

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	966	35	190	210	217	311	3

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

Deborah P. Grimshaw

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

Superintendent

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

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

Our goal is for all Canajoharie students to graduate with the knowledge, practice, and habits of lifelong, self-directed learners who set and achieve challenging goals, enjoy learning and sharing their learning, and know how to solve learning and real-life problems with a wide range of academic, practical, communication, and personal skills; who respect themselves and others, can follow as well as lead, and understand their civic rights and responsibilities at every level of society; who are prepared to be competent and reliable members of the future workforce: experienced, capable, adaptable to the demands of change.

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

Technology use in instruction at Canajoharie is focused on supporting student learning in the post information age. Technology is a powerful instructional tool that when used strategically, provides a personalized and collaborative learning environment that helps all students become productive adults.

The world of our students is a world that we cannot totally envision. Their jobs are not yet created. The pace of learning and change in their world requires their learning environment and access to materials to be flexible and mobile. Every physical location in the school should have the capacity to be connected learning environment for students to do individual or collaborative work.

Goals of the district technology plan are 1. to equip classrooms and teachers with instructional technology to support student learning and personalized learning (e.g. laptops, iPads, interactive white boards) 2. to create collaborative learning spaces for students to use mobile devices to work together to complete learning projects 3. to provide professional development for staff and students on the use of interactive whiteboards, mobile computing, use of technology for collaborative work, personalized learning and digital citizenship 4. to expand the current wireless network to include wifi on school busses. 5. to build internal capacity to support instructional technology and to evaluate the current efficacy of technology support within the district. 6. to implement a distance learning classroom at the high school level to expand course selection to students.

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.

As stated in the 2015 Technology plan the three year goals of the district technology plan are:

1. to equip classrooms and teachers with instructional technology to support student learning and personalized learning (e.g. laptops, iPads, interactive white boards) UPDATE: 4 additional whiteboards, 10 additional ipads and 61 replacement laptops were purchased this year. Additionally, all 3 computer labs were upgraded with new laptops, an additional 100 computers.

2. to create collaborative learning spaces for students to use mobile devices to work together to complete learning projects UPDATE: The middle school computer lab was transformed into a collaboration space, the high school library created a modified maker/collaboration space and the East Hill is in the beginning stages of creating a collaboration space in their library.

3. to provide professional development for staff and students on the use of interactive whiteboards, mobile computing, use of technology for collaborative work, personalized learning and digital citizenship UPDATE: A teacher interested in technology had two periods a day to support instructional technology integration. Teachers were provided with hands on and resource support.

4. to expand the current wireless network to include wifi on school busses UPDATE: This implementation is scheduled for a later time .

5. to build internal capacity to support instructional technology and to evaluate the current efficacy of technology support within the district. UPDATE: See #3

6. to implement a distance learning classroom at the high school level to expand course selection to students. UPDATE: Using district funds the district purchased a mobile video conference unit. It was used 2 times. We are reevaluating strategies to encourage use before a total DL classroom build out.

The planning process for this year was embedded into our faculty and team/department meetings at each of the buildings. Faculty meetings where technology was discussed were held in October (6,13,20), January (5,12,19), and March (1,8,15). The participants were the faculty in each building along with the principals. The discussion focused on the use of technology, identification of what was working and what was not. The primary areas for technology continue to be: increased numbers of devices, use of personal devices by students, teacher professional development support to use technology as an instructional tool, use of technology applications for collaboration - such as Google Apps for Education.

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

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.

Device gap: We have updated all stationary lab spaces. Are working to provide additional computers closer to classrooms.

Professional Development gap: Technology professional development is provided with the best support we can find; however available resources are a challenge in our area. We are working to build our own capacity.

Staffing: We are building our own capacity for instructional technology support.

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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?

NERIC

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 Gpbs or Mbps
Minimum Capacity	<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
Maximum Capacity	<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	<input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" 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 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 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

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)	64	64
Laptops/Virtual Machine (VM)	90	90
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	0	0
Tablets less than nine (9) inches without access to an external keyboard	30	30
Tablets nine (9) inches or greater without access to an external keyboard	0	0
Totals:	184	184

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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)?

31

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.

Professional development and instructional technology support. Increased use of iPads and introduction of the use of learning management software such as Schoology.

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

	Number of devices in use
Document Cameras	22
Flat Panel Displays	0
Interactive Projectors	0
Interactive Whiteboards	3
Multi-function Printers	3
Projectors	12
Scanners	0
Other Peripherals	1
Totals:	41

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

Portable video conference unit - quantity 1

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?

75

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

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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	Yes
Mac OS 10 or later	Yes
Windows XP	Yes
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."**

N/A

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.**

EdModo

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

Smartnotebook
Lexia
iReady
Google Docs
NoodleTools

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Software and IT Support

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

Ebsco
Proquest
Gale Cengage
Ancestry
e-Library

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).

(No Response)

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
Network Technician	0.80
Computer Technician	1.00
	1.80

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Curriculum and Instruction

E. Curriculum and Instruction

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

Our current plans are to increase the number of devices available to students and to increase web based applications such as Google Docs, Schoology or other learning platform systems. We recently purchased the upgrade to Smartnotebook software and beginning next year will provide high school students with Gmail accounts to support Google Apps for Education.

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.

All school districts are required by federal law to make all materials accessible to students with disabilities. Our students with disabilities have access to all district devices. In addition, the special education department has additional iPads available for student use. Our HS testing center includes Kurzweil reading and dictation software. Our HS library has audiobooks available to all students, including students with disabilities.

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.

Using UDL principles for instructional design, and technology as a learning tool, students with disabilities have the same access to technology and applications as all other students. Students who require specialized assistive technology, have that support as indicated in their IEP's.

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).

Our ENL students have access to the same technology resources as all other students. Students receiving ENL services have access to the technology and application tools that all students have to support the curriculum.

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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.

TOPIC	AUDIENCE	METHOD OF DELIVERY
Google Apps for Educators	K-12 Teachers	In house trainer Peer to Peer
iReady	K-5 Teachers	NERIC trainers Peer to Peer
Smartnotebook software	K-12 Teachers	Vendor Consultant
Learning in the Digital Environment	K-12 Teachers	Consultant In house trainer
Learning management system such as Schoology	Selected K-12 Teachers	Consultant In house trainer
Maker Spaces	Selected K-12 Teachers	Consultant In house trainer
Digital Citizenship	K-12 Teachers	In house trainer

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
Teacher	0.10
	0.10

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Technology Investment Plan

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.

	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1.	Wi-Fi	45,000	Annual	<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 <input type="checkbox"/> Other
2.	VOIP	100,000	Annual	<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 type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
3.	Interactive Displays/Projectors/Whiteboards	25,000	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.	Professional Development	5,000	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 checked="" type="checkbox"/> Other
5.	Laptops	150,000	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

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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:		325,000		

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

The Other category for funding for Professional Development is: Grant money, specifically NCLB Title IIA

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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.

In order to build capacity for use of technology, our plan calls for increased purchase of computer carts with laptop computers. These carts will be strategically assigned to a grade level or team for use.
 In the near future, we will look to invest in WiFi on our school busses, providing an opportunity for students to have access to the internet during their bus ride.

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
 Local business

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Instructional Technology Plan Implementation

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.**

Milestone	Timeline	Status
Interactive white board	3 additional boards installed in the district with appropriate training	Completed
Portable video conference unit	Team was trained. Used twice during 2015-2016 school year	It is available for use; need to advertise more and increase usage.
Additional computer access	Purchased additional carts for MS and HS Replace lab computers through the district	Completed
Professional Development	Some completed per Section F	In progress; not completed
WiFi on Busses	Not started	Not started

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Monitoring and Evaluation

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 strategies that the district will use is to convene the technology committee two times per year to review the acquisition and use of technology throughout the district.
 The district's PD plan will include technology integration professional development.

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

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	http://www.canajoharieschools.org/District_PDFs/AcceptableUseofTechnology.pdf	2014
Internet Safety/Cyberbullying*	http://www.canajoharieschools.org/District_PDFs/InternetSafety-ContentFiltering.pdf	2012
Parents' Bill of Rights for Data Privacy and Security	http://www.canajoharieschools.org/ParentResources/Data_Privacy.cfm	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?**

None

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

None

5. **Other comments.**

None

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Appendices

Appendices

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

(No Response)