

KENMORE-TONAWANDA UFSD

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?

7,177

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

	Enrollment
Grades K-2	1,519
Grades 3-5	1,515
Grades 6-8	1,657
Grades 9-12	2,235

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

David King

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

Director of Technology

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.**

We educate, prepare and inspire all students to achieve their highest potential.

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

Summary: The ever-changing world of the new millennium has altered the mission of schools and the context in which they work. We now abide in a technology and media-driven world where children have access to an abundance of information, are exposed to rapid changes in technology and have the ability to collaborate. While basic skills remain the cornerstone of essential learning, students must learn “how to learn” to be a successful 21st century learner. Technology holds the key to success for the students of this media enhanced information age, as the jobs our students will be recruited for have not even been created yet. This plan recognizes that technology is a vital component in preparing our students to compete in a global economy; to succeed in a world with new technologies, global communication, social networking and accelerated growth of knowledge. Our action plan is the district’s response to meeting this need. In changing the culture of instruction, we will be preparing students for their future.

VISION: Create and sustain a Professional Learning Community that embraces the ISTE standards. The District prepares students by providing them with opportunities to be successful academically, to be ready for careers in a global economy and to be contributing members of society. Our goal is to develop students who are motivated to pursue learning throughout their lives. Technology can provide productivity and efficiency in communication, budget preparation, facility operations, management, data analysis, and in the assessment process. We will train our staff in developing the skills needed to effectively utilize the district’s technology tools with confidence. We will integrate technology into all aspects of our organization in order to support a collaborative learning and administrative environment.

GOAL1: IMPROVE STUDENT LEARNING, CRITICAL THINKING SKILLS & CREATIVITY

Students, teachers, staff, and administrators, will be able to:

- identify, demonstrate knowledge and skills, create and share technology across curriculum and disciplines
- create, access, select, retrieve and record information in an organized, analytical fashion and continue to use cutting edge technology
- utilize current and emerging technology to improve student achievement on Common Core Learning Standards and NETS

GOAL2: PROFESSIONAL GROWTH AND LEADERSHIP

The district will:

- enhance the Professional Development Plan in concert with state and local regulations to support teacher and administrative use of technology
- provide appropriate professional development to all staff, to improve student learning and engagement
- support teachers as they integrate technology into the classroom

GOAL3: PROMOTE AND MODEL DIGITAL CITIZENSHIP AND RESPONSIBILITY

Students, teachers, staff, and administrators will

- be aware of important issues of a technology based society and will exhibit ethical behavior in the use of information and technology
- be able to share knowledge ethically and productively

GOAL4: EFFECTIVE AND EFFICIENT TECHNICAL SUPPORT OPERATIONS

The district will:

- improve, enhance and maintain the District wide area network to increase network efficiency and coverage
- provide high quality technical support to all staff
- enhance web based technologies for data management and communication
- utilize technology to support organizational and administrative efficiency
- continue to improve hardware and software acquisition guideline

- 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.**

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The District has held and will continue to hold meetings with the Elementary, Secondary Technology Committees, which are comprised of Teachers, Librarians, Technology Directors, Administrators, and Curriculum Learning Specialists, to review District needs. These needs include equipment / software replacements and updates, professional development, technology integration, curriculum alignment, and development of District initiatives. The plan was then finalized with the District Technology Committee, which is composed of Parents, Teachers, Board of Education, Administration, Staff Development Director, and Community Business members.

The outcome of these meetings allow the District to continuously align the Instructional Technology Plan with curriculum needs.

The Following meetings were held in 2014-2015:

District Technology Committee Meetings

Participants: District, Community and Business Representatives

Mtg Date	Purpose
9/25/2014	Explore Cloud Computing; Compare Google/Microsoft
12/3/2014	Google Transition Discussion; Tech Fluency; Identify Cap Project Goals
2/5/2015	Google Migration; 1:1 Initiative Accessibility and Infrastructure
4/30/2015	1:1 Initiative Work; Transformative Classrooms with LMS and Espark

Technician Meetings

Participants: Technology Coordinators, Technicians, Technology Director

Mtg Date	Purpose
10/25/2015	Infrastructure Needs; Capital Project
1/22/2015	Google Updates; Google Migration
5/26/2015	iPad 1:1 Initiative; Wireless Infrastructure

Teacher/Administrative Technology Meetings (Elementary/Secondary)

Participants: Building Teacher Tech Liaisons, Building Principal Representatives

SECONDARY:

Mtg Dates	Purpose
10/2/2014	Explore new District Technology Changes and Initiatives
12/4/2014	Transition to Google
2/12/2015	Software and Hardware Discussion
5/7/2015	District Technology Goals; 1:1 Initiative;

District Tech Plan

ELEMENTARY:

1/26/15	iPad 1: initiative, VOIP Phones, Keyboarding Software Trial
2/23/15	Keyboarding Trial results; Elementary Wireless Discussion
3/30/15	iPadRollout; Espark demonstration and discussion
5/15/15	District Tech Plan; PARCC Assessment; Student Login Changes

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)

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 gaps are a result of a change in priority and leadership with respect to technology. Prior to this plan, funding had been diverted away from technology into other essential District areas. We now find ourself facing the following challenges:

- Funding for infrastructure, professional development, staffing (integrators) and devices
- Time for Staff Professional Development
- Curriculum Alignment with Technology that would result in modification of instruction to meet the needs of every learner

C. Technology and Infrastructure Inventory

1. **What is the available network broadband bandwidth? Please express speed in Mb (Megabits) or Gb (Gigabits). ***

	Minimum Capacity (Expressed in Mb or Gb)	Maximum Capacity (Expressed in Mb or Gb)
Network Bandwidth: Incoming connection TO district schools (WAN)	1Gb	1Gb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	1Gb	1Gb
Bandwidth: Connections WITHIN school buildings (LAN)	1Gb	1Gb

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

1Gb

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

WNYRIC/Erie 1 BOCES

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	In Use (Checked)
802.11b	In Use (Checked)
802.11g	In Use (Checked)
802.11n	In Use (Checked)
802.11ac	Available (Checked)
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?**

95

6. **Does the district use a wireless controller?**

Yes

7. **What is the port speed of the switches that are less than five years old in use in the district?**

1GB

8. **How many computing devices less than five years old are in use in the district?**

	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers/Virtual Machine (VM)	2,404	2,404
Laptops/Virtual Machine (VM)	1,744	1,744
Chromebooks	0	0
Tablets less than nine (9) inches with access to an external keyboard	99	99
Tablets nine (9) inches or greater with access to an external keyboard	639	639
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	113	113
Totals:	4,999.00	4,999.00

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)?**

29

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.**

Our current wireless coverage capacity does not allow for all students to have access concurrently. Having 1 access point/classroom would allow for all students to learn interactively.

Specifically for students with disabilities, this would enable:

- amplification and individualized audio capability
- differentiated instruction through apps and devices
- electronic textbooks with read aloud capabilities

Additionally funding and planning for a comprehensive assistive technology needs assessment is vital for our most challenged students.

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	399
Flat Panel Displays	3
Interactive Projectors	0
Interactive Whiteboards	103
Multi-function Printers	61
Projectors	895
Scanners	5
Other Peripherals	10
Totals:	1,476.00

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

Interactive flat panels - Sharp Aqua 70" displays

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Instructional Technology & Infrastructure Inventory

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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

14a. On an average school day, approximately how many student devices access the district's network?

(No Response)

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?

Yes

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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	No
Mac OS 10 or later	Yes
Windows XP	No
Windows 7.0	Yes
Windows 8.0 or greater	No
Apple iOS 7 or greater	Yes
Chrome OS	No
Android	No
Other	No

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

(No Response)

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

	Web Browsers available and supported for use
Internet Explorer 7	No
Internet Explorer 8	No
Internet Explorer 9 or greater	Yes
Mozilla Firefox	Yes
Google Chrome	Yes
Safari (Apple)	Yes
Other	No

4. **Please provide the name of the web browser if the response to question three included "Other."**

(No Response)

5. **Please provide the name of the learning management system (LMS) most commonly used in the district.**

None, investigating.

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

Microsoft Office, Google Apps, Castle learning, FASTT math, American Reading

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

High Schools: Gale Student Resources in Context, Gale U.S. & World History in Context Middle Schools: Gale Student Resources Junior and SIRS Discoverer Elementary: PebbleGo All schools: World Book Online Encyclopedia

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

Yes

8a. Check all that apply to your Parent Portal if the response to question eight is "Yes."

- Attendance (Checked)
- Homework (Checked)
- Student Schedules (Checked)
- Grade Reporting (Checked)
- Transcripts (Checked)
- Other (Checked)

8b. If 'other' was selected in question eight (a), please specify the other feature(s).

Rapid Response Preferences

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

- Emergency Broadcast System (Checked)
- Website (Checked)
- Facebook (Checked)

9a. Please specify if the response to question nine was "Other".

(No Response)

10. Please list title and FTE count (as of survey submission date) of all staff whose primary responsibility is technical support.

Title	Number of Current FTEs
Senior Technician	1.00
Micro Computer technican	8.00
Secretary / Help desk	1.00
Director of Technology	1.00
Technology Coordinators	2.00
	13.00

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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?

Teachers will use technology to:

- differentiate instruction to ensure students master 21st century skills and become life-long learners
- utilize developmentally appropriate software aligned with CCLS
- support the teaching & learning process to prepare our students for their future
- demonstrate a sound understanding of technology operation and concepts
- facilitate a variety of assessment and evaluation strategies
- create meaningful and collaborative CCLS units across the curriculum
- enhance student engagement

Students will use technology to:

- complete performance based, collaborative learning projects
- collect, process, manipulate and validate information
- demonstrate understanding of CCLS
- engage in self-paced learning environment

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 Kenmore-Tonawanda School District recognizes assistive technology as any device or piece of equipment used to maintain or improve a person with a disability's functional capabilities. To ensure equitable access to instruction, materials and assessments, students with disabilities, the Technology Services Department has established a communication network with align the technology Department with the Committee on Special Education. Following teacher analysis of student progress, and collection of data, the CSE chairperson consults with appropriate staff to determine technology needs based on the individual child. Individualized Education Plans are written to ensure inclusive education, not based on cost or availability of equipment, technology or staffing. Annually, the Director of Special Education and Director of Technology review individual plans, assistive technology and increased efforts to meet differentiated student need.

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.

To ensure that students with disabilities that are either in the public school setting or have been placed in nonpublic schools have access to and participate in the general curriculum, the Kenmore-Tonawanda CSE chairperson will consult with the District Director of Tecnology to ascertain whether current technology is in the District's inventory and if that technology will address the needs of the student. If the technology is not readily available, the district will research and, if possible, obtain samples or demos to potential technology to purchase. If possible the student will try the technology first-hand. If the technology addresses the needs of the student the district will purchase it.

The district's most relevant initiatives that these technologies can support are increasing co-teaching and the inclusion of special education students in the general education classroom, the implementation of Response to Intervention (RTI), and supporting our . Whether access to FM Systems, Screen REaders, Word Processors or Electronic Textbooks, the Assistive technology provides: multiple means of representing information and knowledge, 2) multiple means of demonstrating knowledge, and 3) multiple means of engagement.

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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.**

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Instructional Technology Plan - Annually - 2015

Professional Development

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Goal 1: Improve student learning, critical thinking skills & creativity. Teachers will use technology to differentiate instruction to ensure students master 21st century skills.

Actions needed	Staff Development	Person(s) Responsible	Date each action will be Completed	Indication of Success
Identify (literacy), demonstrate knowledge and skills (application), create (presentation) and share technology across curriculum				
Continue to access, retrieve and record information in an organized, analytical fashion utilizing cutting edge technology	Classroom Instruction Staff Development Classes Online Administrative Course	Staff Development Center BOCES Tech Integrators (FTEs) Instructors through CSLO	June 30, 2016 June 30, 2017 June 30, 2018	Projects will align with common core and NY State Standards Teachers and students will demonstrate proper use of technology Administrators will complete online assessments
Teachers, staff, administrators, and students will utilize current and emerging technology to improve student achievement on Common Core Learning Standards, including a Student Management System and 1:1 BYOD Technology				

Goal 2: Professional Growth and Leadership. To support life-long learning, the district will provide Professional Development opportunities for the members of our learning community designed to promote Digital Citizenship, increasing utilization of technology across the curriculum

Continue to enhance the Professional Development Plan in concert with state and local regulations to provide opportunities for teachers, staff and administrators to expand their knowledge and application of technology to meet the needs of all learners	Staff Development Classes	Staff Development Center	June 30, 2016 June 30, 2017 June 30, 2018	Course selection will be expanded and online courses offered
Provide appropriate professional development to all staff, based on needs				
Teachers model and implement 1:1 technology and flipped experiences into classroom curriculum				

Goal 3: Promote and Model Digital Citizenship and Responsibility. Technology Team will support "Digital Citizenship" by providing awareness resources and ensuring they have the skills needed for appropriate, responsible, legal, ethical and safe behavior

Gain advanced technology skills for success in college	Ongoing instruction for	District Technology Committee	June 30, 2016	Survey graduate students
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Professional Development

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and career				
Be aware of important issues of a technology based society and will exhibit ethical behavior in the use of information and technology	Digital Citizenship	Teachers Administrators	June 30, 2017	Use tools such as Turnitin
Be able to share knowledge ethically and productively				
Goal 4: Effective and Efficient Technical Support Operations. Technology Department will provide the district with technical support of current resources and guide the decision making process for future acquisitions.				
Improve, enhance and maintain the District WAN to increase network efficiency and coverage	BOCES ongoing training of technicians	BOCES	June 30, 2016	Minimum downtime and monitoring and updating equipment
Provide high quality technical support to all staff	Training of IT	IT	June 30, 2017	Decrease response time of building techs and increase availability of online help
Enhance web-based technologies for data management and communication	Training on Que-System Schoolwires	BOCES	June 30, 2017 June 30, 2107	Improved usage of Que System and increased percentage of teachers using schoolwires
Utilize technology to support organizational and administrative efficiency	Training of staff in Wincap, Infinite Campus, Que, Kronos	BOCES HR Staff Development Center	June 30, 2018	Users moving from basic to advanced
Committee will continue to improve hardware and software acquisition	District Tech Committee Meetings	District Tech Committee		Purchases aligned with district needs

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
Director of Technology	1.00
Tech Integrators	2.00
Technology Coordinators	2.00
	5.00

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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	Network Cabling	843,000	One Time	Capital Project, District
2	Wi-Fi	1,413,400	One Time	Capital Project, Boces
3	Tablets	600,000	Annual	Boces IPA; Smartbond; Erate, State Aided Hardware
4	Professional Development	835,000	Annual	funding source not identified yet
5	Instructional Software	220,000	Annual	State Aided Software; Boces; District funds
Totals:		3,911,400.00		

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 District Enrollment (Checked)
Changes in Staffing (Checked)
Changes in Funding (Checked)
Technology Plan Implementation (Checked)
Computer-based Testing (Checked)
Developments in Technology (Checked)

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

(No Response)

2. **In this section, please describe how the district plans to increase student and teacher access to technology, in school, at home, and in the community.**

We have a plan in place to install an access point in each classroom as well as coverage in common spaces such as auditoriums, Gyms, fields. We are implementing a 1:1 initiative starting in our elementary buildings and expanding through secondary.

We understand that not every student has Internet access outside of School. Our investigation of potential solutions include:

- WiFi access from local business, libraries and municipal entities
- Extended school hours
- Preload devices with content and assignments before students leave the District
- Low cost solutions from carriers for students in need
- Outdoor WiFi access at school buildings

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

School (Checked)
Home (Checked)
Community (Checked)

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

Kenmore Library, Sheridan Community Center, Belmont YMCA, local business such as Tim Hortons, Panera, etc.

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.**

The District will be convening monthly Elementary, Secondary and district-wide Tech Committee Meetings throughout the school year which will evaluate the progress and implementation of the initiatives. In addition, internal surveys (for teachers, staff, students) and external surveys (for parents and community) will be used to evaluate the effectiveness of the program. These will take place at the start and finish of the school year for comparison. The surveys will be used along with student achievement scores to create a data driven technology environment.

Date	Action	Outcomes
Fall (Annually)	Staff, Student Survey	Identify Technology needs and successes
Fall (Annually)	American Reading Pre-Test	Identify Student ELA needs and goals
Fall (Annually)	E-Spark Pre-Testing	Identify Student Reading Levels, Standards needs
spring (Annually)	American Reading Post-Testing	Assess student growth
Spring (Annually)	E-Spark Post-Testing	Assess student reading growth using apps
Spring (Annually)	Staff, Student Survey	Comparison with Fall 2015 data to identify areas of growth, need and make data driven decisions.
Spring (Annually)	Technology Planning Retreat	Compile Data Analyze and refine mission and vision
Bi-Annually	Board Meeting	Update BOE, obtain feedback, communicate goals
Annually	District Technology Plan Review	Review the alignment of Technology Plan with District Goals, NYS Requirements and Stakeholder feedback

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.**

The District will be convening monthly Elementary, Secondary and district-wide Tech Committee Meetings throughout the school year which will evaluate the progress and implementation of the initiatives. In addition, internal surveys (for teachers, staff, students) and external surveys (for parents and community) will be used to evaluate the effectiveness of the program. These will take place at the start and finish of the school year for comparison. The surveys will be used along with student achievement scores to create a data driven technology environment.

Date	Action	Outcomes
Fall (Annually)	Staff, Student Survey	Identify Technology needs and successes
Fall (Annually)	American Reading Pre-Test	Identify Student ELA needs and goals
Fall (Annually)	E-Spark Pre-Testing	Identify Student Reading Levels, Standards needs
spring (Annually)	American Reading Post-Testing	Assess student growth
Spring (Annually)	E-Spark Post-Testing	Assess student reading growth using apps
Spring (Annually)	Staff, Student Survey	Comparison with Fall 2015 data to identify areas of growth, need and make data driven decisions.
Spring (Annually)	Technology Planning Retreat	Compile Data Analyze and refine mission and vision
Bi-Annually	Board Meeting	Update BOE, obtain feedback, communicate goals
Annually	District Technology Plan Review	Review the alignment of Technology Plan with District Goals, NYS Requirements and Stakeholder feedback

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://www.kenton.k12.ny.us/Page/12817	2003
Internet Safety/Cyberbullying	06/09/2015	http://www.kenton.k12.ny.us/cms/lib/NY19000262/Centricity/Domain/48/Project%20SAVE%202015%20Code%20of%20Conduct%20.pdf	2015
Parents' Bill of Rights for Data Privacy and Security	(No Response)	N/A	2014

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

Yes

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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

No

1a. If response was "No", please explain.

Tables were difficult to work with, the tables do not print well. We used the built in tools and typed content with same results as cut and paste. Some content was confusing between past and present

Spellcheck seems to be missing some legitimate words

What documentation did you want to see?

- a. Web link that was required?
- b. Appendices?

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?

(No Response)

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

Policy Public Forum Dates. Is this necessary if a policy is adopted?

5. Other comments.

(No Response)

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Appendices

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Appendices

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

(No Response)