

Instructional Technology Plan - 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	1,167	45	220	236	286	370	10

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

Brian Sandak

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.

Network and Systems Administrator

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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.**

We will provide a personalized, rigorous education that develops responsible independent adaptable lifelong learners through the acquisition of effective thinking and communication skills. We will foster an appreciation of the arts, the proficient use of technology, and the benefits of a healthy life-style. We will create an educational community that promotes integrity and mutual respect.

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

The instructional program in Port Jefferson utilizes modern tools to provide students with robust, individualized learning environments to facilitate and enhance learning. Curriculum dictates instructional design. Realizing that technology is a key component, not a panacea, teachers blend both new and traditional methodology to achieve curricula goals and to assess the effectiveness of each in achieving measurable performance objectives. District-wide, teachers in all of the content areas interweave curriculum and technology in single computer use, computer-cluster classrooms, and computer lab settings, as well as providing enhanced opportunities with the use of portable laptops and tablets on carts. The Library Media Specialists assist teachers in all schools in using conventional methodologies as springboards for designing and organizing integrated learning activities. Software and apps are chosen to support instructional strategies and learner's needs. Throughout the district, curriculum-based software, interactive drill and practices, and web-based instruction are used for demonstrations, presentations, cooperative learning and constructivist activities. Teachers also utilize these tools to assist learners in developing and enhancing 21st century informational literacy skills: problem solving, questioning, reasoning, researching, analyzing and synthesizing.

- Our students will develop basic technology skills, such as typing proficiencies, appropriate access methods, ethical guidelines and methods of collaboration.
- Our students will develop technology skills to communicate effectively and creatively through software and web based applications.
- Our students will use technology to enhance independence and productivity.

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 meets monthly to evaluate our technology program. The committee is comprised of teachers, library media specialists, district administration, technology department members and community volunteers. We discuss current program status, future initiatives and possible pilot programs. We also evaluate potential professional development opportunities and technology related conferences.

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.

Lack of Wireless Density in classrooms
Aging cabling
Growing monthly access cost

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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?

Lightpath

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 checked="" 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 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 checked="" 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 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.

	Please provide the speed at which classrooms are connected to building wiring/network closet.
Minimum Circuit Speed Within a School Building	<ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps

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	Please provide the speed at which classrooms are connected to building wiring/network closet.
	<input type="checkbox"/> 10 Gbps <input type="checkbox"/> 1 Gbps - < 10Gbps <input checked="" 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
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	100	<input checked="" type="checkbox"/> Mbps <input type="checkbox"/> Gbps
Maximum Capacity of Switches	10	<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?

100

9. Does the district use a wireless controller?

Yes

10. 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)	135	135
Laptops/Virtual Machine (VM)	0	0
Chromebooks	180	180
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

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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?
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	140	140
Totals:	455	455

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)?**

13

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.**

Funding for specialized professional development for teachers on specific assistive technologies and updating outdated or aging equipment.

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

	Number of devices in use
Document Cameras	56
Flat Panel Displays	0
Interactive Projectors	0
Interactive Whiteboards	101
Multi-function Printers	7
Projectors	113
Scanners	6
Other Peripherals	0
Totals:	283

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

(No Response)

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

Yes

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

No

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?**

No

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Instructional Technology & Infrastructure Inventory

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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	Yes
Windows XP	No
Windows 7.0	Yes
Windows 8.0 or greater	Yes
Apple iOS 7 or greater	Yes
Chrome OS	Yes
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	No
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.

None Used

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

Scholastic FASTMath
 Raz-Kids
 BrainPop.com
 IXL
 Readwritethink.org

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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.

ABC-CLIO
 CultureGrams
 TeachingBooks.net
 Opposing Viewpoints in Context
 Biography Reference Center

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
Network and Systems Administrator	0.50
Network and Systems Specialist I	1.00
Network and Systems Technician	1.00
Junior Network Technician	1.00
	3.50

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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?

The district believes that all 21st Century learning uses technology as an essential component. Digital connectivity and technology enable students to have access to endless resources within and outside of the school district. We will be upgrading our network infrastructure in the coming year to support the growing needs of the instructional areas. Teachers will continue to use desktops, chrome books, iPads and other devices to model best practice within instructional settings. As these devices have become more abundant we are evaluating the need to increase bandwidth and capacity for the future to support our classrooms.

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 are given specific access to resources that address goals and objectives written within individualized education plans (IEP's). Coordinated efforts between the technology and special education departments have provided equitable access to instruction, materials, and assessments for all students.

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.

The district's technology plan and committee are focused on targeted resources to assist students with disabilities and address IEP goals and objectives. All Student IEP's are addressed promptly in regards to access to assistive technology. As assistive devices have become more abundant we are evaluating the need to increase bandwidth and capacity for the future to support our classrooms.

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).

The district's technology plan and committee are focused on targeted resources for all students including ELL . All Student needs are addressed promptly in regards to access to technology that is appropriate. As assistive devices for translation and other uses have become more abundant we are evaluating the need to increase bandwidth and capacity for the future to support our classrooms.

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Professional Development

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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.**

Profession Development offered to teachers and staff include, but are not limited to:

Google Classroom

IPad Applications

Use of SmartBoards and Smart Notebook

Implementation of Chrome Books

Professional development is offered during faculty meetings, superintendent’s conference days, department meetings, and for in-service credit. This work is overseen by both the district technology committee and the district professional development committee.

- 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	2.00
Network and Systems Admin	0.50
	2.50

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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.

	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1.	Switches	330,000	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.	Desktops	45,000	One Time	<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
3.	Servers	40,000	One Time	<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
4.	Chromebooks	57,000	One Time	<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 checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
5.	Wi-Fi	100,000	One Time	<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

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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
				<input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
Totals:		572,000		

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

(No Response)

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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.

We have provided access to both Teachers and Students to our network resources through a virtual infrastructure. Students and staff can log into to our virtual computers with access to our resources from anywhere, anytime eith any device that has an internet connection.

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.

Access is available in the community through businesses that have free access. It is also available at the public library in our village as well as at the village center.

Instructional Technology Plan - 2016

Instructional Technology Plan Implementation

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I. Instructional Technology Plan Implementation

- 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.**

Activity	2015-16	2016-17	2017-18
Replace Network Switches In Closets		X	
Install Additional Security Cameras	X	X	X
Install Additional Electronic Locks	X	X	X
Additional/Replacement Network Cabling	X	X	X

Staff development will be provided to support teaching and learning with a variety of technologies integrated into New York State & ISTE curriculum. This goal will be accomplished by:

- Staff development will also be enhanced through teachers' sharing of best practices during department and building level meetings.
- Collegial discussions among staff will take place regarding their use of new technologies in their classrooms.
- Teachers and administrators will have the opportunity to participate in conferences or presentations where technology uses are being demonstrated or explored.

Goal: Staff development will be provided to support teaching and learning with a variety of technologies integrated into the New York State Common Core Learning Standards & ISTE curriculum.

Instructional Technology Plan - 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 District Technology Committee, which includes representatives of all district stakeholders, conducts a mid-year review, and a year-end review to ensure that all aspects of the plan are implemented in a timely manner. Progress reports are made available to the Superintendent of Schools, the Assistant Superintendent for Business, all building level administrators, and the members of the Board of Education. During these reviews we will be collecting data on the frequency of use of targeted technology such as iPads in the Elementary School and Chrome books in the Middle School and High School. As we have increased our use of digital devices, we are assessing the availability of materials during a lesson to determine adequate bandwidth and infrastructure to support these growing initiatives.

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

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	http://policy.microscribepub.com/cgibin/om_isapi.dll?clientID=221099550&depth=2&infobase=port_jefferson.nfo&record={1}&softpage=PL_frame	2014
Internet Safety/Cyberbullying*	http://policy.microscribepub.com/cgibin/om_isapi.dll?clientID=221099550&depth=2&infobase=port_jefferson.nfo&record={1}&softpage=PL_frame	2012
Parents' Bill of Rights for Data Privacy and Security	http://www.portjeff.k12.ny.us/download/PDFs/ParentsBillOfRights2015.pdf	2015

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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**

(No Response)