

# HYDE PARK CSD

## Instructional Technology Plan - Annually - 2015

LEA Information

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### A. LEA Information

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

3,704

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

	Enrollment
Grades K-2	720
Grades 3-5	759
Grades 6-8	854
Grades 9-12	1,293

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

Forrest Addor

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)

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### Instructional Technology Vision and Goals

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#### B. Instructional Technology Vision and Goals

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

The Hyde Park Central School District empowers our community to strive for excellence and embrace the opportunities of our globally connected world.

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

The technology plan helps guide the use of technology tools to enrich the learning environment for the Hyde Park Central School District. Current gaps in student performance are analyzed to identify focus areas. Overall the technology plan strives to build the technology skills of all staff and students.

District Vision Statement: We are confident, curious and courageous learners who change the world.

District Technology Vision: The Hyde Park Central School District ensures a flexible digital literacy environment that is adaptive and responsive, meeting the needs of all learners.

General District Goals:

Provide appropriate digital learning environment to improve student engagement and performance aligned with Common Core Learning Standards

Integrate the

ISTE Standards

into teaching and learning

Provide digital resources and instruments for administrators, teachers and students

Utilize and apply the

ISTE Essential Conditions

to highly integrate instructional technology throughout the school district

Specific Goals:

Goal #1: Improve literacy for all students

Goal #2: Gap reduction for students with disabilities and economically disadvantaged students

Goal #3: Improve overall math performance

Goal #4: Improve overall graduation rate

**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 planning process used to develop the instructional technology plan began with the creation of a technology planning committee. The committee membership consisted of administrators, curriculum leaders, teachers, board members, and parents.

The committee met multiple times (October 20, November 17, March 16, April 13, May 8, June 15) over the course of the year to set goals, identify instructional performance gaps, and to create a framework for increasing the use of technology to support improved instruction and student performance district-wide.

**4. Please provide the source(s) of any gap between the current level of technology and the district's stated vision and goals.**

Access Points (Checked)

Cabling (Checked)

Connectivity (Checked)

Device Gap (Checked)

Network (Checked)

Professional Development (Checked)

Staffing (Checked)

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

(No Response)

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## Instructional Technology Plan - Annually - 2015

### Instructional Technology Vision and Goals

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5. **Based upon your answer to question four, what are the top three challenges that are causing the gap? If you chose "No Gap Present" in question four, please enter N/A.**

The top three challenges that are causing the gap are internet bandwidth connectivity, quantity and quality of available technology resources, and professional development.

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## 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)	1Gbps	1Gbps
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	1Gbps	1Gbps
Bandwidth: Connections WITHIN school buildings (LAN)	100Mbps	10Gbps

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

200Mbps

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

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

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?

1Gbps

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

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## 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)	475	475
Laptops/Virtual Machine (VM)	75	75
Chromebooks	1,084	1,084
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	120	120
Tablets nine (9) inches or greater without access to an external keyboard	0	0
<b>Totals:</b>	1754.0	1754.0

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)?**

7

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.**

Funding for specialized professional development for teachers and IT staff in order to make full use of available assistive technologies.  
 Funding for a comprehensive assistive technology needs assessment, on an individual basis, for all identified students.  
 Funding for a comprehensive assistive technology management solution including professional development and tracking solution.

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	50
Flat Panel Displays	0
Interactive Projectors	50
Interactive Whiteboards	100
Multi-function Printers	10
Projectors	30
Scanners	5
Other Peripherals	0
<b>Totals:</b>	245.0

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

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## Instructional Technology Plan - Annually - 2015

Instructional Technology & Infrastructure Inventory

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

Yes

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

400

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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## 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	Yes
Windows 7.0	Yes
Windows 8.0 or greater	Yes
Apple iOS 7 or greater	Yes
Chrome OS	Yes
Android	Yes
Other	Yes

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

Linux

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	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.**

Learning.com, Google Classroom

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

Microsoft Office, Google Apps for Education, Smart Notebook, Learning.com, Fast Forward

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

1. Gale
2. ProQuest
3. World Book
4. Pebblego
5. BrainPop

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## Instructional Technology Plan - Annually - 2015

Software and IT Support

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8. Does the district have a Parent Portal?

No

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

(No Response)

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?

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
Director of Technology	1.00
Inst Tech Support Asst.	1.00
Network Specialist	1.00
Contractual Network Tech	1.00
Tech Services Secretary	1.00
	<b>5.0</b>

### E. Curriculum and Instruction

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

The district plans to use digital connectivity and technology to improve teaching and learning in the following ways (linked to district student performance gaps and ISTE standards):

1. Provide students with multiple and varied formative and summative assessments aligned with content and technology standards and use resulting data to inform learning and teaching
2. Provide instruction in technology enriched environment that enables students to become active participants in setting goals and assessing their progress over time
3. Customize and personalize learning activities to address students' diverse learning styles, working strategies, and abilities
4. Engage students in exploring real world issues and solving authentic problems
5. Use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions

**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 district's instructional technology plan includes the following structure, which defines how students will be identified and appropriate technology resources assigned:

- Improve access to technology for all who require it.
- Form committee to oversee candidates for technology resources
- Identify students/staff who require technology resources
- Students and Staff with learning or physical disabilities
- Economically disadvantaged students
- Specialized programs /resources
- ELL/504/IEP
- Other identified need
- Identify the most appropriate technology resources for the individual (with special attention paid to students with IEPs, 504 plans, and English Language Learners)
- Assistive Technology Evaluation
- Other evaluation method
- Inventory Management
- Form for parent/student/staff signature
- Technical Services secretary to create/manage inventory
- Maintenance of technology resources
- Identify communication protocol for staff/students to use when equipment malfunctions or needs updating
- Identify and clearly communicate appropriate use for technology tools
- Reference BOE Policies regarding Acceptable Use and Internet Safety

**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

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## Instructional Technology Plan - Annually - 2015

Curriculum and Instruction

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**3a. If "Yes", please provide detail.**

The district's technology plan contains provisions to provide assistive technology and/or any other technology resources for any student or staff who might require it. The following provides the basic structure for a request:

Improve access to technology for all who require it.

Form committee to oversee candidates for technology resources

Identify students/staff who require technology resources

Students and Staff with learning or physical disabilities

Economically disadvantaged students

Specialized programs /resources

ELL/504/IEP

Other identified need

Identify the most appropriate technology resources for the individual (with special attention paid to students with IEPs, 504 plans, and English Language Learners)

Assistive Technology Evaluation

Other evaluation method

Inventory Management

Form for parent/student/staff signature

Technical Services secretary to create/manage inventory

Maintenance of technology resources

Identify communication protocol for staff/students to use when equipment malfunctions or needs updating

Identify and clearly communicate appropriate use for technology tools

Reference BOE Policies regarding Acceptable Use and Internet Safety

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## Instructional Technology Plan - Annually - 2015

### Professional Development

#### F. Professional Development

- 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.**

The district will utilize administrator and teacher technology standards created by the International Society for Technology in Education to continue to enhance the technology skills of all staff. The following topics will be included in planning for future professional development scheduling (after school, embedded, during the day with substitute coverage)

Topics	Audience	Method of Delivery
Google Apps for Education – Awareness sessions	All staff	Face to Face, Internet-driven using online solution
Using Google Apps in the classroom	Administrators, Teachers	Face to Face during training sessions, Embedded in classroom
Chromebooks – Awareness Sessions	All staff	Face to Face, Self-paced using online solution
Chromebooks in the Classroom	Administrators, Teachers	Face to Face, Online solution, Vendor solutions
Google Classroom	Teachers	Face to Face, Online solution, Vendor solutions

- 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
Inst Tech Support Asst	1.00
Network Specialist	1.00
Librarians	6.00
Director of Technology	1.00
	<b>9.0</b>

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## Instructional Technology Plan - Annually - 2015

### 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	Laptops	1,500,000	One Time	District Budget, NY Smart Bond
2	Interactive Whiteboards	1,000,000	One Time	District Budget, NY Smart Bond
3	Staffing	100,000	Annual	Budget, BOCES, Grants
4	Professional Development	100,000	Annual	Budget, BOCES, Grants
5	Broadband	50,000	Annual	Budget, BOCES
<b>Totals:</b>		2750000.0		

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

(No Response)

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## Instructional Technology Plan - Annually - 2015

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 Funding (Checked)  
Technology Plan Implementation (Checked)  
Computer-based Testing (Checked)  
Developments in Technology (Checked)  
Changes in Legislation (Checked)

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

(No Response)

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

The district plans to increase student and teacher access to technology in various ways:

1. Implement 1 to 1 for all students and staff, providing all with a portable device.
2. Improve professional development opportunities for all students and staff.???? Partner with external groups to enhance professional development inside and outside of the classroom
3. Research current network connectivity inside and outside of the school buildings.??
4. Review possible partnerships with local internet providers to enhance student and staff access around community.
4. Review options for making district resources available to community, especially students, during times when schools are normally closed
5. Review and design standard layout for all classrooms to improve technology resources available to all students and staff

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

School (Checked)  
Community (Checked)

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

Public Libraries  
Local merchants  
Local government offices

#### 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.**

Fall 2015 - The school district will provide mobile devices to all Haviland Middle School staff. The 2015-2016 school year will be used to build staff capacity for using the mobile devices / Google Apps for Education through professional development. A new forum on Internet Safety/Cyber Bullying will be held for parent/student awareness.

Spring 2016 - The district will assess the level of progress made by staff at Haviland Middle School through the use of surveys and other evaluation tools. All district policies pertaining to internet safety, cyber-bullying, and use of a district device outside of the district will be reviewed and updated.

Fall 2016 - All 6th grade students at Haviland Middle School will receive mobile devices. Building staff will support the students in the use of the new devices as an integral part of the classroom. Professional Development will continue for staff and begin for students. District will employ staff and contract with outside agencies to bring in external resources.

Spring 2017 - Surveys and other data will be used to measure the effectiveness of the implementation for both students and staff. Revisions to the plan will be made and communicated to all stakeholders.

Fall 2017 - All 6th grade students at Haviland Middle School will receive mobile devices. Building staff will support the students in the use of the new devices as an integral part of the classroom. Professional Development will continue for staff and begin for students. District will employ staff and contract with outside agencies to bring in external resources.

Spring 2018 - Surveys and other data will be used to measure the effectiveness of the implementation for both students and staff. Revisions to the plan will be made and communicated to all stakeholders.

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## 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.**

Proposed strategies that the district will use at least twice a year to evaluate the effectiveness of the implementation of the district's instructional technology plan include:

1. Review of completed digital student goal forms and/or electronic reading logs
2. Electronic records of teacher/student conferences in which goals are set and progress is measured with technology
3. Observations of classrooms, both formal and informal, provide evidence of differentiated instruction in a digital learning environment based on student ability, interest and experience.
4. Observations of classrooms, both formal and informal, provide evidence of student engagement.
5. Teachers are observed using technology to enhance the use of multiple research based strategies within a single period. (Refer to Marzano).
6. Observations of classrooms, both formal and informal, provide evidence of students addressing real world issues and solving authentic problems using a variety of digital tools and resources.
7. Observations of data team meetings and meeting notes provide evidence of common formative and summative assessment data shared and analyzed by teacher teams. Experiences and assessments incorporate digital tools and resources.
8. Classroom observations, both formal and informal, provide evidence of students engaged in research, projects and problem-solving that requires critical thinking skills in a digital learning environment. Examples may include graduation thesis, research projects at various grade levels, blogs, etc. Please review the Appendice titled "2015-2016 Tech Plan Instructional Goals" for the Smart Goal statements, objectives and examples of acceptable evidence.

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)	<a href="http://hpcsd.org/district.cfm?subpage=33125">http://hpcsd.org/district.cfm?subpage=33125</a>	2009
Internet Safety/Cyberbullying	04/18/2007	<a href="http://www.boarddocs.com/ny/hpcsd/Board.nsf/Public#">http://www.boarddocs.com/ny/hpcsd/Board.nsf/Public#</a>	2009
Parents' Bill of Rights for Data Privacy and Security	(No Response)	<a href="http://www.hpcsd.org/files/filesystem/Parents%20Bill%20of%20Rights_October%202014.pdf">http://www.hpcsd.org/files/filesystem/Parents%20Bill%20of%20Rights_October%202014.pdf</a>	2014

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

No

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## Instructional Technology Plan - Annually - 2015

### 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**

Yes

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

(No Response)

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

Yes

**2a. If "No", please explain.**

(No Response)

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

(No Response)

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

Enrollment figures - We provide this information to the state anyway.

**5. Other comments.**

It would be helpful to have the guidance document connected to each of the questions on the survey instead of being a separate document.  
If tables are allowed, then the survey should include the tools to manage this.  
Why provide some formatting tools if you do not support all (missing font size, ability to clear Microsoft Word formatting, etc.)  
Copy and Paste does not seem to always work. Can not rely upon these to put information where you want it.

# HYDE PARK CSD

## Instructional Technology Plan - Annually - 2015

Appendices

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### Appendices

1. [Upload additional documentation to support your submission](#)
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