



New York State Education Department
Instructional technology plan survey

A. LEA Information

Please provide the following information:

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

2,820

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

GRADE BAND	ENROLLMENT
Grades K-2	206
Grades 3-5	587
Grades 6-8	604
Grades 9-12	1,423

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

Thomas M. Bongiovi

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

Superintendent

Please select one from drop down menu

Drop down:

- Superintendent
- Director of Technology
- Chief Information Officer
- Deputy Superintendent
- Assistant Superintendent
- Other

- 4a. If the response to question four was "Other," please provide the title.

N/A

B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

The PJCS D is committed to measurably improve the academic performance of all students and provide opportunities for students to reach their fullest potential.

Response is limited to 100 words.

2. Please provide the executive summary of the instructional technology plan, including vision and goals.
Response is limited to 500 words.

We have developed the Port Jervis CSD Technology Plan to meet the challenges of rapidly evolving technologies in support of student learning and achievement. This plan will fully support the district goal of preparing students as productive 21st century citizens. We envision a technology-rich environment where technology provides a seamless connection to learning and the world.

The Port Jervis CSD Technology Plan supports the NYSED vision that Educational technology applications will deepen student engagement and improve student achievement by enabling them to access and analyze information, solve problems, collaborate with others, and communicate their thoughts and ideas. Effective use of learning technologies will allow students to become self-directed, self-motivated, and lifelong learners.

The Port Jervis School District is committed to providing quality instruction based upon technology being seamlessly woven into the curriculum and aligned to the NYS learning standards. To that end, we are producing technologically literate students by the end of eighth grade. The students exiting eighth grade will demonstrate the skills to responsibly use appropriate technology to access, synthesize, evaluate, communicate, and create information to solve problems and improve learning in all subject areas. Technology integration not only increases student engagement but also provides tools to analyze and synthesize information and enhances learning in the content areas

NETS and State Standards

It is the goal of the Port Jervis School District to provide direction and support to students, staff and administrators in becoming digital literate in accordance with the ISTE and NYS standards. Some of the goals for students are:

1. Creativity and innovation
2. Communication and collaboration
3. Research and information fluency
4. Critical thinking, problem solving, and decision making
5. Digital citizenship
6. Technology operations and concepts

For administrators and teachers we add:

1. Visionary Leadership
2. Excellence in Professional Practice
3. Digital Age Learning Culture

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3. Please summarize the planning process used to develop the instructional technology plan. Please include the stakeholder groups participating and the outcomes of the instructional technology plan development meetings.

Technology Committee collaborates annually with the purpose of establishing a vision to assure that educational best practices drive our technology plan. Always keeping I mind that the budget must be focused on improving instruction. The committee includes classroom teachers, AIS teachers, building administrators, central office administrators, LMS from elementary, middle and high school level, technology teacher, computer services specialists, and computer lab aides.

Response is limited to 500 words.

Note: NYSED recommends that instructional technology staff, curriculum directors, teachers, and school library media specialists participate in the development of the technology plan.

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

Please check all that apply

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

N/A

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.

Response is limited to 100 words.

- 1) Staffing is the greatest gap in reaching the districts stated visions and goals. Without staff to support and maintain the infrastructure, limited ability to improve/increase technology in the classroom.
- 2) Professional Development is a struggle. Teaching staff has difficulty integrating the changes that need to occur with improving teaching through the use of technology.
- 3) Difficult to depend on technology teaching when internet is not dependable.

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C. Technology and Infrastructure Inventory

1. What is the available network broadband bandwidth? Please express speed in Mb (Megabits) or Gb (Gigabits).

If the district has multiple school buildings, the minimum and maximum capacity between and within school buildings should not be an average. Please list the minimum capacity at the school building with the lowest capacity and the maximum capacity at the school building that has the highest capacity.

NETWORK BROADBAND BANDWIDTH	Minimum Capacity (Expressed in Mb or Gb)	Maximum Capacity (Expressed in Mb or Gb)
Network Bandwidth: Incoming connection TO district schools (WAN)	100Mb	100Mb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	100Mb	100Mb
Bandwidth: Connections WITHIN school buildings (LAN)	1Gb	10Gb

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

Note: This refers to the speed configured to get from the district hub out to the Internet.

66Mb

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

Note: See guidance document for further clarification and example.

OU BOCES

Response is limited to 50 letters.

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4. Which wireless protocols are available in the district? Of these, which are currently in use? Check all that apply.

WIRELESS PROTOCOLS	Available	In use
802.11a	X	X
802.11b	X	<input type="checkbox"/>
802.11g	X	X
802.11n	X	X
802.11ac	X	X
802.11ad	<input type="checkbox"/>	<input type="checkbox"/>
802.11af	<input type="checkbox"/>	<input type="checkbox"/>

5. Do you have wireless access points in use in the district? Drop Down Answer: **Yes** or No.

5a. If yes, what percentage of your district's instructional space has wireless coverage?

53%

6. Does the district use a wireless controller? Drop Down Answer: **Yes** or No.

7. What is the port speed of the switches that are less than five years old in use in the district? Drop down with unit of measurement in Gb or Mb. **1Gb**

Please respond with 0 if not applicable.

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

COMPUTING DEVICES	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)		
Laptops / Virtual Machine (VM)		
Chromebooks		
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	2	2
Tablets less than nine (9) inches without access to an external keyboard	0	0
Tablets nine inches or greater without access to an external keyboard	0	0

Note: Include only devices used for instructional purposes. See guidance document for additional details.

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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)?
 Must be a numeric value. **5.8%**

Note: This information should be available within the district's Special Education Student Management System.

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?

Response is limited to 250 words.

Note: See guidance document for examples.

More speech to text software variety and Ipads.

11. How many peripheral devices, less than five years old, are in use in the district?

Please give the number of the following:

PERIPHERAL DEVICES	Number of devices in use that are less than five years old
Document Cameras	14
Flat Panel Displays	5
Interactive Projectors	0
Interactive Whiteboards	55
Multi-function Printers	17
Projectors	70
Scanners	4
Other Peripherals	

Note: Include only peripherals used for instructional purposes.

Other peripherals might include, for example, video conferencing devices, cameras, or probes.

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

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13. Does your district have an asset inventory tagging system for district-owned equipment?
 Choose **Yes** or No.

14. Does the district allow students to Bring Your Own Device (BYOD)? Question refers to students only. (**Yes** or No)

14a. If answered yes to question 14: On an average school day, approximately how many student devices access the district's network? 200

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?
 Select **yes/no/not applicable**. Please select "Not Applicable" if the question does not apply to your district.

D. Software and IT Support

1. What are the operating system(s) in use in the district?
 Please select yes if the operating system is currently in use. Please select no if the operating system is not currently in use.

Note: This includes all operating systems in use throughout the district.

Operating Systems	In use? (Check yes or no)
Mac OS Version 9 or earlier	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Mac OS Version 10 or later	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Windows XP	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Windows 7.0	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Windows 8.0 or greater	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Apple iOS 7 or greater	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Chrome OS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Android	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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

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3. What are the web browsers, **both** available **and** supported, for use in the district? Please select "Yes" if the web browser is both available and supported for use in the district. Please select "No" if the web browser is not available and supported for use in the district.

Web Browsers	Available and supported for use (Select Yes or No)
Internet Explorer 7	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Internet Explorer 8	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Internet Explorer 9 or greater	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Mozilla/Firefox	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Google Chrome	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Safari (Apple)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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

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

If a district uses a locally developed LMS, please indicate. If the district does not use an LMS, please reply "None used".

Examples are provided [here](#)

(http://www.p12.nysed.gov/technology/TechPlans/ITP_SampleSLMS.html)

Learning Management Systems
Google classroom, Moodle

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

Instructional Software Programs
Accelerated Reader, Brain POP, Compass Learning, Starfall, Google Drive/Docs

7. Please provide the names of the five most frequently used research databases if applicable. (Optional question) See [list of common statewide research databases](#). (Link to website)
http://www.p12.nysed.gov/technology/TechPlans/ITP_SampleSLMS.html#swDBS

8. Does the district have a Parent Portal?



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8a. Check all that apply to the Parent Portal if the response to question eight is "Yes".
 (Appears if answer was yes)

- X Attendance
- X Homework
- X Student Schedules
- X Grade Reporting
- Transcripts
- Other

Please check all that apply.

8b. If "Other" was selected in question eight (a) please specify the other feature(s).

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

Please check all that apply.

- Learning Management System
- Emergency Broadcast System
- X Website
- X Facebook
- Twitter
- Other

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

Response is limited to 200 words.

10. Please list title and FTE count (as of survey submission date) of all staff whose primary responsibility is technical support.

Title	Current FTE's
Computer Information Specialist	2
Aide	.8

Guidance: Relevant staff would include the Director of Technology, IT support staff, and any other staff that assist with computer-based testing, troubleshooting, etc. Please note the survey will ask for similar information about staff assisting with instructional technology integration training and support for teachers in a later question (Section F, Question two)

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Note: Guidance document clarifies how to determine FTE count for purposes of this question and question two in Section F.

Response is limited to 500 words.

E. Curriculum & Instruction

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

STUDENT LEARNING

District instructional goals and objectives will reflect an integrated/interdisciplinary approach supporting technology use as it is embedded in the learning standards across the curriculums. Instructional technology supports student achievement and performance goals at each level of instruction in the district. In addition, instructional technology will support technology literacy, project based learning and performance-based assessment.

FACULTY AND STAFF

Faculty and staff will use technology to enhance productivity and communication through effective planning, student assessment, record keeping and management, communication, and presentation. Technology information resources (online databases, web-based software and Internet) will be used in support of instructional goals and objectives leading to improved student performance. Technology will be used to facilitate collaborative planning and cooperative learning through resources such as Google Docs, Edmodo and Moodle. Faculty and staff will receive job embedded professional development in support of instructional technology integration and technical problem solving. In addition, faculty and staff are collaborative members of the district-wide technology committee which will review technology planning and implementation on an on-going basis.

ADMINISTRATION

Administration will use technology in support of the business of teaching and learning. The utilization of technology will enhance productivity and communication through student management record-keeping, scheduling, report generation, statistical analysis, public relations, and presentation. In addition, technology information resources will be used to support professional development, access current New York State Learning Standards and provide a research/data base for instructional services and student learning.

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PARENTS AND COMMUNITY

The Port Jervis CSD Technology Plan recognizes the positive support and impact of the community on our technology program. The community is encouraged to use technology to access information regarding student and school activities, enhance student learning, and enhance their own learning. The communication technologies currently include voice mail, email, School News Notifier (SNN) and website (www.pjschools.org) capabilities, Parent Portal and teacher web pages through Google sites.

Port Jervis sees and understands the need for all to be safe and responsible digital citizens when using the Internet. To that end, Port Jervis is continually updating their plans as the tools on the web change. Currently all users must sign and agree to an acceptable use policy. The policy is discussed in appropriate terms to all students at the beginning of each year. Also, our middle school health curriculum includes "cyber-safety". In addition, our district librarian media specialists include Common Sense Media materials in their instruction. We also hold workshops both face-to-face and on-line for teachers in addition to BOCES trainings held during and after school hours to understand the importance of Internet safety. The PTAs in the past have sponsored workshops for parents, grandparents and the community. We would like to continue the workshops as well as plan to add a parent class on Open House nights in September.

Response is limited to 250 words.

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** | No

2a. If "Yes", please specify. Response is limited to 250 words.

Note: Please review the guidance document prior to responding to question two (a).

http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/InstructionalTechnologyPlan_SurveyGuidance_4-10-15.pdf

All students with disabilities (SWD's) have the same access to the computer room, computer stations and programs as their non-disabled peers. Special education classrooms have smart boards just like the general education classrooms. Two elementary special education classes have smart tables. All SWD's completed district-wide online local measures along with their non-disabled peers. All SWD's were allowed test accommodations for these as appropriate. There are SWD's using speech to text programs from grades 3-12 as needed.

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. Response is limited to 250 words.

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Note: Please review the guidance document prior to responding to question three (a)

The district has the following assistive technology assigned to particular students to ensure access to and participation in the general curriculum:

Adaptive seating, AFO's, Augmentative communication devices, Braille, chewy tube, communication switches, Ear plugs, FM trainer, Hand splint, Junior ear muffs, Movin' sit, Orthotics, Pressure and weighted vests, recording device, Rifton chair, slant board, Speech recognition software, spelling device, Wheelchair, Word processor.

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. Please use the New York State Professional Development Standards as a reference (<http://www.highered.nysed.gov/tcert/reteachers/pd.html>) .

Topics:

- Integration of technology tools/equipment to support student learning and aide teachers in the delivery of the core curriculum
- Use assessment data to guide student learning activities and lesson planning
- Identify appropriate software to support the instructional program
 - ✓ Compass Learning, APEX Learning, Google Applications for Education, Microsoft Office, Smart Notebook, LMS, Google Calendar, MAPS trainings, Read-Write-Gold, Dragon Speak, and Stafftrac

Audience: teachers and administrators

Method of Delivery: Model Schools: BOCES Integration Specialists, Superintendent Conference Days, before and after school workshops, BOCES trainings, Off site Conferences, PLC time, STLE -3 Grant, Establish a Tech Integration Team, each teacher develop individual professional development plan, online webinars, teacher mentors, summer boot camps

Response is limited to 500 words.

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.

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Title	Current FTE Count
Assistant Superintendent for Instruction - position includes many other responsibilities	Approximately 0.1
Computer Specialist -a stipend position for a full time teacher in each building to help trouble shoot when assistance is needed	Per Diem

Guidance: Relevant staff would include the Director of Technology, curriculum integration teacher-coaches, and any other staff that assists with instructional technology implementation.

Note: Guidance document clarifies how to determine FTE count.

Response is limited to 500 words.

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 Drop Down menu	Estimated Cost	Is Cost one-time or Annual?	Potential Funding Source: (May list more than one source per item.)
1	Other (Network switches)	\$150,000	X One time <input type="checkbox"/> Annual	District, Smart Bond Act
2	WiFi	\$100,000	X One time <input type="checkbox"/> Annual	Smart Bond Act
3	Interactive Displays	\$900,000	X One time <input type="checkbox"/> Annual	Smart Bond Act
4	Laptops/Desktops	\$175,000	<input type="checkbox"/> One time X Annual	District Funds
5	Network Cabinets	\$10,000	X One time <input type="checkbox"/> Annual	Smart Bond Act, District

Drop down list:

- Broadband
- Desktops
- Interactive Whiteboards
- Instructional Software
- Laptops
- Network Cabling
- Office/Productivity Software
- Professional Development
- Printers
- Servers
- Server/Network Software
- Staffing
- Tablets
- Wi-Fi
- Other



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

Response is limited to 250 words.

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

Please check all that apply.

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

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.

Assign laptops to HS students to take home during the school year to complete homework, perform research projects and gain access to online resources

Provide K-6 students with access to online instructional resource, Compass Learning Odyssey program

Use Google Drive to access teacher Google websites from home

Response is limited to 250 words.

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

- School
- Home
- Community
- None

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

Appears if community is checked. Community refers to local businesses, public libraries, non-profits, and governmental entities.

Response is limited to 250 words.

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.

<u>Dates</u>	<u>Actions</u>	<u>Desired Outcomes</u>
2015	Establish an Instructional Technology Committee and meet quarterly	Shifting model from teacher to facilitator/learning is more student centered
	Continue to develop Compass Learning & Accelerated Reader programs K-6	Enhance teaching and learning
	Continue NWEA for grades K-6 and expansion to grades 7 & 8	Increased student engagement and achievement evaluate through teacher and student interviews/surveys and classroom observations
	Transition to Web-Based MAPS	Integration of technology in the curriculum to meet the NYS Learning Standards
	Expand Google Applications for Education K-12	Students acquire deeper understandings of new knowledge through the integration of technology
	Continue to develop HS Lap Top Program	
	Superintendent Conference Day: <i>Teacher Technology Showcase</i>	
	Continue APEX, online learning program @ HS	

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<p>2016</p>	<p>Establish K-12 digital curriculum for students</p> <p>Student summer boot camp for technology use and laptop program</p> <p>Create a basic teacher technology trouble shooting guide</p> <p>Expand purchasing schedule of equipment district wide to accommodate each grade level</p> <p>Support Google Classroom</p> <p>Establish Port Jervis Google Domain</p> <p>Provide our students and teachers grades 3-12 Google Apps accounts</p> <p>Expand the role of librarians</p> <p>Expand instructional technology support by adding an Instructional Technology position if supported by the budget</p>	<p>Enhanced higher level learning, problem solving, critical thinking skills and collaboration across all curricular areas</p>
<p>2017</p>	<p>Incorporate a data management system for assessment and data analysis</p> <p>Add instructional technology facilitators at each building through BOCES shared services or creation of in-district positions if supported by the budget</p>	

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	Establish Technology In-Service Academy Create summer Technology Academies at elementary & secondary levels	
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Please list the dates, actions, and desired outcomes. Response is limited to 500 words.

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.

<u>Dates</u>	<u>Actions</u>	<u>Desired Outcomes</u>
2015	Survey all stakeholders; teachers, students, parents Monitor student academic progress including NYS assessment scores and graduation rates	Use qualitative & quantitative data to drive teacher training and student learning Identify strengths and weaknesses of implementation Assess need for additional, targeted professional development, hardware or software
2016	Support an outside audit of entire technology program including infrastructure, equipment and professional development Technology committee will meet quarterly	Expansion of student access to computers/devices and programs On-going review and update of the Technology Plan Guidance provided by outside company, such as Brightbytes.net, to build a more structured and comprehensive technology plan
2017	Address outcomes of audit	Establish a comprehensive technology plan that supports the three critical components; infrastructure/equipment/training

Please list the dates, actions, and desired outcomes. Response is limited to 500 words.

2. Please fill in all information for the policies listed below: The only requirement for a public forum date is for the Internet Safety/Cyberbullying Policy. Districts do not need to have a public forum date for the Acceptable Use Policy (AUP) or Parents' Bill of Rights.

Please use N/A if the question does not apply.

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Policy	Date of Public Forum (if applicable)	URL	Year Policy Adopted
Acceptable Use Policy-AUP		www.pjschools.org/Board/PolicyManual/Section7000/7313UseofComputers	10/19/10
Internet Safety/Cyberbullying	12/6/11	www.pjschools.org/Board/PolicyManual/Section7000/7315Bullying	01/10/12
Parent's Bill of Rights for Data Privacy and Security		www.pjschools.org/forms-notices/parents-bill-ofprihts-aug-21-2014	No policy

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

No

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

No

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

Response is limited to 100 words.

2. Was the guidance document helpful?

Yes

No

2a. If response was "No", please explain.