

Instructional Technology Plan - Annually - 2016

LEA Information

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A. LEA Information

1. 2014-2015 Student Enrollment

	Total Enrollment	Pre-K Enrollment	K-2 Enrollment	3-5 Enrollment	6-8 Enrollment	9-12 Enrollment	Ungraded Enrollment
Student Enrollment	337	0	86	68	79	102	2

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

William F. Dorritie

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

Other

3a. If the response to question 3 was "Other", please provide the title.

Building Principal

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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.

Working cooperatively with the home and community, Laurens CSD will create a learning environment conducive to ensuring student success. We will provide opportunities to prepare all students to become active and responsible citizens in a multicultural democratic society. Laurens CSD will provide the knowledge and skills necessary for successful life-long learning.

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

The following lists the District's goals/vision for instructional technology implementation between July 1, 2015 and June 30, 2018:

1. Upgrade of the District's web site.
2. Installation of a new IP-based surveillance camera system to improve our efforts to maintain student safety and building security.
3. Professional development that leads to the successful implementation of the Brain Honey LMS.
4. Purchase and implementation of a mobile distance learning cart to supplement the existing DL Room.
5. Complete the installation of interactive whiteboards in all remaining elementary and secondary classrooms that do not have them.
6. Upgrading the District's in-house wireless Internet capabilities.
7. Replacement of LCD projectors installed during the 2008 capital project that have been affected by frequent power outages.
8. Ensure that all District machines are using Windows 2007 and the Microsoft Office 2013 Suite and that users receive the necessary training to become proficient with the software.

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 instructional technology plan was developed based on conversations with the IT coordinator, the superintendent, the director of facilities, the school library media specialist, Board of Education members, parents and community members.

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 reasons causing the gap? If you chose "No Gap Present" in question four, please enter N/A.

1. Lack of funding.
2. Lack of adequate staffing- we have one person that is being asked to do all of our network maintenance in addition to troubleshooting for all students and staff.
3. Lack of staff that are adequately equipped to do turn key training for the rest of the faculty and students.

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Instructional Technology & Infrastructure Inventory

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C. Technology and Infrastructure Inventory

1. Please identify the capacity of the telecommunications line coming into the district network hub. The district's Regional Information Center can provide the district with this information if needed.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

2. What is the total contracted Internet bandwidth access for the district? Choose one.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1 Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

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

South Central Regional Information Center

4. Please identify the capacity of the telecommunications line coming into the district's school building(s) from the district hub or district data center. The district's Regional Information Center can provide this information if needed

	Speed in Gbps or Mbps
Minimum Capacity	<ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input checked="" type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps
Maximum Capacity	<ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps

5. Please identify the minimum and maximum circuit speeds at which the classrooms in the district are connected to the school building wiring/network closet.

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	Please provide the speed at which classrooms are connected to building wiring/network closet.
Minimum Circuit Speed Within a School Building	<input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input checked="" type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps
Maximum Circuit Speed Within a School Building	<input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps

6. **What are the minimum and the maximum port speeds of the switches that are less than five years old in use in the district?**

	Port speed of switches	Mbps or Gbps
Minimum Capacity of Switches	10	<input checked="" type="checkbox"/> Mbps <input type="checkbox"/> Gbps
Maximum Capacity of Switches	1	<input type="checkbox"/> Mbps <input checked="" type="checkbox"/> Gbps

7. **What percentage of the district's wireless protocols are less than 802.11g?**

0

8. **Do you have wireless access points in use in the district?**

- Yes
- No

8a. **What percentage of your district's instructional space has wireless coverage?**

75

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

No

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

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Instructional Technology & Infrastructure Inventory

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	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)	74	74
Laptops/Virtual Machine (VM)	58	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	55	55
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:	187	129

11. **What percentage of students with disabilities in the school district, as of the submission date of this technology plan, have assistive technology documented on their Individual Education Plan (IEP)?**

7

12. **Please describe any additional assistance or resources that, if provided, would enhance the district's ability to improve access to technologies for students with disabilities.**

The District feels that any implementation of assistive technology would be more effective with adequate professional development for the teachers and support staff who are responsible for working with the students who are using the particular pieces of technology.

13. **How many peripheral devices are in use in the district?**

	Number of devices in use
Document Cameras	4
Flat Panel Displays	2
Interactive Projectors	0
Interactive Whiteboards	30
Multi-function Printers	3
Projectors	32
Scanners	5
Other Peripherals	1
Totals:	77

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

1 Video Conferencing Device

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

Yes

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Instructional Technology & Infrastructure Inventory

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

Yes

16a. On an average school day, approximately how many student devices access the district's network?

50

17. Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?

Not Applicable

18. What barriers may prevent the district from testing 100% of its grade 3-8 students and NYSAA students on computers by the year 2020?

- Insufficient number of devices meeting testing requirements
- Lack of reliable Internet service
- Insufficient broadband access
- Inadequate staffing levels
- Insufficient testing spaces
- District does not foresee any barriers
- Other

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Software and IT Support

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D. Software and IT Support

1. **What are the operating system(s) in use in the district?**

	Is this system in use?
Mac OS Version 9 or earlier	No
Mac OS 10 or later	No
Windows XP	Yes
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. A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of online and blended learning courses.**

Brain Honey/Buzz

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

1. Microsoft Office applications
2. SMART board software
3. IXL Math
4. Edutype
5. Adobe Photoshop

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Software and IT Support

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

- 1. Grolier
- 2. Brainpop/Brainpop Jr.
- 3. Gale General One File
- 4. AP Images
- 5. Gale Virtual Reference Library

8. Does the district have a Parent Portal?

Yes

8a. Check all that apply to the 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).

(No Response)

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 Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is providing technical support. Does not include instructional technology integration FTE time.

Title	Number of Current FTEs
Computer Technician	1.00
	1.00

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Curriculum and Instruction

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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?

In order to increase our digital connectivity, the District has submitted and received approval for a Smart Schools Investment Plan that will allow us to install an internal wireless controller and upgrade wireless access points, switching and cabling throughout the building. When the project is complete we will have much better wireless connectivity throughout the building and both students and teachers will have much-improved access to apps, software, and content.

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 provide detail.

Students with disabilities will receive the exact same opportunities to access instruction, materials and assessments as their general education peers. We will also provide any assistive technology required by a student's IEP.

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.

Students who have assistive technology recommended as part of their IEPs will have access to the required technology. Aides that work with the students will receive training on the proper use of the particular pieces of technology, such as a Vantage Communications Device.

4. Does the district's instructional technology plan address the needs of English Language Learners to ensure equitable access to instruction, materials, and assessments?

- Yes
 No

4a. Please provide details. If the district plans to apply for Smart School Bond Act funds for Classroom Learning Technology, the answer to this question must be aligned with the district's Smart Schools Investment Plan (SSIP).

We currently have two English Language Learners in our school district, both of whom are mainstreamed into the general education setting and require no additional technology. Should the need arise, all recommended technology will be provided.

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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.**

We have monthly faculty meetings for both high school and elementary staff. At the beginning of each faculty meeting the school's library media specialist does a presentation on the use of technology that we have available to us, such as research databases, software applications, etc. Teachers are also asked to submit an annual plan for how they plan to collaborate with the library media specialist and integrate technology into their classrooms.
Teachers who request it are permitted to attend trainings about technology (SMART boards, etc.) through the ONC BOCES.

2. **Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is delivering technology integration training and support for teachers. Does not include technical support.**

Title	Number of Current FTEs
Library Media Specialist	1.00
	1.00

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Technology Investment Plan

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G. Technology Investment Plan

1. **Please list the top five planned instructional technology investments in priority order over the next three years. Infrastructure is considered an instructional technology investment.**

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Technology Investment Plan

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	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1	Switches	20,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
2.	Network Cabling	42,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
3.	Wi-Fi	52,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
4.	Other	338,400	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
5.	Staffing	40,000	Annual	<input type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
Totals:	0	492,400	0	0

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Technology Investment Plan

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2. **If "Other" was selected in question one, for items purchased or for a funding source, please specify.**

We have been approved for a Smart Schools Bond Act capital-intensive security project totaling \$338,400.

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Status of Technology Initiatives and Community Involvement

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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
- 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, at home and in the community.

The District has investigated and pursued the installation of a cell phone tower within the community to improve connectivity at home and within the community. At the present time the local cell providers have determined that it is not economically feasible to install a tower for the small number of new customers we would attract.

The school administration has also discussed the possibility of adding another person to the I.T. staff. We currently have one computer technician who is responsible for all network maintenance, hardware repairs, troubleshooting with teachers, etc. It is our goal to eventually hire another person to do the troubleshooting and teacher training while using our current person for maintenance of the network and vital I.T. infrastructure.

3. Please check all locations where Internet service is available to students within the school district's geographical boundaries.

- Home
- Community
- None

3a. Please identify categories of available Internet locations within the community.

As there are very few businesses located within our district, students have access to the Internet at home, at school, or via data connections on cell phone plans.

Instructional Technology Plan - Annually - 2016

Instructional Technology Plan Implementation

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I. Instructional Technology Plan Implementation

- 1. Please provide the timeline and major milestones for the implementation of the technology plan as well as the action plan to integrate technology into curriculum and instruction to improve student learning.**

Now that the District has an approved Smart Schools Investment Plan in place, we have begun the process of moving forward with the wireless connectivity and capital-intensive security projects. District representatives met with our architects and their engineers in July of 2016 and we plan to have the installation of equipment beginning in the Fall of 2016. It is our hope that both the wireless connectivity project and the capital-intensive security project will be completed by June 30, 2017.

The school administration will discuss the potential need for an additional member of the I.T. department when budget workshops with the Board of Education begin in November/December 2016.

Instructional Technology Plan - Annually - 2016

Monitoring and Evaluation

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J.Monitoring and Evaluation

- Please describe the proposed strategies that the district will use to evaluate, at least twice a year, whether the district’s instructional technology plan is 1) meeting the vision and goals as outlined in the plan and 2) making a positive impact on teaching and learning in the district.**

The school administration and the director of facilities will update the Board of Education on the progress of the Smart Schools Bond Act project on a monthly basis until it is complete.

The school’s Technology Committee will meet on at least a quarterly basis and discuss the status of the Smart Schools Bond Act project. The Committee will also discuss future technology initiatives that it feels will improve teaching and learning, such as a digital conversion program. The Committee consists of the Superintendent, the Building Principal, the Director of Facilities, the computer technician, the library media specialist, one of the library aides, and a high school science teacher.

- Please fill in all information for the policies listed below.**

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	http://www.laurencs.org	2006
Internet Safety/Cyberbullying*	http://www.laurencs.org	2013
Parents' Bill of Rights for Data Privacy and Security	http://www.laurencs.org	2013

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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

Yes

2. Was the guidance document helpful?

Yes

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

(No Response)

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

(No Response)

5. Other comments.

(No Response)

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Appendices

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Appendices

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

LCS Disaster Recovery Planv1.doc

Copy of Laurens_SSBA SSIP Expenditure Detail by Category_FJR_2016-02-22-1_kcrev-1.xlsx