

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 | 3,853 | 250 | 1,429 | 1,528 | 590 | 0 | 56 |

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

Fernando De Bartolo

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.

Administrative Asst. for Technology

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Instructional Technology Vision and Goals

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B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

To promote the intellectual, socio-emotional and physical development of our children in an environment that is safe and conducive to learning.

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

Technology is a learning tool used to support, expand, and enrich curriculum-based instruction. It meshes seamlessly in our spiraling educational process to foster creativity and communication while addressing a variety of learning styles and levels. Technology education is an ongoing process equipping our students with the life skills they will need to be college and career ready, and to gain the skills needed in the competitive world of tomorrow.

District Goals:

Educational technology shall include all electronic tools and telecommunication services that advance the educational mission of our school district by facilitating the process of gathering, interpreting, representing, managing and communicating information, solving problems, expressing creativity and ideas, and understanding concepts and content.

Technology plays a central role in each of the three major school district functions below:

Student Learning - This area includes the use of technology by students as tools to be more productive, better understand curriculum content, express creativity, and analyze, interpret and communicate knowledge. Examples include classroom computer clusters, laptops, mobile devices such as tablets, interactive student response systems, printers, scanners, digital cameras, camcorders, Internet, and on-line.

Teaching - This area includes the use of technology by teachers to present lessons, assess student performance and communicate with key stakeholders such as students, parents and administrators. Examples include multimedia projectors, mobile devices such as tablets, interactive student response systems, Smart Boards, videoconferencing equipment, electronic grade book and attendance, etc.

Administration - This area includes budget development, payroll, purchasing, accounting and data-driven decision-making. Examples include financial systems, student management, data warehouse, staff development tracking, job applicant tracking, etc.

Belief Statements:

1. Technology improves personal and professional productivity.
2. Technology enhances a teacher's ability to create, deliver and manage instruction.
3. Technology individualizes instruction for students with various instructional needs who develop knowledge and skills at different rates with different learning styles.
4. Technology helps students visualize abstract concepts and provides remediation and enrichment.
5. Technology promotes higher-learning thinking skills and problem-solving strategies.
6. Technology enhances research by helping students access, interpret and evaluate information.
7. Technology facilitates access to human and electronic resources that are otherwise unavailable.
8. Technology nurtures the creative expression of written, visual and auditory information.

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.

In the development of the Technology Plan, the Elmont School District has held numerous meetings and discussions involving the development and implementation of the district technology plan and goals for the coming years. During the course of the year, the plan has been discussed during Administrative Council meetings, Smart Bond Investment Plan discussions and meetings, as well as on staff development days. These meetings have included central office and building administration, teachers and students.

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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

5. Based upon your answer to question four, what are the top three reasons causing the gap? If you chose "No Gap Present" in question four, please enter N/A.

- 1) Funding - to purchase the hardware required to implement our plan, i.e. - switches, WAPs, iPads, etc.
- 2) Scheduling the labor intensive work to be done by our in-house maintenance staff.
- 3) Making sure that once implemented, the staff receives the appropriate professional development to ensure the roll-out of our mobile 1:1 initiative is successful.

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Instructional Technology & Infrastructure Inventory

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C. Technology and Infrastructure Inventory

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

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

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

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

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

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"> <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 Capacity | <ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input type="checkbox"/> 1 Gbps - < 10Gbps <input 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 |

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 | 1 | <input type="checkbox"/> Mbps <input checked="" 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?
60

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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Instructional Technology & Infrastructure Inventory

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| | Number of devices in use that are less than five years old | How many of these devices are connected to the LAN? |
|---|--|---|
| Desktop computers/Virtual Machine (VM) | 450 | 450 |
| Laptops/Virtual Machine (VM) | 80 | 80 |
| 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 | 55 | 55 |
| Totals: | 585.00 | 585.00 |

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)?**

10

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.**

Due to the size and growth of numbers of students classified with special needs, assistive educational technology in the Elmont Schools is also growing of importance. Assistive technology devices can decrease a student's isolation and allow them to become part of a general education classroom or (co-teaching) setting.

The district plans to implement its 1:1 iPad initiative, which will include the special education student population beginning in 3rd grade (and every grade thereafter). The district has already observed favorable results in academic achievement and increased engagement with students in our ABA programs, who are primarily on the autism spectrum and our most severely handicapped students.

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

| | Number of devices in use |
|-------------------------|--------------------------|
| Document Cameras | 6 |
| Flat Panel Displays | 0 |
| Interactive Projectors | 0 |
| Interactive Whiteboards | 225 |
| Multi-function Printers | 10 |
| Projectors | 225 |
| Scanners | 12 |
| Other Peripherals | 16 |
| Totals: | 494.00 |

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

Logitech Webcams (8), Videoconferencing Equipment (8)

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

Yes

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

No

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

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

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Software and IT Support

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D. Software and IT Support

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

| | Is this system in use? |
|-----------------------------|------------------------|
| Mac OS Version 9 or earlier | No |
| Mac OS 10 or later | No |
| Windows XP | No |
| Windows 7.0 | Yes |
| Windows 8.0 or greater | Yes |
| Apple iOS 7 or greater | Yes |
| Chrome OS | No |
| Android | No |
| Other | No |

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

(No Response)

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

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

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

(No Response)

5. **Please provide the name of the Learning Management System (LMS) most commonly used in the district. A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of online and blended learning courses.**

The Elmont School District uses Blackboard as its LMS to administer, track and document professional development courses for staff.

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

Smart Notebook, Fastt Math, Pearson, Read 180, Thinkcentral

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

1) Google, 2) Discovery Education, 3) Teachertube, 4) World Book Online, 5) Follett-Destiny Library Resources

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Software and IT Support

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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).

Besides the student's report card, parents also have the ability to see their child's NYS assessment results in ELA and Math, as well as student progress reports for the local assessment (NWEA) the students take on an annual basis.

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

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

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

| Title | Number of Current FTEs |
|----------------------------|------------------------|
| Director of Technology | 1.00 |
| IT Technicians | 2.00 |
| Technology Teaching Assts. | 8.00 |
| | 11.00 |

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Curriculum and Instruction

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E. Curriculum and Instruction

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

The Elmont School District is committed to provide technology learning opportunities that foster academic excellence and provide access to cutting-edge technologies, applications, resources, and tools that promote 21st century skills and digital citizenship. The plan prioritizes future technology needs in order to maintain and enhance the educational environment that is supported, strengthened and enriched by information and communications technology. The Elmont technology committee has assessed the status of current educational technology and audio-visual devices, and ensured its alignment to national and state technology standards, the NYS Common Core Standards. The Elmont School District recognizes the need for ongoing staff development to foster the use of technology in the curriculum and in the classroom.

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 Elmont School District is committed to providing every student with the assistive technology needed in order to ensure their academic success. Every student's Individualized Learning Plan (IEP) is thoroughly scrutinized and any technology devices necessary for the child is provided, whether it be an iPad, audio amplification device or access to a special education software program. As part of our Smart Bond Investment Plan roll-out, the district plans on furnishing every 3rd grade special education classroom with a wireless access point (WAP) and providing the teaching staff and students a dedicated iPad to use in the classroom.

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 with disabilities are ensured access to the general curriculum by participating in Co-teaching classrooms, where general education and special education students are grouped in a class. Based on the number of special education students in the class, appropriately certified teaching and teacher aide staff is assigned to work with those students with the goal to slowly streamline them into 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

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

The Elmont School Community is made up of varied backgrounds and international origins who represent over 100 countries and speak more than 70 languages and dialects. Due to this cultural diversity, the District has a significant portion of its student population with ELL needs. Through the use of mobile apps we intend to implement, as well as other online resources, it can make the daunting task of learning English for a student fun, exciting and engaging. Students will be able to play games and complete exercises while learning the "ins and outs" of English. Teachers will be allowed to choose their student's level of difficulty in grammar and vocabulary quizzes. The district already uses mobile device technology and curriculum with a limited portion of our ELL students and have observed favorable results. It is the district's intention through this mobile device initiative to expand the use of iPads for all our ELL students as we complete one grade at a time.

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Professional Development

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F. Professional Development

- Please provide a summary of professional development offered to teachers and staff, for the time period covered by this plan, to support technology to enhance teaching and learning. Please include topics, audience, and method of delivery within your summary.**

The teachers and administrators of the Elmont School District are committed to improving the quality of teaching and meeting the needs of all the students in the district. The professional staff recognizes that varied, ongoing, and sustained professional development is critical in meeting the needs of all learners.

We have contracted for professional development days with Nassau BOCES and the Model Schools program. Available topics and staff development opportunities include, but are not limited to;

NWEA Staff training, online math and science resources/subscriptions, SMART Board training and mobile device curriculum training.

In concert with the Model Schools Program, the district facilitates other opportunities for professional enrichment through various means including; new teacher orientation, Elmont professional development program, Inter-County Teacher's Center and in-district peer mentoring.

As part of our Smart Bond Plan, the district will hold meetings and presentations to vet and assess the mobile device curriculum vendors that will look to assist us in introducing the mobile curriculum on our iPads. One of the major factors that the committee will take into account when selecting a vendor will be the quality and attention to training provided by the vendor to ensure that our mobile device initiative is successful.

- 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 |
|---------------------------|------------------------|
| Adm. Asst. for Technology | 1.00 |
| | 1.00 |

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Technology Investment Plan

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G. Technology Investment Plan

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

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Technology Investment Plan

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| | Anticipated Item or Service | Estimated Cost | Is Cost One-time, Annual or Both? | Funding Sources May choose more than one source |
|----------------|-----------------------------|----------------|-----------------------------------|---|
| 1 | Network Cabling | 5,000 | Annual | <input type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other |
| 2. | Wi-Fi | 12,000 | Annual | <input type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other |
| 3. | Tablets | 400,000 | Annual | <input type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other |
| 4. | Instructional Software | 75,000 | Annual | <input type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other |
| 5. | Professional Development | 20,000 | Annual | <input type="checkbox"/> BOCES Co-Ser Purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other |
| Totals: | | 512,000.00 | | |

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)

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Status of Technology Initiatives and Community Involvement

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H. Status of Technology Initiatives and Community Connectivity

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

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

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

The district believes all members of the school community serve a role in the learning process. Parents and community members are encouraged and invited to attend school events, lend their voice to committees and support learning initiatives. The Elmont School District strongly believes that technology facilitates communication between the home, the school and the community itself. The district has implemented an Eschool Parent Portal. This web-based program has been made available to all parents and gives them access to important academic information regarding their child's academic performance and progress. The use and promotion of the district website as a communication and information tool that parents can refer to to find out the latest news and events regarding their child's school. The district has also enabled Microsoft Office 365 on its website homepage and has given the teaching staff the ability to access their work files from anywhere in the world, as long as they have an internet connection. With the implementation and plan to expand our wireless capability and integration of mobile device technology, students in specific grade levels will be provided a mobile device that can be used both in the classroom 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.

The Elmont Public Library System and its branches, local and small businesses throughout the community, i.e Dunkin Donuts, Panera Bread. This would also include Optimum hotspots and wireless signals available to students who are customers as well.

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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.**

Based on the fact that the district depends on the approval of our Smart Bond Investment Plan in order to put its 1:1 mobile device initiative into place, the following timeline has been updated for the coming year;

July 2016 - The district's Smart Bond Plan should be presented to the review board during its regularly scheduled monthly meeting. Assuming the district's plan is approved and we have the authority to begin purchasing equipment, we will continue as follows:

August to December 2016 - The district Maintenance staff will complete all the data runs and cabling necessary from the wiring closets to all 3rd grade classrooms districtwide. The 3rd grade will be the first grade that we implement the 1:1 device initiative.

September 2016 to January 2017 - Begin to interview and assess different mobile device curriculum solutions and vendors. The district will pay particular attention to those vendors that can customize and individualize student tablet curriculum in relation to their needs based on Math and ELA NWEA scores. The vendors will be vetted by the district Technology Committee comprised of teachers, building and central office administration, IT Staff, and possibly students.

September 2016 - March 2017 - Purchase and configure the switches and wireless access points necessary to outfit each 3rd grade classroom districtwide. During this time, we hope to have a mobile device vendor in place that will begin the initial implementation steps to train the staff.

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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.**

Evaluations at staff development days from all constituencies to identify short and long term needs and provide important feedback for future planning and evaluation. Additionally, the district’s administrators and teachers will meet regularly to examine the instructional programs, review new course proposals, and provide feedback for necessary staff development. Lastly, surveys will be administered to staff members and students to determine technology and professional development needs. Through the use and new implementation of a mobile-based curriculum, the district will monitor academic growth in relation to students’ NWEA assessment results and yearly growth scores.

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

| | URL | Year Policy Adopted |
|---|--|---------------------|
| Acceptable Use Policy -- AUP | www.elmontschools.org | 22016 |
| Internet Safety/Cyberbullying* | www.elmontschools.org | 2014 |
| Parents' Bill of Rights for Data Privacy and Security | www.elmontschools.org | 2014 |

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Survey Feedback

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K. Survey Feedback

Thank you for submitting your district's instructional technology plan (ITP) survey via the online collection tool. We appreciate the time and effort you have spent completing the ITP survey. Please answer the following questions to assist us in making ongoing improvements to the online survey tool.

1. Was the survey clear and easy to use

Yes

2. Was the guidance document helpful?

Yes

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

None to add at this time.

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

None at this time.

5. Other comments.

(No Response)

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Appendices

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Appendices

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

(No Response)