

HOLLAND PATENT CSD

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?

1,437

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

	Enrollment
Grades K-2	306
Grades 3-5	302
Grades 6-8	339
Grades 9-12	490

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

Nancy L. Nowicki

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

Assistant Superintendent

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

(No Response)

B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

It is the philosophy of the Board of Education of the Holland Patent Central School District that the fundamental purpose of the school district and all of its resources is to provide the means for educational development of all eligible students residing and/or enrolled within the district to reach their fullest potential. District schools will act as dedicated professional partners with the home and the community in the development of each student in mind, body and social consciousness. The establishment and maintenance of school district programs and policies will be based on this philosophical premise.

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

The Holland Patent Central School District is committed to providing a learner-centric environment that empowers students to reach their ultimate potential. Together we will build a community of learners who adapt to and innovate in our dynamic world. We will each be prepared to be life-long learners and solve real-world problems in and outside the walls of our buildings. We will recognize challenges as opportunities to grow. As risk-takers and flexible learners, we will celebrate opportunities for learning, mobile and otherwise, and utilize all resources available to develop critical thinking strategies, problem solving skills, collaboration tools, and adaptation to change within the framework of a positive social consciousness allowing everyone to thrive in a global society.

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 district technology team met over the course of the 2014-2015 school year. The cohort groups included, Superintendent, Assistant Superintendent of Business and Finance, Assistant Superintendent of Curriculum and Instruction, Superintendent of Buildings and Grounds, Principals, District Library Media Specialist, teacher representatives, Community Education director, support staff inclusive of Oneida BOCES, Madison BOCES Regional Information Center, non-instructional staff, architects, engineers, parent representative and Board of Education representative. Subcommittees were used at each building level and their information was provided to the planning team. The district was able to develop a comprehensive plan which addressed learning student outcomes, infrastructure, hardware and training needs. The budget was developed as well as policies updated to address future technology needs of the district.

9/30/2014 - Smart Schools Committee Initial Meeting - review of Governor Cuomo's Smart School Plan - reviewed technology gaps and district needs assessment. Also, developed planning strategies.

11/17/2014 - Smart Schools Committee Meeting - submission of infrastructure, staff development, server, switches upgrades, instructional plan, vision and goal statements developed for committee review and acceptance.

11/18/2014 - Smart Schools Committee organizational meeting to review Smart School guidelines and to organize subcommittees to address required technology plan survey requirements.

1/19/2014 - Smart Schools Subcommittees reviewed vision statement, curriculum alignment, Professional Development Plan, Infrastructure inclusive of cabling, ethernet switch upgrades and server upgrades. Fiber options and DSL lines were discussed as well as a switch upgrade plan. Online learning was discussed as well as implementing distance learning.

Monthly District Office Technology Meetings and Building Technology committees met to further address the following:

Technology Replacement Plans - Hardware

Staff Development Training - designed to meet instructional needs and technology integration strategies, mobile device implementation, policy revisions, library media services integration, students with disability needs.

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)

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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 for the district which is causing the gap in technology is funding, infrastructure and wireless capabilities.

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Instructional Technology & Infrastructure Inventory

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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)	100Mb	1Gb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	100Mb	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).

100Mb

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

Time Warner

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

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?

30

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?

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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)	375	375
Laptops/Virtual Machine (VM)	110	110
Chromebooks	0	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	8	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	226	0
Totals:	719.00	485.00

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)?**

10

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.**

The wireless solutions are a priority and would enhance our abilities to reach all types of learners using devices that are non-traditional especially our students with disabilities. Specifically students will have access to I pads, wireless laptops for 1:1 computing, smart tables as well as Classroom Response Systems. These devices will provide for individualized instruction correlated with student's IEP's. Specific applications can be downloaded to address speech language and kinesthetic disabilities. It is critical to have wireless access to implement these technologies. Teachers will be able to assess individual student progress while all students are actively engaged in the learning.

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	0
Flat Panel Displays	5
Interactive Projectors	0
Interactive Whiteboards	8
Multi-function Printers	0
Projectors	12
Scanners	0
Other Peripherals	27
Totals:	52.00

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

Apple TV - 27

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

Yes

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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?

200

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?

No

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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	Yes
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	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.

Brain Honey

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

Microsoft Word, SmartNotebook, Microsoft Powerpoint, Type to Learn, Microsoft Publisher

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

Academic One-File, Gale Database Collection, Gale Virtual Reference, Gale Newsstand and Grolier Lands and People.

8. Does the district have a Parent Portal?

Yes

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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)

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)

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
Technology Coordinator	0.50
	0.00

E. Curriculum and Instruction

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

The district plans to install new Pervasive Wireless Solutions, replace existing Fiber between Business Office and HPE and Middle School. The district is also looking at replacing aging Smart Technologies with new interactive displays. The deployment of Light Speed positions the district to be able to handle wireless management once a new wireless system is installed in the district so students will be able to use their own wireless devices for instructional purposes with a filtered system. In addition, this will also enhance video streaming, voice over internet as well distance learning.

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.

The implementation of Smart Tables, Smart Technologies as well as Red Cat Systems, I-Pads and I-Touches allow for students with special needs to be able to meet with success in the classroom utilizing these technologies. The district has migrated toward the use of web based management systems such as STAR to progress monitor. Having strong wireless connections allows for students with special needs to access using their wireless devices. The I-Pads further address student needs for language development with a plethora of available applications through this modality to meet individual instructional needs.

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.

Student's with special needs have full access to all technologies in the district. Further technologies are specified in the IEP's in order to enhance their education. The district utilizes an inclusion model of instruction with support for each student given as stated on an IEP. Student's that need assistive technology will be given full access within the classroom as well.

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Professional Development

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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.**

Review current technical infrastructure and instructional hardware/software and design professional development that supports the current technologies within the school district.

- Provide effective professional development for teachers to develop personal technology skill sets and create individual technology toolkits for teaching and learning across content areas.
- Implement professional learning networks for teachers in order to collaborate on designing technology rich units of study, sharing technology integration best practices, and receiving peer-to-peer support as they formulate new learning opportunities.
- Engage all students in learning and in the use of technology as a learning tool to create technology rich classrooms, and implement training opportunities for students to provide support not just to other students but to teachers as well.
- Core subject teachers will be trained in a Learning Management System, BrainHoney, as authors of their own courses that include common periodic assessments for instant analytics and to drive instructional decisions within the classroom.

Training Staff and Resources

- District Technical and Instructional Support
 - District Turn-key Trainers
 - Student Support
 - Technical Training and Support, MORIC
 - Technology Integration Training and Support for Teachers, MORIC Model Schools
 - Learning Management System Training and Support, OHM BOCES
- PD Plan and Training
- Technical Training and Support
 - Instructional Training and Support
 - Summer 3-5 Day Technology Boot Camp
 - Onsite Instructional Technology Integration Specialist
 - In-class teacher and student technology support
 - Training for in-district professional learning communities
 - Support for current technologies such as SMART Notebook, iPads, Google, web tools, instructional softwares, and other emerging technologies
 - Administrative Training and Support

Implementation Needs

- Funding for training and professional development
- Time for teachers to participate in professional development to meet goals

Tentative Future Initiatives

- 1:1 iPads in grades PK-8 and Chrome in grades 9-12
- Go Paperless
- SMART Board Replacement Cycle; Interactive projectors or Apple TVs

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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
Technology Coordinator	0.50
	0.00

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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	Wi-Fi	288,784	One Time	\$1.4 Smart Schools Bond
2	Network Cabling	397,124	One Time	1.4 Smart Schools Bond
3	Servers	398,219	One Time	1.4 Smart Schools Bond
4	Broadband	265,873	One Time	1.4 Smart Schools Bond
5	Server/Network Software	50,000	Annual	1.4 Smart Schools Bond
Totals:		1,400,000.00		

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

(No Response)

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Status of Technology Initiatives and Community

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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 Funding (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.

The district website hosts management software for staff inclusive of My Learning Plan, School Tools, OASYS, Brain Honey, EnVisions Math, STAR Reading and Math which allows our staff to extend learning beyond the school day by planning, preparing resources, and progress monitoring student achievement beyond the school day. The students have access through the website to teacher website pages which are inclusive of the curriculum, podcasts, homework assignments, computer applications as well as web based instructional tools that support learning at home. Assignments can be accessed at home or at school for all our students and parents. parents have access to Brain Honey and School Tools where they can monitor attendance, grades and discipline. In the future, the district envisions the library system to be accessible by students at home and school as well as allowing for community use. This will require us to migrate to an online platform in terms of digital books and accounts. Efforts through our teacher center will be developed to address community members needs by providing technology showcase nights as well as allowing the community to access the internet. The overall goal of the district is to allow for 1:1 computing so that learning can happen outside the school walls and continue through home support with parents as critical partners.

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

Community (Checked)

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

Holland Patent Public Library, Town Halls and local businesses.

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Instructional Technology Plan Implementation

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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.**

2015-16 Review of draft plan with committee, BOE approval of plan and submission of plan to SED. Development of a financial strategic plan in conjunction with architects, engineers, BOCES and fiscal advisors. Develop Cyber Security Plan.

2016-17 Pending approval from SED development of BOE policies, installation of equipment and training of staff. Development of training plan including professional development.

2017-18 Training of staff, network support meetings, parent information meetings, monitoring and evaluation of goals set forth in plan.

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Monitoring and Evaluation

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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.

In order to evaluate the instructional technology plan we will meet monthly to address needs as well as the implementation of the program and identify gaps. Plans to address gaps will be developed and addressed through teacher training and yearly budget preparation. Surveys will be developed and administered to teachers, administrators and other critical staff to solicit and evaluate the instructional technology plan. The survey results will be reviewed by the technology committee each year and changes or updates made as needed as part of our Comprehensive District Educational Plan.

The following time line will guide our evaluation process. Steps noted below will be repeated in 2016-17 and 2017-2018.

Date	Action	Desired Outcome
Oct. 2015	Surveys completed	Compile results
Nov. 2015	District Tech. meets to review survey results	Identify gaps and start and action plan
Dec.2015-May 2016	Act on Action Plan	Address gaps identified
June 2016	Re survey	Compile results

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	03/19/2014	http://web2.moboces.org/districtpolicies/?public=hollandpatent	2014
Internet Safety/Cyberbullying	04/22/2014	http://web2.moboces.org/districtpolicies/?public=hollandpatent	2014
Parents' Bill of Rights for Data Privacy and Security	08/26/2014	http://www.hpschools.org/Domain/239	2014

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

No

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?

None

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

Specific budget numbers because many items would need to be bid and we could only provide estimates of today's costs.

5. Other comments.

None

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Appendices

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Appendices

1. Upload additional documentation to support your submission

(No Response)