LYONS CSD
Instructional Technology Plan - Annually - 2015

A. LEA Information

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

    863

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

	Enrollment
Grades K-2	236
Grades 3-5	186
Grades 6-8	181
Grades 9-12	260

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

    Michael Pangallo

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

    Assistant Superintendent

    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.

LCSD is dedicated to the education of the total student. Together, we are committed to the development of the students' academic, emotional social, and physical well being. Our education system supports the individual student as a whole person and affords the students the opportunity to develop their potential to become productive, responsible members of society.

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

Vision: The Board of Education of the Lyons Central School District has committed itself to ensuring that each student will be:
1.   A Self Directed Learner
2.   A Critical Thinker and Problem Solver
3.   Academically Proficient
4.   A Responsible Citizen
5.   An Effective Communicator
In order to ensure that each student graduates with the information and skills needed to exist in a technologically advanced society, the Board of Education recognizes the need to integrate technology throughout students' educational experiences. The Board of Education's commitment to providing updated and accessible technology is essential not only for a strong technology program but for a comprehensive education that incorporates technology throughout.
Objective 1:Use telecommunications and information technology to improve education and library services.
Objective 2:Implement a Professional Development Plan for learning new and existing technologies.
Objective 3:   Assess the School District's telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
Objective 4: Providing for a budget to obtain and maintain hardware, software, professional development and other services.
Objective 5: Evaluate and monitor the progress toward 'Objective goals' and make mid-course corrections in response to new developments and opportunities as they arise

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 Technology Committee met to review our past Technology plan. The Technology Planning Committee stakeholder groups included: Assistant Superintendent for Business, Director of Instructional Services, Computer Services Assistant, Network Administrator, Elementary Computer Technology Coordinator, School librarians, Teachers, and Facility and Safety Coordinator. Many of the goals from our previous plan had been attained while others were ongoing and have become part of this plan. Furthermore, with changing technologies some new goals have been added.

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)
     Professional Development (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.

1. Funding,
2. Staff development,
3. Physical limitations of an older school facility (circa 1920).

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)	200Mb	1Gb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	100Mb	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).**

200Mb

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

GV/WLF Educational Technology Service

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	(No Response)
802.11g	(No Response)
802.11n	(No Response)
802.11ac	(No Response)
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?**

2

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

No

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)	502	500
Laptops/Virtual Machine (VM)	44	44
Chromebooks	10	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	10	0
Tablets nine (9) inches or greater without access to an external keyboard	0	0
Totals:	566.00	544.00

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)?**

   10

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.**

   All buildings need wireless Internet access and connectivity within classrooms, offices and common areas.   With connectivity in place, tablets can then be used widely by all students, and document cameras will be added to interactive whiteboards. With the goal in mind of integrating Students with Disabilities into the general education classrooms, the technologies will enhance differentiated instruction and expand student learning beyond the classroom. Students will no longer have to wait to have access to the internet via the computer lab. They can do their work anywhere and anytime while at the school buildings. Our district residents are low income and most families do not have a computer or internet access at home. Our school building was awarded a "community school" status and is open after regular school hours so that children and families have access to the library and recreational facilities. The improved access to technologies throughout the buildings will benefit our children and their families.

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	5
Flat Panel Displays	250
Interactive Projectors	0
Interactive Whiteboards	50
Multi-function Printers	11
Projectors	2
Scanners	6
Other Peripherals	2
Totals:	326.00

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

   Laminator (2)

13.   **Does your district have an asset inventory tagging system for district-owned equipment?**

No

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

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	Yes
Apple iOS 7 or greater	No
Chrome OS	Yes
Android	No
Other	No

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

n/a

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

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

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

n/a

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

Blackboard

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

Castle Learning
Math Type
Smart Board
Minecraft
IXL

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

Britannica School Edition
ProQuest Culturegrams
Cengage Biography in Context
ABC CLIO Databases

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)

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

n/a

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

Website (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
Network Administrator	1.00
Data Coordinator	1.00
	2.00

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 on installing a campus wide wireless network in the Summer of 2016 that would grant LAN and Internet access / portability to all campus user's. The District continues to update software through cloud service offerings.The faculty require greater exposure to the types of hardware and software available for use in the classroom to enhance instructional delivery for all. Increased professional development opportunities are outlined in the Technology Plan. Instructional delivery strategies need to be aligned with 21st century learning skills associated with technology to create, evaluate and effectively utilize information, media and technology. The District will work with a consultant to insure universal Wi-Fi access, appropriate network infrastructure installation and assist with product purchasing.

The district is engaged in a large School Climate Transformation Project through the Federal Government which initiated a full force Response to Intervention Program across all buildings. The Response to Intervention Coordinators facilitate workshops on the RTI process and use of technology to monitor the use and results of interventions. Interactive software (eg. Tableau) will help teachers visually map, aggregate and cross-examine behavioral and academic data.

The use of technology makes ongoing data collection, data consumption, and data-based decision making a more plausible proposition, and it can keep these important aspects of RTI from monopolizing teacher time. The PDP offerings promote the use of on-line learning and collaboration. The District also will expand its distance learning capabilitiesm which allows for additional college credit bearing classes and elective classes offered by other institutions.

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 CSE chairperson consults with appropriate staff to determine what is needed based on the individual student needs. The CSE chairperson then reviews this in the student's CSE meeting and implements through the IEP. All individualized education plans are then reviewed each year to ensure compliance.

Special Education funds from Section 611 and 619 are directed toward instructional assets such as assistive devices and materials. SWD's in self-contained classrooms and integrated into general education classrooms will have first access to devices and materials. The district's plan allows for more connectivity thus, classroom locations will not prohibit SWD's from accessing technology.

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

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

(No Response)

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.**

Teachers and administrators will continue to examine the data from NYS Assessments, Regents and local assessments to identify gaps in learning. Professional development opportunities are provided on superintendent's conference days, faculty meetings, professional learning communities, in-house workshops and out of district workshops through the Teaching Center and EduTech. Opportunities are available to those teachers required to earn 175 hours of PD every five years as prescribed in the Commissioner's Regulations 100.2 Part 80. Ongoing PD opportunities promote teachers' knowledge of aligning curriculum with the Common Core Standards. A list of topics is provided in the below chart that directly related to using technology to enhance teaching and learning.

Topics:	Audience	Method of Delivery
Visual Aids for the Classroom – Make it Take it Create engaging classroom visuals, manipulatives, and much more	K-12	Classroom - Hands on – instructor led
Gaining an understanding of Google drive. Gain an understanding of Google Drive, its key features, & benefits in the classroom.	K12	Classroom - Hands on – instructor led
Google Docs Tools - An intro on how to use the features and capabilities of Google Docs, Sheets, and Slides	K-12	Classroom - Hands on – instructor led
Using Google Tools in the 6-12 Classroom Learn how to have students collaborate online, digitally submit work, and create a digital portfolio using LiveBinders	6-12	Classroom - Hands on – instructor led
Using Google Tools for Collaboration, Enrichment and Differentiation of Instruction - How tools can be integrated with different subject areas that are aligned to Standards.	K-12	Onlinene
Math Websites & Apps for K-6 teachers	K-6	Classroom - Hands on – instructor led
Technology Tools for K-12 teachers sampling of Planbook, Classroom Messenger & Plickers	K-12	Classroom - Hands on – instructor led
Symbaloooo EDU: Corral Your Web Content to Maximize Your Teaching. Web-based bookmarking tool to organize your teaching resources	K-12	Classroom - Hands on – instructor led
Using Tableau and Infinite Campus in the RtI process.	K-12	Classroom – Hands – on and on-line content.
Best practices in RtI	K-12	Classroom - online
Digital resources to complement learning styles	K-12	On line

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
Computer Services Asst.	0.50
	0.00

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	Wi-Fi	250,000	One Time	SMART,Capital Project
2	Other	40,000	One Time	SMART
3	Servers	80,000	One Time	SMART
4	Tablets	800,000	One Time	SMART
5	Desktops	10,000	One Time	SMART
Totals:		1,180,000.00		

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

Additional network infrastructure.

H. Status of Technology Initiatives and Community Connectivity

1.   **Please check any developments, since your last instructional techology plan, that affect the current status of the technology initiatives.**

Changes in Funding (Checked)
Technology Plan Implementation (Checked)
Computer-based Testing (Checked)
Catastrophic Event (Checked)
Changes in Legislation (Checked)
Other (Checked)

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

Once WiFi is installed, we will be able to integrate portable technology into instructional methods.

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 Middle-High School building was awarded a "community school" designation and keeps its doors open later and on weekend for access by residents and students. The district is working with local government to promote the installation of wireless access in other public buildings that are accessible during non-school hours as well. The district is in conversation with developing a "Bring Your Own Device" policy so that students can use their own devices for accessing information to support their learning but also to create information and enhance learning. Teachers will have access to sign out laptops and tablets for use at home.

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.

Currently, Wi-Fi is only available in the Lyons Public Library, Literacy Volunteers, and at various local businesses.

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.**

Year – Date	Action	Desired Outcomes
Summer 2015	Workshops on Infinite Campus and using Tableau	Make RTI process for effective
Fall - 2015	Ongoing staff development	Increase use of technology in instruction.
		Increase use of technology in instruction.
Winter 2015-16	Ongoing Staff Development on use of technology and integration into curriculum.	
Spring Summer – Fall 2016	Ongoing Staff Development	Maximize web based tools for classroom and out of school learning.
Summer - Fall 2016	Installation of wireless infrastructure district wide.	District wide wireless access capability.
Fall - Winter 2017	Choose instructional device hardware. On-going staff development	Selection of sustainable, cost effective, reliable platform.
Winter – Spring 2017	Acquisition of devices.	Equipment available to train Staff on functionality of devices. Students will have greater access to technology.
Winter – Spring 2017	Provide device training to staff.	Teachers will integrate curriculum with devices. Students and teachers will have access to cloud-based solutions 24 hours a day 7/days a week.
Summer – Fall 2017	Initiate tablet program for students and faculty. Provide ongoing staff development	Provide greater access to technology for all students
Spring – Summer 2015, 2016, 2017, 2018	Re-evaluate implementation plan annually.	Support goals of Tech plan and adjust as necessary. Provide technology that engages students and encourages active learning.

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 Lyons CSD Technology Committee is committed to providing a plan that reflects the state of our current technology implementation and makes fiscally informed recommendations for our future purchases and deployments. The Lyons CSD Technology Committee meets quarterly or more throughout the year and has the responsibility of monitoring, evaluating and, if necessary, making mid-course corrections to the Technology Plan. The committee will semi-annually recommend adjustments in planning, implementation and professional development. It will also annually conduct a survey of faculty and staff to assess the effectiveness of the plan and identify areas that need modification or improvements.

   The evaluation process will seek to examine outcome-based measurement for evaluation purposes. For example, the evaluation may seek to measure the amount of change in student achievement as a result of implementing a specific piece of technology, technological strategy or system. It may also seek to measure a change in behaviors or skills.

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.lyonscsd.org/students.cfm?subpage=2007416	2012
Internet Safety/Cyberbullying	11/10/2015	http://www.lyonscsd.org/students.cfm?subpage=2007417	2012
Parents' Bill of Rights for Data Privacy and Security	(No Response)	http://www.lyonscsd.org/students.cfm?subpage=2007416	2012

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

   Yes

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?

(No Response)

5.   Other comments.

(No Response)

Appendices

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

(No Response)