

# Instructional Technology Plan - Annually - 2016

LEA Information

Page Last Modified: 07/06/2016

## 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	122	7	26	24	21	39	5

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

Timothy Farrell

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

Superintendent

## **Instructional Technology Plan - Annually - 2016**

Instructional Technology Vision and Goals

---

Page Last Modified: 07/06/2016

### **B. Instructional Technology Vision and Goals**

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

The mission of the Minerva Central School technology plan is to create, maintain, and cultivate an environment in which students, teachers, administrators and the community use technology as a tool for teaching and learning.

## Instructional Technology Plan - Annually - 2016

### Instructional Technology Vision and Goals

Page Last Modified: 07/06/2016

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

##### EXECUTIVE STATEMENT

The Minerva Central School District believes that through the innovative use of technology we can enhance our current curriculum and thereby provide a more valuable education to our students. Through the use of current technology and web-based resources, teachers will offer students a twenty-first century curriculum. This technology plan will help us to assess and address the technological needs of our students and faculty.

The district is committed to providing our students and faculty with up-to-date hardware and software resources. We support, enhance and evaluate our district-wide network of computers on an ongoing basis.

##### VISION STATEMENT

Our vision is for all learners to acquire, and effectively use, the technological skills necessary to live, work and learn in the modern world.

##### GOALS and OBJECTIVES

#### **1. Assess and upgrade technology on a regular basis.**

- 1.1 Establish timetables and guidelines for buying and replacing hardware, implementing new software, and providing appropriate training.
- 1.2 Continue to build a wireless network with the intent of making the campus wireless capable.
- 1.3 Increase the availability of instructional devices and software

#### **2. Enhance student use of technology in the learning environment.**

- 2.1 Provide opportunities for students to learn important technological skills such as: information literacy, internet safety, and the responsible use of technology.
- 2.2 Develop resources to allow students to make the most effective use of technology in their classrooms.
- 2.3 Integrate mobile technology into the learning process.
- 2.4 Integrate technology to ensure equitable access to instruction, materials, and assessments; increase assistive technology to allow students with disabilities to participate in the general curriculum

#### **3. Provide training and resources to allow teachers to increase productivity and student engagement and achievement.**

- 3.1 Provide in-house opportunities for staff to participate in technology training, including opportunities for teachers to share best practices using technology resources.
- 3.2 Maintain and build relationships with BOCES, CASDA and Capital District Teacher Center to provide staff development opportunities.
- 3.3 Utilize mobile and Smartboard technology to increase student engagement and achievement.
- 3.4 Familiarize teachers with web-based and software tools to increase student learning and personal productivity

#### **4. Implement a distance learning program for our students, faculty, and community.**

- 4.1 Provide opportunities for students to participate in a broader variety of courses and educational opportunities
- 4.2 Provide opportunities for students to interact with teachers and students outside of MCS.
- 4.3 Provide opportunities for our teachers to broadcast courses to share limited teaching resources, including summer school and other instructional services, with local school districts.
- 4.4 Increase opportunities for staff development and professional networking.
- 4.5 Provide opportunities for continuing education for community members.

#### **5. Better connect the school and community through the use of technological resources**

- 5.1 Teachers will maintain class web pages with current information for parents and community members.

## Instructional Technology Plan - Annually - 2016

### Instructional Technology Vision and Goals

Page Last Modified: 07/06/2016

- 5.2 Teachers will utilize the parent portal to report student progress.
- 5.3 Provide adult education classes utilizing technology.

### 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 planning team met regularly throughout the 2015-2016 school year to work on goals established in our existing plan and to make recommended changes to our new plan.

**Date: 10/8/15**

Purpose: Faculty Meeting

Participants: Administration and PK-12 Faculty

Outcomes: Review of approved Tech Plan goals; Established 2015-2016 Technology Planning Team:

Timothy Farrell (Admin), Erwin Brace and Dan Whitney (BOCES IT Specialists), Ed Pagnotta (Tech Coordinator), Sharon Stone (LMS) Kevin Stockman (HS Teacher), Candice Husson (ES Teacher), Sabrina LaPointe (Special Area Teacher), Natasha Svrcek (ES Teacher) Linda Williford (ES Teacher). Chris Fink (HS Teacher)

**Date: 2/8/2016**

Purpose: Technology Planning Team Meeting to review plan goals and gather information on instructional technology

Participants: Tech Team

Outcomes: Reviewed plan goals. Gathered input from specialists on current trends, including: 1:1 devices, monitoring software, device storage, wireless network capacity, next generation instructional display devices

**Date: 4/12/2016**

Purpose: Technology Planning Team Meeting to review develop 1:1 device program documents

Participants: Tech Team

Outcomes: Discussed significance of impact on 1:1 device program, discussed funding needed to support 1:1 device program

**Date: 5/24/2016**

Purpose: Technology Planning Team Meeting to review 15/16 Tech Plan and make needed changes. Finalize concept of 1:1 device program

Participants: Tech Team

Outcomes: Reviewed current technology plan and prepared for 2016-2017 plan submission. Agreed to 1:1 device concept: Chromebooks in 3-12, iPads in K-2. Discussed management issues associated with 1:1 device program.

**Date: 5/31/2016**

Purpose: Technology Planning Team Meeting to share information gathered about existing 1:1 programs and create a student-parent agreement

Participants: Tech Team

Outcomes: Reviewed device storage, take home vs. school-based, program fees, providing spares. device loan program, monitoring software. Developed draft of device agreement

**Date: 6/6/2016**

Purpose: Technology Planning Team Meeting to review 1:1 device program documents

Participants: Tech Team

Outcomes: Finalized MCS 1:1 student-parent agreement, reviewed Chromebook user and procedure guide

### 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

**Instructional Technology Plan - Annually - 2016**Instructional Technology Vision and Goals

---

Page Last Modified: 07/06/2016

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

Distance Learning Network Connectivity

**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.**

The Technology Planning Team identified several areas that present challenges with meeting our goals. Most notably, the District has not been able to allocate sufficient funding on an annual basis to purchase up-to-date hardware devices or IT staff for maintenance and support. The Team also identified gaps in our ability to provide sustained professional development for the integration of technology into the learning process. The TPT identified network bandwidth as being insufficient. Lastly, the team identified lack of distance learning opportunities as a challenge to our academic program.

# Instructional Technology Plan - Annually - 2016

Instructional Technology & Infrastructure Inventory

Page Last Modified: 07/06/2016

## 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?

Frontier Communications

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 Gpbs or Mpbs
Minimum Capacity	<ul style="list-style-type: none"> <li><input type="checkbox"/> Greater than 10 Gbps</li> <li><input type="checkbox"/> 10 Gbps</li> <li><input type="checkbox"/> 1 Gbps - &lt; 10Gbps</li> <li><input type="checkbox"/> 100 Mbps- &lt; 1 Gbps</li> <li><input type="checkbox"/> 50 Mbps - &lt; 100 Mbps</li> <li><input checked="" type="checkbox"/> 10 Mbps - &lt; 50 Mbps</li> <li><input type="checkbox"/> Less than 10 Mbps</li> </ul>
Maximum Capacity	<ul style="list-style-type: none"> <li><input type="checkbox"/> Greater than 10 Gbps</li> <li><input type="checkbox"/> 10 Gbps</li> <li><input type="checkbox"/> 1 Gbps - &lt; 10Gbps</li> <li><input type="checkbox"/> 100 Mbps- &lt; 1 Gbps</li> <li><input type="checkbox"/> 50 Mbps - &lt; 100 Mbps</li> <li><input checked="" type="checkbox"/> 10 Mbps - &lt; 50 Mbps</li> <li><input type="checkbox"/> Less than 10 Mbps</li> </ul>

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.

# Instructional Technology Plan - Annually - 2016

Instructional Technology & Infrastructure Inventory

Page Last Modified: 07/06/2016

	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 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 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

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	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?  
100

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?

# Instructional Technology Plan - Annually - 2016

## Instructional Technology & Infrastructure Inventory

Page Last Modified: 07/06/2016

	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)	4	4
Laptops/Virtual Machine (VM)	8	8
Chromebooks	71	71
Tablets less than nine (9) inches with access to an external keyboard	0	0
Tablets nine (9) inches or greater with access to an external keyboard	0	0
Tablets less than nine (9) inches without access to an external keyboard	0	0
Tablets nine (9) inches or greater without access to an external keyboard	10	10
<b>Totals:</b>	93.00	93.00

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)?**

15

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's ability to improve access to technologies for disabled students would be enhanced if we were able to increase budgeted funds for effective teacher professional development.

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

	Number of devices in use
Document Cameras	0
Flat Panel Displays	0
Interactive Projectors	0
Interactive Whiteboards	0
Multi-function Printers	0
Projectors	1
Scanners	0
Other Peripherals	1
<b>Totals:</b>	2.00

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

Distance Learning / Video Conference Console

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

Yes

**Instructional Technology Plan - Annually - 2016**

Instructional Technology & Infrastructure Inventory

---

Page Last Modified: 07/06/2016

**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?**

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

Instructional Technology Plan - Annually - 2016

Software and IT Support

Page Last Modified: 07/06/2016

**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	Yes
Windows 7.0	Yes
Windows 8.0 or greater	No
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	Yes
Internet Explorer 8	Yes
Internet Explorer 9 or greater	No
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.**

EDU 2.0

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

STAR Reading/Math  
 Reading A-Z  
 Tumblebooks  
 Starfall  
 Enchanted Learning

# Instructional Technology Plan - Annually - 2016

Software and IT Support

Page Last Modified: 07/06/2016

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

Gale Group  
 EBSCO  
 SIRS  
 Groiler  
 World Book

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

9a. Please specify if the response to question nine was "Other".

Class Dojo

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 Analyst	0.10
	<b>0.10</b>

## Instructional Technology Plan - Annually - 2016

Curriculum and Instruction

Page Last Modified: 07/06/2016

### E. Curriculum and Instruction

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

Minerva Central School plans to use digital technology and connectivity to improve teaching and learning in a variety of ways. Student learning will improve through the use of digital technology which can access multiple modalities of learning, and will be enhanced by additional course options offered through a distance learning program. Student achievement will additionally improve as engagement increases with the use of mobile technologies such as iPads and Chromebooks. Our distance learning program will increase student engagement by providing access to a broader network of students and teachers. In order to adapt to a 21st century learning environment, Minerva Central School will provide instruction in informational literacy, Internet safety and the responsible use of technology.

Teachers will also use digital technology and connectivity to improve their instruction and productivity. They will use instructional tools such as SmartBoard software, document cameras, iPads and Chromebooks to deliver interactive material across content areas and grade levels. In addition, teachers will design instructional activities for research, mathematics and business systems, among others, that incorporate digital resources. The use of classroom webpages and/or parent portals will facilitate communication with students and families. Teacher productivity will be improved through the use of web-based systems that allow for easy access and sharing of information.

#### 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.

The Technology Team consulted with the Special Education Department during the development of the Technology Plan. One of our objectives (2.4) is to integrate technology to ensure equitable access to instruction, materials, and assessments; increase assistive technology to allow students with disabilities to participate in the general education curriculum. Ultimately, the use of technology will support and enhance learning for special education students in the least restrictive environment. Moving forward, the Technology Team will continue to work with the Special Education Department to create and sustain an environment that is conducive to teacher exploration and use of computer technology for the purpose of supporting student learning and meeting student objectives as identified through Individualized Education Plans (IEP). The mission is to assist with providing every student with the opportunity to utilize hardware, software and network resources to support and enhance learning in the least restrictive environment. The Technology Team will continue to work with the Special Education Department to review technology used and provide input for effective use of technology specific to each student's learning needs. The Special Education Department will measure success by tracking progress towards meeting objectives from IEP's. Additionally, student achievement will be measured and tracked using standards-based computer programs.

#### 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.

Carefully chosen technology applications that provide more immediate and engaging feedback and instant progress monitoring are often more effective than traditional group instruction for students with educationally-related disabilities. The use of assistive technology is critical to support the learning and teaching of students with special needs. As such, the expanded use of assistive technology is an important goal (2.4) which was identified by the Technology Team. Providing additional technology-based resources for students with disabilities and teachers of these students, such as: iPads, Chromebooks, instructional software, and professional development to support effective implementation will ensure access to and participation in the general education curriculum.

#### 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

**Instructional Technology Plan - Annually - 2016**

Professional Development

Page Last Modified: 07/06/2016

**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.

Topics	Audience	Method of Delivery	Date
Technology-specific PD Needs Assessment	Teachers and Teacher Assistants	Web-based Instrument Locally Administered	Fall 2016
Using E-School Data's Parent Portal	Administrators, Teachers and Support Personnel	Small Group Instruction Locally Administered Provide follow up during cabinet meetings, faculty meetings and instructional team meetings	Fall 2016 - Spring 2017
Google Classroom	Teachers	Large Group Instruction BOCES Model Schools	Fall 2016 Regional PD Day
Software for use with Students with Disabilities	Teachers and Teacher Assistants	Small Group Instruction BOCES Model Schools / RSE-TASC	Fall 2016 - Spring 2018
Effectively Integrating Mobile Technology into the Learning Environment	Administrators, Teachers, Teacher Assistants	Large Group Instruction BOCES Model Schools	Fall 2015 - Spring 2016
Individual/ Small Group Training on Specific Topics, including assistive technologies for students with disabilities	Teachers/Teaching Assistants/ Administrators, Support staff	Workshops / Conference Training	Fall 2016 - Spring 2018
Moving Beyond Technology as a Teaching Tool to Technology as an Interactive Learning Tool	Administrators, Teachers, Teacher Assistants	Workshops / Conference Training	Fall 2016 - Spring 2018
Measuring the Impact of Technology on Learning	Administrators, Teachers	Workshops / Conference Training	Fall 2016 - Spring 2018

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
Technology Coordinator	0.15
	<b>0.15</b>

**Instructional Technology Plan - Annually - 2016**

Technology Investment Plan

---

Page Last Modified: 07/06/2016

**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.**

**Instructional Technology Plan - Annually - 2016**

Technology Investment Plan

Page Last Modified: 07/06/2016

	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1	Other	60,000	Annual	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input checked="" type="checkbox"/> E-Rate <input checked="" 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
2.	Interactive Displays/Projectors/Whiteboards	50,000	One Time	<input checked="" 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 checked="" 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.	Tablets	15,000	Both	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input checked="" type="checkbox"/> E-Rate <input checked="" 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.	Chromebooks	15,000	Both	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input checked="" 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	15,000	One Time	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input checked="" 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
<b>Totals:</b>		155,000.00		

## **Instructional Technology Plan - Annually - 2016**

Technology Investment Plan

---

Page Last Modified: 07/06/2016

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

Reestablish our distance learning program.

# Instructional Technology Plan - Annually - 2016

Status of Technology Initiatives and Community Involvement

Page Last Modified: 07/06/2016

## 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.

Minerva Central School will increase student and teacher access to technology in school, at home, and in the community, by:

1. Improving WiFi access in the school building.
2. Increasing student access to mobile technology by providing 1:1 ratios of tablet-style technology for students in grades K-2 and Chromebook style devices for students in grades 3-12.
3. Determining the need for accessible network connectivity and/or technology devices in the home, and developing alternative solutions where the need exists, including access to supervised study assistance periods, access to the school's network after normal school hours, access to community connection spots, mobile hotspots, and access to loaned tablets/Chromebooks.

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.

Town Hall

**Instructional Technology Plan - Annually - 2016**

Instructional Technology Plan Implementation

---

Page Last Modified: 07/06/2016

**I. Instructional Technology Plan Implementation**

# Instructional Technology Plan - Annually - 2016

Instructional Technology Plan Implementation

Page Last Modified: 07/06/2016

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.

Technology Plan Implementation				
Milestone	Date	Actions	Desired Outcomes	
			The Technology Team will identify technologies in support of plan goal #1: Assess and upgrade technology on a regular basis	
Fall 2016 - Spring 2018		Research and identify hardware technology such IPAD / Android options		
		Research technology software and applications, including learning management systems, and laptop/workstation monitoring software		
		Review results of teacher survey (previously administered) and determine need for instructional devices and software	Develop resources to allow students to make effective use of technology in their learning.	The Technology and Professional Development Teams will create professional development opportunities that are aligned with plan goals #2, #3, and #5
		Develop a long range technology acquisition and replacement plan	Ensure that all teachers have access to technology to support student learning.	
Fall 2016 - Spring 2018		Evaluate operation of existing wireless network and, if needed, make recommendations for expansion		
		Develop professional development activities to support successful integration of technology into the curriculum.	Increase student engagement and achievement. Increase teacher productivity.	
		Provide training and resources to allow teachers to increase productivity.	Increase use of assistive technology in support of participation of students with disabilities in the general education curriculum.	Implement a distance learning program
Fall 2017 - Spring 2018		Develop multi-year plan to provide for reimplemention of our distance learning program.	Provide opportunities for students to participate in a broader variety of courses and educational opportunities.	
		Collaborate with NERIC and BOCES to plan for utilization of distance learning for student coursework.	Share instructional resources by collaborating with area schools using the distance learning	Connect the school and community through use of technology

**Instructional Technology Plan - Annually - 2016**

Instructional Technology Plan Implementation

Page Last Modified: 07/06/2016

Fall 2016- Spring 2018	<p>Collaborate with BOCES, CASDA and GCRTC to provide increased PD opportunities for all teachers.</p>	<p>network.</p>	<p>Increase professional development opportunities.</p>
	<p>Work with True North Collaborative to design regional PLC's.</p>	<p>Provide opportunities for continuing education for community members.</p>	
	<p>Provide PD to allow teachers to create and maintain teacher web pages, and more fully utilize student information management software</p>	<p>Maintain class webpages with current information for parents and community members.</p>	
	<p>Survey community members to determine interest and need for adult education.</p>	<p>Utilize E-School's parent portal to report student progress to parents.</p>	<p>Evaluate the impact of technology on student achievement</p>
		<p>Provide adult education classes utilizing technology.</p>	

**Instructional Technology Plan - Annually - 2016**

Monitoring and Evaluation

Page Last Modified: 07/06/2016

**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.**

<b>Dates</b>	<b>Action</b>	<b>Outcomes</b>
September 2016- June 2017	Bi-Monthly Technology Team Meetings	Provide assistance with the Implementation of the action plan  Evaluate progress towards goals Identify areas in need of adjustment
September 2016- June 2019	Teacher Observations	Evaluate scope and effectiveness of technology integration
April-May	Annual Surveys	Gather necessary feedback from Teachers, Students, and Parents
November 2016, January 2017, April 2017, June 2017	Quarterly Technology Team Meetings	Evaluation of the Technology Plan
November 2018, January 2019, April 2019, June 2019	Quarterly Technology Team Meetings	Prepare 2019-2022 Technology Plan

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

	<b>URL</b>	<b>Year Policy Adopted</b>
Acceptable Use Policy -- AUP	<a href="http://www.minervasd.org/site/Default.aspx?PageID=392">http://www.minervasd.org/site/Default.aspx?PageID=392</a>	2014
Internet Safety/Cyberbullying*	<a href="http://www.minervasd.org/cms/lib7/NY01000156/Centricity/Domain/141/Internet_Safety-07132015140828.pdf">http://www.minervasd.org/cms/lib7/NY01000156/Centricity/Domain/141/Internet_Safety-07132015140828.pdf</a>	2012
Parents' Bill of Rights for Data Privacy and Security	<a href="http://www.http:www.minervasd.org/domain/150">http://www.http:www.minervasd.org/domain/150</a>	2014

**Instructional Technology Plan - Annually - 2016**

Survey Feedback

---

Page Last Modified: 07/06/2016

**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?**

N/A

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

N/A

**5. Other comments.**

N/A

## **Instructional Technology Plan - Annually - 2016**

Appendices

---

Page Last Modified: 07/06/2016

### **Appendices**

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

(No Response)