

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?**

2,060

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

	Enrollment
Grades K-2	442
Grades 3-5	450
Grades 6-8	494
Grades 9-12	674

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

[REDACTED]

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

[REDACTED]

Instructional Technology Plan - Annually - 2015Instructional Technology Vision and Goals

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

The Mission of the District is to challenge students, within a caring environment, to become confident, competent, contributing citizens with a lifetime thirst for learning.

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

The Owego Apalachin Central School District is located in the Southern Tier Region of Tioga County, New York. It is a small rural community with strong technology rich economic and educational associations. As a rural district, Owego Apalachin is not removed from large institutions of learning and other cultural and business resources. Many large industrial, retail, and distribution organizations utilizing advanced technology are located within the district or region. Thus, the need for a powerful technological component within our district is intended to bridge the gap between these valuable resources and the Owego Apalachin learning community. The over-riding vision of this plan is that technology is a powerful force in an educational environment, one that fosters the development of lifelong learning skills within an effective and diverse teaching and learning environment.

Over the last twenty years educators and community members created, revisited and revised a plan to implement the use of instructional technologies in the Owego Apalachin Central School District, based on increasing student skills in communication, information processing, and productivity. Since then, considerable work has been accomplished. Indeed, Owego Apalachin has long been recognized as a leader in the Southern Tier in educational technology. Students and staff work within a networked environment in which all classrooms and work areas are equipped with networked computers. All computers are equipped with a suite of applications available to all members of the learning community. All staff and students have network user accounts and all staff have district email accounts. From any computer in the district, network users can access files from their own dedicated space on servers and from shared drives across the district. All rooms in the district are linked through local-area network connections with direct access to the Internet.

The Owego Apalachin School District joins with communities across the nation to envision educational possibilities in the 21st Century. This plan lays out a strategy by which widespread integration will occur. While OACSD has some measure of technology available to students, there is a tremendous amount of work to be done if we are truly going to make technology tools available to all of our students in a meaningful and equitable manner. This plan takes the position that technology is a tool that can be applied broadly across the curriculum. In fact, the value of technology is its value as an integrated curriculum tool or strategy. Our goal therefore is not to teach technology solely for its own sake. Rather, as we plan strategies and integrated curriculum that addresses the New York State and National Educational Technology Standards, we will identify ways in which students and teachers will use technology as a part of their overall educational experience.

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 Instructional Technology Council serves as the instructional technology planning committee for the Owego Apalachin district. It has been in existence since 1987. It has overseen the completion of three long-term plans for technology, a K-12 scope and sequence and the complete networking of every instructional space in the district.

Each building in the district is represented on the District Instructional Technology Council. The committee uses a variety of strategies to stay in touch with the needs of the district including: faculty meetings, surveys (online and paper), conferences, and the use of study-groups (or subcommittees).

The committee is part of the larger district-wide administrative and shared decision making structures. The committee coordinates its effort in curriculum and staff development through respective Curriculum and Staff Development Committees.

Instructional Technology Plan - Annually - 2015Instructional 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 challenges that are causing the gap? If you chose "No Gap Present" in question four, please enter N/A.

Our goal is to have 1:1 iPad program implemented in grades 4 through 12 and a 2:1 program grades K through 3. Currently, grades 4th and 9th are 1:1. Financing is always a challenge in meeting this goal. In addition, we do not have adequate staff to support the professional development necessary for meeting our 1:1 goals.

Instructional Technology Plan - Annually - 2015

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)	1GB	1GB
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	1GB	10GB
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?

Broome Tioga 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	<input checked="" type="checkbox"/> Available <input type="checkbox"/> In Use
802.11b	<input checked="" type="checkbox"/> Available <input 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 type="checkbox"/> Available <input 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?

1GB to end devices, 10GB between switches

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

Instructional Technology Plan - Annually - 2015

Instructional Technology & Infrastructure Inventory

	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)	0	0
Laptops/Virtual Machine (VM)	0	0
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	0	0
Tablets nine (9) inches or greater without access to an external keyboard	0	0
Totals:	0	0

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)?

4

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.

Because we are working toward a 1:1 program, all students will gain equitable access to technology.

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

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)?

Yes

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

320

Instructional Technology Plan - Annually - 2015

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?**

Yes

Instructional Technology Plan - Annually - 2015

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	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.**

Schoology

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

Microsoft Office
 Schoology
 Notability
 WikiSpaces
 iWorks Suite

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

(No Response)

Instructional Technology Plan - Annually - 2015

Software and IT Support

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
- Homework
- Student Schedules
- Grade Reporting
- Transcripts
- Other

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

Discipline

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
Senior Network Specialist	1.00
Network Specialist	2.00
IT Field Technician	2.00
IT Admin Support	0.50
	5.50

Instructional Technology Plan - Annually - 2015Curriculum and Instruction

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

Implement a 21st Century model of teaching and learning through infrastructure, devices, and curriculum and instruction

- Create a professional development program addressing three key 21st Century teaching and learning areas:
- Awareness and Innovation
- Communication and Collaboration
- Problem Solving and Critical Thinking
- Implement a multi-platform operating system network – Windows, Mac, Linux
- Emphasize cloud-based software solutions
- Implement a centralized network operation center with a virtualized environment
- Implement virtual desktop infrastructure
- Implement a quality and efficient helpdesk system
- Develop an efficient IT personnel structure designed to meet future plans
- Implement iOS mobile devices into the network
- Focus instruction on literacy and math skills at elementary/middle school level
- Implement a management information systems structure to support data-driven decisionmaking strategies

2. Does the district's instructional technology plan address the needs of students with disabilities to ensure equitable access to instruction, materials, and assessments?

No

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?

No

Instructional Technology Plan - Annually - 2015

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.**

In order to train every teacher, in-service instruction needs to be conducted during the school day and various other times to meet the needs of all staff. This method has been effectively used for implementing other major curriculum changes (assessment, linking standards to curriculum, etc.) With appropriate professional development and technological support, all staff will work diligently to meet the following individual professional development objectives when taking in-service training:

1. Adopt District Technology Standards and Competencies into all curriculum areas
2. Use instructional software with ease
3. Demonstrate the use of technology as a research tool
4. Use technology as a tool for student assessments
5. Use assessment reports to modify instruction
6. Use technology to enhance teacher-parent communication

To help staff meet these objectives the following instructional approaches will be used:

- In-service courses
- In house Staff Development Conference half days
- Mini-workshops (Superintendent Conference Days)
- Grade level instructional training
- In-class technical support
- Peer teaching
- NYSCATE conference sessions and workshops
- Attendance at conferences
- Full day training sessions where staff members are given release time to attend

The following courses will be offered on an ongoing basis in order to insure that the technology is successfully implemented. Some of the courses will be offered on the beginner, intermediate, and advanced levels.

The courses include, but are not limited to:

- Integrating iOS devices into the curriculum
- Using and acquiring graphics (videos, photos, digital art) to create multimedia projects for classroom use
- Using the Internet to teach curriculum content and skills
- Using multimedia authoring software (iMovie, GarageBand, TouchCast, etc)
- Using library resources
- Developing and implementing web based Learning Management Systems (Schoology)
- Using specific software/hardware to develop appropriate classroom assessments
- The 21st Century Teacher – Student Driven, Data Driven

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
IT Field Technician	2.00
	2.00

Instructional Technology Plan - Annually - 2015

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	Other	750,000	One Time	Smart Schools Funds
2	Network Cabling	100,000	One Time	Smart Schools Funds
3	Servers	150,000	One Time	Smart Schools Funds
4	Servers	100,000	One Time	Smart Schools Funds
5	Tablets	200,000	One Time	Smart Schools Funds
Totals:		1,300,000		

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

Cisco Physical Security System - Cameras, Doors, etc.

Instructional Technology Plan - Annually - 2015Status 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, in school, at home, and in the community.**

The following initiatives are designed to increase student and teacher access to technology:

1. 1:1 iPad Program
2. Schoology Enterprise Version
3. eSchoolPlus
4. Virtual Desktop Infrastructure
5. Filr system for file management

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.**

Owego Library
Apalachin Library

Instructional Technology Plan - Annually - 2015

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.

Timeframe	Task	Area
January 2015	Implement 1:1 Program	4th Grade 9th Grade
Summer 2015	Equip 50% of classrooms with new classroom media centers (Apple TV with 80 inch HDTV) – Mobile Instruction Plan	OFA AES
Fall 2015	Implement 1:1 Program	4th through 6th Grade 9th and 10th Grade
Fall 2015	Implement BYOD PILOT	11th and 12th Grade
Summer 2016	Equip remaining classrooms with new classroom media centers (Apple TV with 80 inch HDTV) – Mobile Instruction Plan	OES OAMS
Summer 2016	Implement District Wide Cisco Physical Security System	OFA, OAMS, AES (OES will have system once online in January)
Fall 2016	Implement 1:1 Program	4th through 7th Grade 9th through 11th Grade
Fall 2016	Implement 2:1 Program	K through 3rd Grade
Summer 2017	Implement upgrades to Fiber, Servers for VDI, Backbone Switches	Network Operating Center
Fall 2017	Implement 1:1 Program	4th through 12th Grade

Instructional Technology Plan - Annually - 2015

Monitoring and Evaluation

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 role of assessment in the OA district's Instructional Technology Plan is to monitor our progress in the use of technology. We use a variety of approaches for this assessment including: pilot studies, surveys, skills inventories, data from instructional management software, benchmarking, mark reporting data, building level committees (and *ad hoc* focus groups), and external reviews. The following is a sampling of recent assessment strategies.

- **Data Analysis:** The district uses a wide variety of data to monitor student achievement and the corresponding impact of instructional technology. The district regularly provides courses/study groups in the use of technology to monitor student achievement. **Pilot Studies:** The district uses pilot studies to examine possible uses of instructional technology. Some recent pilot programs include: iPads in the Classroom, iMovie, Google Tools, and Formative Data collection (RTI).
- **Surveys and Inventories:** The district often uses surveys to examine particular issues related to instructional technology, to monitor progress and to provide planning feedback.
- **Benchmarking and Best Practices:** The district will on occasion benchmark other school districts with model programs. This benchmarking may be conducted using visitations, interviews, and surveys.
- **Building Level Technology Coaches and Committees:** Each building's Technology Coach serves as an important link between the classroom and the IT Department. Coaches are regularly asked to conduct needs assessments and evaluations to provide data for planning. In recent years, building committees have successfully focused on classroom design, the use of iOS devices, software/hardware selection, classroom configurations, *etc.*

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	09/04/2015	http://www.oacsd.org/Downloads/PolicyManualOA.pdf	2014
Internet Safety/Cyberbullying	08/07/2014	http://www.oacsd.org/Downloads/PolicyManualOA.pdf	2014
Parents' Bill of Rights for Data Privacy and Security	09/24/2015	http://www.oacsd.org/Downloads/PolicyManualOA.pdf	2015

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

No

Instructional Technology Plan - Annually - 2015

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)

Instructional Technology Plan - Annually - 2015

Appendices

Appendices

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

(No Response)