

Instructional Technology Plan - Annually - 2016

LEA Information

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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	294	0	0	1	21	144	128

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

Denise A. Rivera

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

Chief Information Officer

Instructional Technology Plan - Annually - 2016Instructional Technology Vision and Goals

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B. Instructional Technology Vision and Goals**1. Please provide the district mission statement.**

To instill a work ethic and provide a demanding academic and vocational program that is based on the needs of the individual student. As a result, the Greenburgh-North Castle Union Free School District is committed to developing each student to his/her full potential and to guide them toward their future as a contributing member of society.

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

The vision of the Greenburgh-North Castle UFSD is to provide all students with access to information technology that will assist them in becoming proficient in reading, writing, mathematics, and critical thinking, being prepared for the next level of education; and successfully attaining the skills and proficiencies required of today's work force.

The focus of the District Technology Plan is enhancing teaching and learning. Success for our students is measured by their ability to continue to learn; to successfully reenter their local educational programs, to achieve the NY State standards and to enter the world of work with the needed skills.

Understanding and using technology is an integral part of virtually every aspect of daily life in the work place. It is the school system's responsibility to prepare students for this future. The classroom is the primary venue for this preparation. Therefore, every classroom must be equipped with diverse technologies to support teaching and learning. Every teacher must be knowledgeable and skilled in the use of these technologies for daily instruction. When integrated into instruction, technology will support new strategies for teaching and learning including:

- addressing diverse learning styles
- accommodating individual learning rates
- helping students become independent learners
- providing the means to communicate globally and
- improving academic achievement in all areas.

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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 School District developed a Technology Committee which discussed and pre-approved the major goals and established milestones for our Technology Plan.

Monthly meetings held with Principals and building administration through the 2015-16 School year.

Stakeholder meeting with Parents, Teachers, Students, and Administration in June 2016 to pre-approve the plan and submit to our Superintendent and BOE for final approval.

Technology Plan Development Meetings 2016-17			
Date	Purpose	Participants	Outcome
April 2016	Gather Input from School Administrators on Technology Needs	School Administrators	Provided District Leadership with an inventory of potential Technology Needs for instruction.
June 2016	Gather input from staff members	School Teachers	Provided District Leadership teaching staff perception of District Technology Needs
August 2016	Cabinet and District Leadership	Cabinet and Superintendent	Provide with a summary of updates and responses to finalize Instructional Technology Plan for district.

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

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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.**

The top three reasons for the gap between our current level of technology and the districts' stated vision and goals are:

1. **Lack of funding to replace old computers and purchase mobile instructional devices. It is our goal to use funding opportunities to provide for this gap to be reduced and or eliminated.**
2. **Lack of funding for Professional Development. We recently contracted with the LHRIC Model Schools Service that provides training for teachers in emerging technologies for teaching and learning.**
3. **Lack of funding to hire the staffing needed to provide support and provide ongoing PD in these new technologies.**

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Instructional Technology & Infrastructure Inventory

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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?

Lightpath-Cablevision

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 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
Maximum 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

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.

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	Please provide the speed at which classrooms are connected to building wiring/network closet.
Minimum Circuit Speed Within a School Building	<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 Circuit Speed Within a School Building	<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

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	10	<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?**
 95

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?**

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	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)	261	261
Laptops/Virtual Machine (VM)	96	96
Chromebooks	7	7
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	51	51
Tablets less than nine (9) inches without access to an external keyboard	10	10
Tablets nine (9) inches or greater without access to an external keyboard	25	25
Totals:	450	450

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)?

4

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.

There is a strong need for professional development for teachers in general and specifically teachers of students with disabilities so that they can use technology devices and software effectively with their students. The District Technology Plan will call for the provision of a PD/Support person who will evaluate assistive technology needs and prescribe appropriate devices and software as well as Professional Development. We look to contract for this as a service if possible.

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

	Number of devices in use
Document Cameras	0
Flat Panel Displays	54
Interactive Projectors	0
Interactive Whiteboards	15
Multi-function Printers	10
Projectors	4
Scanners	0
Other Peripherals	0
Totals:	83

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

(No Response)

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Instructional Technology & Infrastructure Inventory

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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)?**

No

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?**

Not Applicable

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

GREENBURGH-NORTH CASTLE UFSD

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Software and IT Support

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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	No
Apple iOS 7 or greater	No
Chrome OS	Yes
Android	Yes
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. A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of online and blended learning courses.

Not at this time

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

The software programs available throughout the district at this present time are I-Ready which, is used for both assessment and instruction and BoardWorks, Newsela, which is used for instruction.

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

Our district has access to Novel NY.

8. **Does the district have a Parent Portal?**

No

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".**

Instagram

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
Technical Support Specialist	1.00
CIO	0.50
	1.50

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Curriculum and Instruction

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E. Curriculum and Instruction

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

The Greenburgh North Castle UFSD plans to integrate technology into the delivery of instruction for the purpose of the following:

- Enhance the teaching and learning experience
- Insure that students, upon leaving, are prepared to use and apply technological tools to improve their communications skills, to be more competitive in post secondary education or the workforce and contribute to the community
- Provide an education environment and technology-enhanced learning experience for students to develop competencies and skills in technology literacy
- Enable students to access and interact with information, to evaluate, interpret, and analyze it in its many formats and forms and to use it responsibly and purposefully in support of the Learning Standards established by NYSED and the Technology Standards established and adopted by NYSED from ISTE (www.iste.org)
- Establish increased opportunities for student-centered learning in utilizing technology
- Create a global classroom that promotes cross-cultural and multi-discipline learning experiences
- Expand use of interactive technology within the classroom environment

The Greenburgh-North Castle UFSD will provide on-going technology staff development for all teachers, develop curriculum applications, and network teachers throughout the district to encourage consistency, collaboration, and innovation

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 provide detail.

Greenburgh-North Castle is a Special Act School District whose primary clientele are students with disabilities. All technology purchased is designed to meet the special needs of our student population.

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.

98% of the student population in Greenburgh-North Castle UFSD have an IEP. The district takes the provision of equitable access to instructional materials as a priority.

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

4a. Please provide details. If the district plans to apply for Smart School Bond Act funds for Classroom Learning Technology, the answer to this question must be aligned with the district's Smart Schools Investment Plan (SSIP).

The District's Instructional Technology Plan does provide for compliance with any required assistive technology as mandated in students IEP's. In addition, all students in the district will participate in the general curriculum and are provided with similar tools and technology to learn in the classroom.

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Professional Development

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F. Professional Development

- 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.**

SCHOOL YEAR	TOPIC	AUDIENCE	METHOD OF DELIVERY
2015-2016	Professional Development Day - Superintendent Day: Curriculum Standards Professional Learning Communities Building Relationships with Students	Teachers and Administrators	Workshop - multiple groups
2016-17	LHRIC Model Schools Office 365 for Teaching and Learning	Teachers	Workshop and Online Resources
2016-17	LHRIC Model Schools Instructional Technology Catalog	Teachers	Multiple topics and groups interact with media and strategies to teach and learn.
2017-2018	LHRIC Model Schools Office 365 for Teaching and Learning	Teachers	Workshop and Online Resources
2017-2018	LHRIC Model Schools Instructional Technology Catalog	Teachers	Multiple topics and groups interact with media and strategies to teach and learn.

- 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
0	0.00

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Technology Investment Plan

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G. Technology Investment Plan

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

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Technology Investment Plan

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	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1	Laptops	70,000	One Time	<input 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
2.	Other	40,000	One Time	<input 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
3.	Instructional Software	30,000	Annual	<input 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 <input type="checkbox"/> Other
4.	Wi-Fi	15,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input checked="" 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 <input type="checkbox"/> Other
5.	Desktops	360,000	One Time	<input 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 <input type="checkbox"/> Other
Totals:	0	515,000	0	0

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Technology Investment Plan

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

The Greenburgh-North Castle UFSD anticipates the purchase and installation of security in all four academies.

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Status of Technology Initiatives and Community Involvement

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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.

With the use of i-Ready online software, we provide access to instructional materials to students with online access, anytime and anywhere. With the rollout of our new website students will have easy access to a wealth of free educational resources and eventually class websites which will help in providing instructional support.

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, Town Hall, Other Non-for Profits, etc.

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Instructional Technology Plan Implementation

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I. Instructional Technology Plan Implementation

- 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.**

School Year	Milestone	Action Plan
2015-2016	Implementation and Upgrades to Wired and Wireless Network providing access at all buildings	Purchase and upgrade of equipment in closets such as switches, routers, etc. and Access Points with local funds to all instructional locations
2015-2016	Provide enough bandwidth and filtering to comply with federal and state regulations	Upgrade filtering to exceed standards, increase from 20Mbps to 100Mbps.
2016-2017	Provide Professional Development to ensure digital access to rich content and its use in the classroom for teaching and learning	Contracted with LHRIC Model Schools to provide Professional Development to teachers and administrators.
2016-2017	Provide additional Professional Development Opportunities via Professional Learning Communities in each building	Enable sharing and collaboration among educators to provide meaningful instructional strategies for students to learn. We incorporate students in this process to ensure a sense of community as a whole and promote their active participation.
2017-2018	Continue providing Professional Development to ensure digital access to rich content and its use in the classroom for teaching and learning	Continue contracted services with LHRIC Model Schools to provide Professional Development to teachers and administrators.
2017-2018	Continue providing additional Professional Development Opportunities via Professional Learning Communities in each building	Continue growing the model of sharing and collaboration among educators to provide meaningful instructional strategies for students to learn. We incorporate students in this process to ensure a sense of community as a whole and promote their active participation.

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Monitoring and Evaluation

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J. Monitoring and Evaluation

- 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 Superintendent and Instructional Stakeholders will meet regularly to monitor and evaluate the progress on the implementation of the Instructional Technology Plan.

DATES	ACTIONS	DESIRED OUTCOMES
JUNE 2016	MONITORING AND UPDATES TO INSTRUCTIONAL TECHNOLOGY VISION AND GOALS	REVIEW AND UPDATES TO VISION AND GOALS FOR ITP
DECEMBER 2016	MONITORING AND UPDATES TO INSTRUCTIONAL TECHNOLOGY VISION AND GOALS	REVIEW AND UPDATES TO VISION AND GOALS FOR ITP
MARCH 2017	MONITORING AND UPDATES TO PROFESSIONAL DEVELOPMENT ITEMS IN ITP	REVIEW AND ADJUST SCHEDULES AND GOALS ACCORDINGLY
JUNE 2017	MONITORING AND UPDATES TO PROFESSIONAL DEVELOPMENT ITEMS IN ITP	REVIEW AND ADJUST SCHEDULES AND GOALS ACCORDINGLY

- Please fill in all information for the policies listed below.**

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	http://greenburghnorthcastleschools.com/PDFs/policies/Acceptable%20Use%20Policy%20for%20Internet%20and%20District%20Network%20Services.pdf	2011
Internet Safety/Cyberbullying*	http://greenburghnorthcastleschools.com/PDFs/policies/Rules%20and%20Codes%20of%20Ethics%20for%20Users%20of%20Computer%20Facilities,%20Electronic%20Communications%20and%20The%20Internet.pdf	2011
Parents' Bill of Rights for Data Privacy and Security	http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf	2014

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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

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)

GREENBURGH-NORTH CASTLE UFSD

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Appendices

Appendices

1. Upload additional documentation to support your submission

(No Response)