
Grades 9-12	346

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

Elizabeth Huggler

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.

Chief Technology Officer

SULLIVAN WEST CSD

Instructional Technology Plan

Instructional Technology Vision and Goals

B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

Our District's mission is to provide a world-class and globally-competitive education for each student through excellence in teaching and learning,

supported by the combined efforts of students, parents, educators, and community members.

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

According to ISTE's National Educational Technology Standards for Students, creativity, collaboration, problem-solving and digital citizenship are skills that students need to master and apply in all curricular areas. We know that this also aligns with the new Common Core State Standards, where students need to be literate in research and information analysis. These skills are central to our mission and are reflected in our District Strategic Plan.

The District Technology Planning Committee has created a three-year Plan for Educational Technology that covers the 2015 through 2018 school years. The Technology Planning Committee is comprised of a broad spectrum of district stakeholders that participated in the development of this document. Their input, ideas, and knowledge helped to shape this plan.

Our plan lays out a strategy by which widespread integration will occur. Our district has implemented a comprehensive technology solution that provides students and teachers access to applications and data at any networked location on either campus as well as, any remote location. The aim is to make technology tools available to all of our stakeholders in a meaningful and equitable manner. This plan takes the position that technology is a tool that can be applied broadly across the curriculum. Technology's real value is as an integrated curriculum tool which is part of the overall curriculum strategy. Administrative expectations and support are necessary for any successful instructional change to occur in schools.

This three-year technology plan will provide a roadmap for the planning and use of technology and technology-related resources to improve and

support quality educational services.

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 planning process used to develop the instructional technology plan began with a recognition of the frustration of staff, students and community members. The annual technology survey for staff administered in the 2013-14 school year indicated the need for increased mobility, connectivity and collaborative opportunities in the district.

A committee of technology personnel, O&M, district office, and networking experts was formed to assess the district infrastructure with mobile instructional technology in mind. Based on the findings from this committee, we expanded the technology development committee to include representatives from the following stakeholder groups: board of education, administration, BOCES, content area teachers, support staff, office staff, students, and parents.

In addition to reviewing research and best practices, SWCSD then conducted both teacher and student surveys to help guide the development of the Instructional Technology Plan. As the committee gathered information and developed a knowledge base, committee members generated a vision and goals for technology in the school district. This committee went on to review the school strategic plan and school-improvement plan already in place. Collaboration in the development of this three year Instructional Technology Plan, was key to its completion. An email group, shared document folder and meeting calendar were set up early in this process. As the Instructional Technology Plan began to take shape subcommittees were formed to review and develop its components. A small group worked on the collecting inventory and data, while others shared the responsibility of demonstrating how technology will be infused into the curriculum. A plethora of recourses were enlisted to guide our decision making: ISTE Standards, NYSED, survey monkey and others.

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)

SULLIVAN WEST CSD

Instructional Technology Plan

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)

Instructional Technology Vision and Goals

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.

Networking being fundamental to infrastructures, and increasing challenges to add to our network to be able to handle traffic flows, complex applications, and mobile devices we must be prepared to upgrade and maintain a scalable robust infrastructure. District increases in technology infrastructure, use of portable devices and use of technology supports our need to recruit and retain qualified IT staff, which influences how successfully we can provide IT services. Connectivity is our districts link to the global experience. To provide the best experiences in the school we must maintain bandwidth that meets and exceeds our daily access to the Internet.

SULLIVAN WEST CSD

Instructional Technology Plan

Instructional Technology & Infrastructure Inventory

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)	1GB	1GB
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	1GB	1GB
Bandwidth: Connections WITHIN school buildings (LAN)	1GB	1GB

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

48 Mb

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

SCBOCES/Lighttower

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	(No Response)

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

Yes

SULLIVAN WEST CSD

Instructional Technology Plan - Annually - 2015

Instructional Technology & Infrastructure Inventory

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

25

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?

1Gb

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)	448	448
Laptops/Virtual Machine (VM)	26	26
Chromebooks	1	1
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	10	10
Tablets less than nine (9) inches without access to an external keyboard	25	25
Tablets nine (9) inches or greater without access to an external keyboard	30	30
Totals:	540.0	540.0

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)?

7

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.

With adequate funding, we will upgrade our MDF (Main Data Frame) the core data switches in the elementary school. At the present time, our core data switches in this will not support the latest system may not be supported as they age out.

With the addition of WIFI enabled devices and the adoption of cloud based services, our demand for more bandwidth has increased. Our goal is to increase the combined bandwidth to 1 Gbs.

We will continue to install and/or upgrade wireless access points in school buildings, which will include cabling to each access point and installation.

Developing a plan to provide mobile and assistive technology for students at the classroom level, when our infrastructure has been upgraded to support devices for students we anticipate a more inclusive environment for our special needs population. A mobile device management solution will be required in order to provide visibility into all mobile devices on our network. These devices will

SULLIVAN WEST CSD
Instructional Technology Plan
 Instructional Technology & Infrastructure Inventory

not only consist of PPS owned devices, but also staff, student, and guest-owned devices. We will continue to support shared mobile devices in the classroom.

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	54
Flat Panel Displays	5
Interactive Projectors	5
Interactive Whiteboards	12
Multi-function Printers	5
Projectors	50
Scanners	2
Other Peripherals	0
Totals:	133.0

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

(No Response)

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

No

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?**

450

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?**

Not Applicable

SULLIVAN WEST CSD

Instructional Technology Plan

Professional Development

Software and IT Support

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	Yes
Windows XP	No
Windows 7.0	Yes
Windows 8.0 or greater	No
Apple iOS 7 or greater	Yes
Chrome OS	No
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)	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.

Classlink

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

SULLIVAN WEST CSD
Instructional Technology Plan
 Professional Development

instruction in the district.

I-ready, Learn.com, Project Lead the Way, Smart Notebook, Castle Learning

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

Scholastic-Bookflix, Wordbook-S& Edition, NOVEL- Gale- Opposing Viewpoints, NOVEL-Gale-War and Terrorism Collection,
 NOVEL- Gale
 Popular Magazines.

8. Does the district have a Parent Portal?

Yes

SULLIVAN WEST CSD
Instructional Technology Plan - Annually - 2015
 Software and IT Support

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).

Immunizations

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

- Emergency Broadcast System (Checked)
- Website (Checked)
- Facebook (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
Teacher on Assignment	0.60
Library Media Technician	1.00
	1.6

Curriculum and Instruction

SULLIVAN WEST CSD

Instructional Technology Plan

Professional Development

E. Curriculum and Instruction

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

Our District plans to implement a comprehensive technology solution that provides students, teachers, and parent's access to applications and data at any networked location on either campus as well as, any remote location. The aim is to make technology tools available to all of our stakeholders in a meaningful and equitable manner. This plan takes the position that technology is a tool that can be applied broadly across the curriculum.

Technology's real value is as an integrated curriculum tool which is part of the overall curriculum strategy.

Staff and students will have access to online and distance learning opportunities to participate in information sharing, collaboration, on the Intranet/Internet throughout the curriculum and content areas.

Students and teachers will apply existing knowledge to generate new ideas, products and processes. Students will use models and simulations to explore and generate complex systems and concepts.

Having access to tools and resources, students and teachers will publish works in multiple formats.

Evidence that the increased use of technology has a positive impact on students learning and teacher success will be evident by the increased number of integrated, cross curricular units and lessons resulting in products presented through multiple technologies increasing in complexity over time.

The District will support teachers through ongoing professional development to inspire excellence in teaching. The Professional Development will focus on expanding knowledge and skills related to hardware, software, resources, integrating technology and utilizing the Microsoft 365 as well as the student /parent portal to collaborate with students and parents.

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

Yes

2a. If "Yes", please specify.

We feel it is important for classroom teachers to have at least a base knowledge of options for assistive technology devices and educational strategies to ensure that all students, including those with disabilities, have full access to learning.

Technology can support much of the effort toward curriculum access, participation and progress. IEP team members act proactively by maximizing the accessibility of technology solutions in curriculum and instruction. The range of solutions varies widely from dedicated communication devices (assistive technologies) to conventional personal computers with designed-in accessibility features such as those found in Microsoft's Windows operating system.

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?

Yes

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

Our technology solutions serve to supplement and transform the curriculum itself into flexible and accessible, digital resources. Teachers and specialized instructional support personnel are prepared and qualified to deliver high-quality, evidence-based, individualized instruction and support services.

A student with poor vision will use enlarged text. A student with motor difficulties will use an enlarged, simplified computer. Student who can comprehend history at the 6th grade level, but can read only at the 3rd grade level, can read a textbook with the help of a computer that scans and displays text. The flexibility of assistive technology allows a teacher to build tools and materials that address students' strengths as well as their weaknesses. It is our belief that students with disabilities that interfere with their communication, learning, social relationships or active participation, assistive technology supports their participation in learning experiences in the least restrictive environment.

F. Professional Development

Professional Development Plan

Actions needed to achieve goal	Staff Development	Person(s) Responsible	Date each action will be Completed
Curriculum development	Conference Days, delayed openings	Assistant Superintendent, Principals, Data Network Team, integration specialist	Year 1,2,3
Standards training	workshops	Data Network Team, Principals	Year 1
Lesson plan development	Conference Days, delayed openings, BOCES workshops, Teacher Center	Data Network Team, Principals, integration specialist	Year 1,2,3
App training	Model Schools, Vendors	Principals, CTO	Year 1,2,3
Hardware training	BOCES training, vendor training, online training	CTO	Year 1,2,3
Software training	BOCES training, vendor training, online training	CTO, Principals	Year 1,2,3

SULLIVAN WEST CSD

Instructional Technology Plan

Professional Development

Technology Awareness Sessions	SWCSD Teachers for Teachers, IT support CTO, Principals staff, Model Schools	Ongoing
Online Resources	ISTE, DATAG, CTO, Administrators NYSCATE, Other	Ongoing
Administrative Training	Conferences, CTO, Administrators workshops, RIC training, meetings	Ongoing

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.
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
CTO	1.00
	1.0

SULLIVAN WEST CSD

Instructional Technology Plan

Technology Investment Plan

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	Server/Network Software	367,000	Annual	Grant, budget
2	Smart Technology	182,000	One Time	Grant, r, budget
3	Network Cabling	35,000	One Time	Grant, , budget
4	Wi-Fi	110,000	One Time	Grant, budget
5	Portable devices	250,000	One Time	Grant, budget
Totals:		944000.0		

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

(No Response)

SULLIVAN WEST CSD

Instructional Technology Plan

Status of Technology Initiatives and Community

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) Computer-based Testing (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.

Office 365, SLS, Parent Portal, portable devices, increased bandwidth, 10 gig switch closets, full wireless connectivity in both buildings.

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.

Local libraries, Delaware Valley youth center and municipalities.

Instructional Technology Plan Implementation

I. Instructional Technology Plan Implementation

1. 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.

Category	Projected 2015-16	Projected 2016-17	Projected 2017-18
----------	-------------------	-------------------	-------------------

SULLIVAN WEST CSD
Instructional Technology Plan

Network hardware (Switch, SAN, controller, access pts)	367,000	215,000	205,000
Computer hardware (mobile devices, IP phones, Interactive TVs and Projectors)	85,000	182,000	182,000
<i>Supplies (cable, print 15,000 cartridge)</i>	<i>15,000</i>	<i>15,000</i>	<i>15,000</i>
<i>Instructional Software (K-12), Microsoft Campus Agreement, online resources and Administrative software (Internet, spam filter, desktop management, MDM)</i>	<i>250,000</i>	<i>250,000</i>	<i>250,000</i>
<i>Purchased services, (Network monitoring, Security network monitoring, Phone upgrades and support, SAN, Active Directory upgrades)</i>	<i>110,000</i>	<i>110,000</i>	<i>110,000</i>
<i>Equipment Repair</i>	<i>15,000</i>	<i>15,000</i>	<i>15,000</i>

SULLIVAN WEST CSD

Instructional Technology Plan

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, the effectiveness of the implementation of the district's instructional technology plan to improve teaching and learning.

I-Ready, student work, administrative walk through, system reports, Internet usage reports, teacher evaluations, surveys.

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	10/23/2014	http://www.swcsd.org/files/1445106/sullivan%20west%20csd%20policy%20manual%20updated%2009-18-2014.pdf	2011
Internet Safety/Cyberbullying	10/23/2014	http://www.swcsd.org/files/1445106/sullivan%20west%20csd%20policy%20manual%20updated%2009-18-2014.pdf	2012
Parents' Bill of Rights for Data Privacy and Security	10/23/2015	http://www.swcsd.org/files/1445106/sullivan%20west%20csd%20policy%20manual%20updated%2009-18-2014.pdf	2011

SULLIVAN WEST CSD

Instructional Technology Plan

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

No

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

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?

SULLIVAN WEST CSD

Instructional Technology Plan

(No Response)

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

(No Response)

5. Other comments.

(No Response)

Appendices

Appendices

1. Upload additional documentation to support your submission

(No Response)