

Instructional Technology Plan - Annually - 2015

LEA Information

A. LEA Information

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

579

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

	Enrollment
Grades K-2	142
Grades 3-5	132
Grades 6-8	129
Grades 9-12	139

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

Patrick Farrand

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.

Principal

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Instructional Technology Vision and Goals

B. Instructional Technology Vision and Goals

1. **Please provide the district mission statement.**

Lisbon Central School Mission Statement

The mission of the Lisbon Central School is to be a resource for ensuring the academic, cultural, and social development of community members.

Our school provides an environment which is secure, stimulating, and nurturing. The curriculum provides the prerequisite skills for a successful personal and professional career, delivered by a staff committed to caring and excellence. Our result is productive members of society who are able to maximize their potential in an ever-changing world.

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

Lisbon Central School District

Instructional Technology Goals and Objectives

- To promote digital citizenship and skills that will allow our students and staff to function effectively in our democratic society as well as in a global economy.
- To assist students and staff in developing a desire for lifelong learning by integrating technology into all curricular areas.
- To assist students in acquiring information literacy skills and knowledge necessary to research, interpret, and evaluate sources both collaboratively and independently.
- To develop the capacity for our district to serve the wider community by providing access to technology and continuing education.
- To support the staff in using technology applications to promote inquiry based learning.
- To ensure every student has access to an up-to-date electronic device in order to enhance their ability to communicate and be an effective learner.
- To ensure the district has the capacity to administer online assessments.
- To provide effective assistive technology to students with special needs in order to maximize their learning opportunities in school.

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Instructional Technology Vision and Goals

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.

We have met several times as a technology committee in order to develop our instructional technology plan. The member of the committee are as follows:

- Erin E. Woods- Superintendent of Schools, K-4 Principal/Parent
- Pat Farrand5-12 Principal/Parent
- Wendy WhiteBusiness Manager
- Staci VaughnCPSE/CSE Chairperson/School Psychologist
- Chip StemplesSupervisor of Buildings and Grounds/Parent
- Rachel LivingstonLibrarian
- Lynda HooperBusiness Education Teacher
- Julie RexfordEnglish Teacher
- Sheila FeldtFirst Grade Teacher
- Glenn RobertsInstrumental Music Teacher
- Jill FarrandElementary Teacher/Administrative Intern/Parent
- Dicky MarcellusTeacher Assistant

The following table lists the meeting that were held and their outcomes:

Technology Plan Development Meetings

Date:	Purpose:	Participants:	Outcome:
September 2014	Organizational Meeting	Tech Team	Instructional technology survey
December 2014	Learn about Google Applications	Tech Team	Gained knowledge and best practices in utilizing Google Applications in the classroom
June 5, 2015	Technology Plan Meeting	Tech Team	Revised current Technology Plan

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

4a. Please specify if "Other" was selected in question four.

Funding

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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.

- Funding
- Living in a rural locale
- Access to training

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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)	40 Mb	40 Mb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	40 Mb	40 Mb
Bandwidth: Connections WITHIN school buildings (LAN)	40 Mb	40 Mb

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

40 Mb

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

NERIC

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	<input type="checkbox"/> Available <input type="checkbox"/> In Use
802.11b	<input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> In Use
802.11g	<input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> In Use
802.11n	<input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> In Use
802.11ac	<input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> In Use
802.11ad	<input type="checkbox"/> Available <input type="checkbox"/> In Use
802.11af	<input type="checkbox"/> Available <input type="checkbox"/> In Use

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?

100

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?

1 Gb

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Instructional Technology & Infrastructure Inventory

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)	96	96
Laptops/Virtual Machine (VM)	31	31
Chromebooks	75	75
Tablets less than nine (9) inches with access to an external keyboard	59	59
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	0	0
Tablets nine (9) inches or greater without access to an external keyboard	0	0
Totals:	261.00	261.00

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)?**

28

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.**

DragonSpeak Software, iPads, Dragon-Writer Software, Chromebooks, e-Readers

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	102
Interactive Projectors	0
Interactive Whiteboards	0
Multi-function Printers	0
Projectors	2
Scanners	0
Other Peripherals	0
Totals:	104.00

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?**

Yes

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

No

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Instructional Technology & Infrastructure Inventory

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

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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	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	Yes
Android	No
Other	No

2. Please provide the name of the operating system if the response to question one included "Other."

(No Response)

3. What are the web browsers, both available and supported, for use in the district?

	Web Browsers available and supported for use
Internet Explorer 7	Yes
Internet Explorer 8	Yes
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.

SchoolTool

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

1. SMART Notebook, MS Office, Renaissance Learning, First in Math, Schoology

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

Worldbook Online, PebbleGo, ABC CLIO Database, Gale Virtual Reference Library, Tumblebooks

8. Does the district have a Parent Portal?

Yes

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Software and IT Support

8a. Check all that apply to your 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).

Other was not selected

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

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
Kristen Grant	0.20
Vinu Nair	0.40
	0.60

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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?

1. Improving Technology and Learning

1. Students will apply existing knowledge to generate new ideas and create original works as a means of personal or group expression.

1. In order to promote a cultural understanding and global awareness, students will interact, collaborate, and publish with peers utilizing a variety of digital environments and media.

1. In inquiry based projects, students will plan, locate, organize, analyze, evaluate, process and report information.

1. To foster critical thinking and problem solving abilities, students will utilize diverse technology to independently identify information to use in sound decision making.

1. To demonstrate personal responsibility, students will exercise honorable digital citizenship; practicing safe, legal, and ethical use of technology.

1. Students will use a variety of technology equipment; being able to troubleshoot systems and applications. Students will utilize current knowledge and apply it to ever-changing technological advancement.

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.

Increasing technology for students to have access to iPads in the classroom, audiobooks, increasing use of apps such as Dragonspeak.

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.

CCTV Device, BookShare

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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.

Professional Development

Topic:	Audience:	Method Of Delivery:
Google Camp	Teachers/Admin	Workshop
Technology Summer Camp	Teachers	Workshop
Model Schools Training https://www.mylearningplan.com/webreg/catalog.asp?H=1&D=12366	Teachers/Administrators	Workshop
One-to-One Chromebooks	Teachers	Workshop
Staff Day Trainings	Teachers	In-service
Faculty Meetings	Teachers	In-service

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
Rachel Livingston	1.00
Lynda Hooper	1.00
	2.00

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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	Network Cabling	150,000	One Time	SMART Schools Bond
2	Wi-Fi	150,000	One Time	SMART Schools Bond
3	Server/Network Software	50,000	One Time	SMART Schools Bond
4	Staffing	55,000	Annual	BOCES Aide
5	Other	200,000	One Time	SMART Schools Bond
Totals:		605,000.00		

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

Chromebooks will be purchased

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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

1a. Please specify if response to question one was other.

Capital Building Project

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.

- Continue FROGS reading nights
- Student Safety
- Internet safety presentation to students
- Cyber safety presentation to community members and students
- Operation Safe Child
- Assign laptops/tablets for students and staff to take home
- Enhancing the literacy of adults through the use of technology

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

- School
- Home
- Community
- None

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

Public Library

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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.

Time Frame:	Actions:	Desired Outcomes:
2015-2016 School Year	Complete revised technology plan, Continue PD for teachers in regards to use of one-to-one Chromebooks in the classroom, Continue to meet as a technology committee to monitor effectiveness of plan and make next steps	Establish a strategic plan for technology for the next three years, Teachers and students will become more familiar with the use of Chromebooks in the classroom
2016-2017 School Year	Roll out digital citizenship for students formally, inform community of technology implementation and digital citizenship, continuing classroom integration of technology, identify technology centers within school, continue PD for teachers and staff	Students will be informed of their rights and responsibilities regarding technology at school and in their lives. The community will be informed of our technology plans in order to develop and understanding of the initiatives at school.
2017-2018 School Year	Continue 16-17 activities, showcase technology implementation to community, expand implementation and availability of technology and evaluate outcomes and future needs and usage	Technology will be at the forefront of all school activities, with the community being well aware of how it is being used in school. More technology will be available to students and teachers in the district as more people are trained.

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Monitoring and Evaluation

J.Monitoring and Evaluation

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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.**

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Monitoring and Evaluation

1. Plans for Twice Yearly Evaluation of Plan- Team meetings and staff surveys

What is to be evaluated?	When (dates)	Who is responsible?	Description of the process
Infrastructure: Hardware, Software, Networks	July Annual	Administration, Computer Coordinator, Computer Technicians	Update inventory and review trends in work order requests
Personnel	December Annual	Administration, Computer Coordinator	Review possible need for changes in staffing based on demonstrated need.
Professional Development	Annual	Administration, Computer Coordinator, Technology Committee	Maintain a table of participation in types of professional development by faculty and staff as recommended by ISTE or indicated in your Technology Staff Development Plan Implementation of ISTE standards Observe uses of word processing, spreadsheet, database desktop editing, hypertext, internet-based lesson design, email etc. for instructional and administrative purposes Request and review individual self-directed education plan for professional growth using technology for each faculty and staff member.
District Administrative Applications	Annual	Administration	Degree of integration of student databases Degree to which appropriate personnel can access data for analysis Degree to which data can be converted directly into necessary reports
Educational Technology Standards for Students	Annual	Computer Coordinator Technology Committee	What computer technology applications are being used in any course? How do we know all students have achieved the standards stated? What computer technology applications are available as electives? Is appropriate (to be described) computer technology used in all classrooms (where appropriate)? Request from faculty list of technological skills required from their students over the past year. Survey faculty and staff needs for continued integration.
Budget	Annual	Administration, Business Manager,	Ensure placement of proposed

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Monitoring and Evaluation

Computer Coordinator	<p>technology purchases in the yearly budget including addition of line item to provide for upgrade and replacement on a yearly rotational basis.</p> <p>Evaluate need for additional line to cover consumables.</p>
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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	(No Response)	http://lisboncs.schoolwires.com/Page/1423	2012
Internet Safety/Cyberbullying	09/02/2015	http://lisboncs.schoolwires.com/Page/859	2012
Parents' Bill of Rights for Data Privacy and Security	(No Response)	NA	2015

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

No

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Survey Feedback

K. Survey Feedback

Thank you for submitting your district's instructional technology plan (ITP) survey via the online collection tool. We appreciate the time and effort you have spent completing the ITP survey. Please answer the following questions to assist us in making ongoing improvements to the online survey tool.

1. **Was the survey clear and easy to use**

Yes

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

Yes

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

(No Response)

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

(No Response)

5. **Other comments.**

(No Response)

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Appendices

Appendices

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

(No Response)