

**Instructional Technology Plan - Annually - 2016**

LEA Information

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**A. LEA Information**

**1. 2014-2015 Student Enrollment**

	Total Enrollment	Pre-K Enrollment	K-2 Enrollment	3-5 Enrollment	6-8 Enrollment	9-12 Enrollment	Ungraded Enrollment
Student Enrollment	7,041	0	1,405	1,594	1,652	2,364	26

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

JoAnne Naccarato

**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.**

Director of Testing, AIS and District Technology

## Instructional Technology Plan - Annually - 2016

Instructional Technology Vision and Goals

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### B. Instructional Technology Vision and Goals

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

The East Meadow School District is committed to providing a quality education that will insure that every student will have the opportunity to:

- acquire the knowledge and skills needed to lead a productive, responsible, and culturally enriched life;
- develop attitudes that reflect empathy and caring for others and respect for the differences and diversity in our society;
- understand our cultural heritage and the need to participate in the community as an informed and involved citizen;
- work cooperatively in a group while becoming an independent and productive thinker;
- achieve physical and emotional well-being;
- appreciate the earth and protect the environment.

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

The Board of Education, administration, teachers, and support staff are committed to ensuring our students and community acquire the necessary knowledge, skills and abilities needed to succeed in today's digital information age. Emphasis is placed on communication, knowledge acquisition, analytical and artistic abilities, as well as the safe and responsible use of technology. Administration, teachers, students and staff will be able to seamlessly utilize technologies in order to prepare the learning community for college and/or career.

The East Meadow School UFSD's goals are to provide teachers, staff and students with necessary technological skills and technology in order to:

- support and enhance the East Meadow UFSD curriculum initiatives,
- access information for research, problem solving and routine tasks,
- communicate effectively and efficiently with the community, teachers and students through the Internet, e-mail and voicemail,
- improve academic performance through proven technology based software and programs,
- develop the ability to be creative through music, visual or performing arts, or literary expression.
- explore and pilot new technologies.

#### 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.

A committee was established which consisted of Directors, Principals, Chairs, Teachers as well as technology staff developers. This plan will be reviewed and revised as the District's technology needs change and tools become available.

The Technology Plan Summary

While holding true to the East Meadow Mission, long and short term objectives will continue to be established with the flexibility to adapt to rapidly evolving technologies. A review of our current end-user hardware configurations and an analysis of a shift toward mobile technologies have led to the need to focus on the district's infrastructure and domain.

The district continues to update labs, libraries and classrooms in each of our buildings with newer computers, interactive whiteboards, document cameras and projection devices to support the most current software.

Review and Modification of the Technology Plan

As technology rapidly emerges, the technology committee understands that this document must be reviewed and revised.

The plan will be evaluated keeping our goals in mind including:

- Continue to evaluate the effectiveness of communication using technology in the classroom and within the administrative network.
- Continue to improve knowledge and analytical ability through applications.
- Safe and responsible use in the classroom and district-wide.

The committee reviews and revises as necessary.

End of each school year - Information from staff and curriculum leaders gathered

Beginning of each school year - Technology updates shared with building personnel

Continuously throughout the school year - Input from building staff in regard to technology infusion

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Instructional Technology Vision and Goals

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**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

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

Funding

**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.**

Funding to support both technical hardware and staffing

Wireless cabling and access points: to be able to support mobile devices within the instructional areas within all schools

Staffing for technical support and professional development

# Instructional Technology Plan - Annually - 2016

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?

Nassau BOCES

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"> <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 checked="" type="checkbox"/> 100 Mbps- &lt; 1 Gbps</li> <li><input type="checkbox"/> 50 Mbps - &lt; 100 Mbps</li> <li><input 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 checked="" type="checkbox"/> 100 Mbps- &lt; 1 Gbps</li> <li><input type="checkbox"/> 50 Mbps - &lt; 100 Mbps</li> <li><input 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.

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Instructional Technology & Infrastructure Inventory

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

20

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?**

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	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers/Virtual Machine (VM)	2,500	2,500
Laptops/Virtual Machine (VM)	250	250
Chromebooks	0	0
Tablets less than nine (9) inches with access to an external keyboard	0	0
Tablets nine (9) inches or greater with access to an external keyboard	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	350	350
<b>Totals:</b>	3,100.00	3,100.00

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)?

6

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 and technical staff in order to make full use of available technologies.

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

	Number of devices in use
Document Cameras	263
Flat Panel Displays	4
Interactive Projectors	1
Interactive Whiteboards	130
Multi-function Printers	0
Projectors	309
Scanners	15
Other Peripherals	0
<b>Totals:</b>	722.00

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

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Instructional Technology & Infrastructure Inventory

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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?**

Yes

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

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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."**

n/a

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

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

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

n/a

5. **Please provide the name of the Learning Management System (LMS) most commonly used in the district. 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



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Software and IT Support

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

Microsoft Office 365  
 Reading Wonders K - 2  
 CS6 Master Suite - High School  
 Dibels  
 Castle Learning  
 Discovery Education

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

Proquest Learning Literature  
 World Book School and Library  
 Science Direct  
 Scholastic Library  
 Naviance

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".

Remind APP

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.

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Software and IT Support

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Title	Number of Current FTEs
Director of Technology	0.50
BOCES Technicians	4.00
Info Tech Specialist	1.00
Clerical	1.00
BOCES Staff Developer	0.20
	<b>6.70</b>

## Instructional Technology Plan - Annually - 2016

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 plans to provide teachers, staff and students with necessary technological skills and technology for college and or career readiness. Emphasis is placed on communication, knowledge acquisition, analytical and artistic abilities as well as the safe and responsible use of technology. This includes:

- accessing information for research, problem solving and routine tasks,
- communicating effectively and efficiently with the community, teachers and students through the Internet, e-mail and voicemail,
- improving academic performance through proven technology based software and programs.

**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 district's instructional technology plan addresses the needs of students with disabilities by ensuring that reading materials, math manipulatives, visual aids and audible content are all made accessible using a variety of programs, technology and strategies. These include use of smartboards, smart tables, Kurzweil software, books on tape, bookshare, document cameras and access to web-based 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.**

Students requiring assistive technology are evaluated by the appropriate, respective professional and provided with recommended technology. These include FM systems, Braille materials, document magnifiers, i-pads, laptops, recording devices, text to type software and augmentative communication software. In addition, students are provided with appropriate classroom modifications such as preferential seating. Appropriate related service providers such as vision and speech therapists also support the use of these technologies within the school buildings.

**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).**

Students requiring technology are evaluated by the appropriate, respective professional and provided with recommended technology. These include i-pads, laptops. In addition, students are provided with appropriate classroom modifications such as preferential seating.

**Instructional Technology Plan - Annually - 2016**

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.**

The East Meadow School District is committed to providing its students with a quality education that will ensure that every student will have the opportunity to acquire the knowledge and skills needed to lead a productive, responsible, and culturally enriched life in the 21st Century. The district provides experience which enhances the students' cognition, social, emotional, and academic achievement. Research has shown that teacher quality plays a powerful role on student achievement. Therefore, the East Meadow School District has developed a Professional Development Plan with the purpose of improving the quality of teaching and learning by ensuring that teachers and support staff participate in substantial professional development in order to remain current with their profession and meet the learning needs of their students.

In order for the teachers to help prepare the students to become college and career ready, technology must play an increasingly important role in and outside of the classroom. It is critical that the teachers receive ongoing professional development in technology which promotes technological literacy and facilitates the effective uses of all appropriate technology. In addition, the use of technology during the professional development experience allows for the provision of more extensive and diverse content access, participation and creates a virtual professional learning community.

Teachers are provided various levels of training in applying technology skills and computer skills. Departmental and grade level meetings are conducted to showcase relevant technologies. Teacher center courses have been developed through teacher requests for a variety of needs such as, literacy activities, web applications, online platforms, etc.

- 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
Director of TEchnology	0.50
BOCES Staff Developer	0.20
Computer Teacher	0.10
	<b>0.80</b>

**Instructional Technology Plan - Annually - 2016**

Technology Investment Plan

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**G. Technology Investment Plan**

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

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Technology Investment Plan

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	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1	Network Cabling	2,000,000	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.	Wi-Fi	1,500,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
3.	Professional Development	200,000	Both	<input checked="" 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 type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
4.	Staffing	300,000	Both	<input checked="" 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 type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
5.	Laptops	200,000	Both	<input checked="" 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 type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
<b>Totals:</b>		4,200,000.00		

**Instructional Technology Plan - Annually - 2016**

Technology Investment Plan

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

(No Response)

## Instructional Technology Plan - Annually - 2016

Status of Technology Initiatives and Community Involvement

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### H. Status of Technology Initiatives and Community Connectivity

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

- Changes in District Enrollment
- Changes in Staffing
- Changes in Funding
- Technology Plan Implementation
- Computer-based Testing
- Catastrophic Event
- Developments in Technology
- Changes in Legislation
- Other
- None

2. In this section, please describe how the district plans to increase student and teacher access to technology, at home and in the community.

The District plans to provide teachers with access to a personal laptop to utilize in school and at home.

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.

Libraries, Starbucks, Hospital



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

### Instructional Technology Plan Implementation

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#### **I. Instructional Technology Plan Implementation**

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

School Year 2015-2016- Pilot mobile devices in various classrooms at the secondary level.

Spring 2016 - Purchase mobile laptop carts for secondary buildings.

Summer 2016- Discussion of whole building access to wi-fi in all 9 buildings.

Summer 2016 - Prepare server for wi-fi integration and activities.

Fall 2016 - Review of network cabling in each building to consolidate switches and install POI switches.

School Year 2016-2017 Ongoing Professional Development piloting mobile devices.

School Year 2016 - 2017 Continue to purchase mobile carts.

Summer and Fall of 2017 - Installation of cabling for wireless access and access points.

School Year 2017-2018 - Professional Development on mobile technology tools available to infuse in curricula areas.

School Year 2017-2018- Hire staff developer within district to facilitate workshops for teachers on incorporating technology.

Spring 2018 - Purchase laptops for teachers vested in Professional Development.

Summer 2018 - Continue to purchase mobile carts in preparation of CBT.

# Instructional Technology Plan - Annually - 2016

## Monitoring and Evaluation

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### J. Monitoring and Evaluation

1. 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.

June 30, 2016 - Feedback from Professional Staff was reviewed. As a result of ongoing conversations regarding seem less collaboration, the Outlook 365 Platform was implemented.

September 2016 - April 2017 - Pilot mobile device integration in implementing NYS Common Core English Arts curriculum at the secondary level.

- This will be assessed by evaluating the quality of research materials that students acquire to help take a position on a particular issue.
- The technology will afford the students an opportunity to present information in a variety of digital formats and media.

2. Please fill in all information for the policies listed below.

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	<a href="http://www.eastmeadow.k12.ny.us/for_parents/acceptable_internet_use_policy">http://www.eastmeadow.k12.ny.us/for_parents/acceptable_internet_use_policy</a>	1998
Internet Safety/Cyberbullying*	<a href="http://eastmeadow.k12.ny.us/Assets/4000_Series/4525_Internet_Use_4525.pdf">http://eastmeadow.k12.ny.us/Assets/4000_Series/4525_Internet_Use_4525.pdf</a>	1998
Parents' Bill of Rights for Data Privacy and Security	<a href="http://eastmeadow.k12.ny.us/Assets/5000_Series/5500_Student_Records_5500.p df">http://eastmeadow.k12.ny.us/Assets/5000_Series/5500_Student_Records_5500.p df</a>	1991

## Instructional Technology Plan - Annually - 2016

### 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)

**Instructional Technology Plan - Annually - 2016**

Appendices

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**Appendices**

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

(No Response)