A. LEA Information

1. What is the total student enrollment based on the most recent BEDS Day submission?
   1,014

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

<table>
<thead>
<tr>
<th>Grades</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-2</td>
<td>243</td>
</tr>
<tr>
<td>3-5</td>
<td>228</td>
</tr>
<tr>
<td>6-8</td>
<td>218</td>
</tr>
<tr>
<td>9-12</td>
<td>325</td>
</tr>
</tbody>
</table>

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

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

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

   (No Response)
B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

It is the mission of the Sauquoit Valley Central School District to educate all children in the district and to prepare them to be successful in life.

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

The vision of technology implementation, strives for the integration of information processing goals and the use of technological tools throughout the curriculum. Through this integration students will develop technological skills, which they will carry with them for life, and also enhance the development of their skills, knowledge, and understanding across academic disciplines. Technology is envisioned as tool students must learn to use and is applied across all areas of study. A primary tenant of the integration is technology will increase student interest in most areas of study; as well as, increase the opportunities to fully develop and understand the disciplines of study.

Infrastructure Goals:
1. Increase bandwidth between buildings (all one campus) to 10G to enable increase demands for wireless devices and campus security (via cameras).
2. Upgrade all switches to a minimum of 1G, again to meet the demands of wireless and other new technologies.

Professional Development:
1. Provide professional development to allow teachers to enhance their ability to create and modify curriculum and instructional support that can be accessed by students outside the classroom.

Student Outcomes:
1. All students have comprehensive knowledge of various software applications such as: presentation, word processing, spreadsheets, databases...)
2. Students will well versed in research practices, on-line ethics, social and professional media platforms, and various on-line services (applications, job search, banking, etc...)
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.
Sauquoit Valley CSD planning process for our instructional technology plan is to use multiple committees to determine the best practices for the district and then to have the building levels use that information to implement the training of new and old technologies for the students. Stakeholders: Two District level committees and three building level committees. Each committee will meet minimally three time a year; fall, winter and spring.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
<th>Meeting Times</th>
<th>Goal of Committee</th>
<th>Effectiveness (outcomes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School Building Level Tech Committee</td>
<td>-ES Principal&lt;br&gt;-Director of Technology&lt;br&gt;-CSE Rep&lt;br&gt;-Grade Level Reps (5)&lt;br&gt;-Special Area rep</td>
<td>Jan 29, 2015, March 3, 2015</td>
<td>Discussed the parameters of the Smart School Bond and talked about ideas for their building.</td>
<td>Need to improve wireless access and need to improve interactice boards. More Tablets were requested. More Ipad training</td>
</tr>
<tr>
<td>High School Building Level Tech Committee</td>
<td>-HS Principal&lt;br&gt;-Director of Technology&lt;br&gt;-CSE Rep&lt;br&gt;-Grade Level Reps(5)&lt;br&gt;-Special Area rep</td>
<td>Jan 25, 2015, March 18</td>
<td>Discussed the parameters of the Smart School Bond and talked about ideas for their building.</td>
<td>Need to improve wireless access, more classroom sets of tablets were requested. More training on GAFE is needed. Castle Learning needs to be implemented.</td>
</tr>
<tr>
<td>Middle School Building Level Tech Committee</td>
<td>-MS Principal&lt;br&gt;-Director of Technology&lt;br&gt;-CSE Rep&lt;br&gt;-Grade Level Reps(5)&lt;br&gt;-Special Area rep</td>
<td>Jan 25, 2015, March 3, 2015</td>
<td>Discussed the parameters of the Smart School Bond and talked about ideas for their building.</td>
<td>Need to improve wireless access, more classroom sets of tablets were requested. More training on GAFE is needed. Dovument cameras are needed to help</td>
</tr>
</tbody>
</table>
SAUQUOIT VALLEY CSD
Instructional Technology Plan - Annually - 2015
Instructional Technology Vision and Goals

District Tech
- Superintendent of Schools (1)
- Building Level Principals (3)
- Director of Technology (1)
- CSE Chair (1)
- Business Official (1)
- Librarian rep (1)

Community Technology Committee
- BOE reps (2)
- Parent reps (3)
- Student Council Rep (2)
- Superintendent of School (1)
- Director of Technology (1)
- Building level principals (3)

April 30, 2015

Discussed teh building level request and prioritized what we will purchase on our regular budget and what will be purchased via the Smart School Bond.

Feb 25, 2015

Review building level goals and to prioritize district long term goals. Discussed the smart school bond and timelines.

teachers with instruction.

3 set of 25 Chromebooks will be purchased, 40 new computers will be purchased (half will be distributed in the middle school and half will go in the elementary school), 6 new interactive projectors will be purchased.

Members will research new ideas to bring to the meetings in the fall to work on the long term plans.

This was the initial meeting so many member were getting to learn new information and where we are and that will help them in the long run help us.
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 (Checked)
- Cabling (Checked)
- Connectivity (Checked)
- Device Gap (Checked)
- Network (Checked)
- Professional Development (Checked)

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

(No Response)

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.

1. Access points: Upgrade our access points to a/c wireless protocol and increase from 58 access points to 90 access points.
2. Connectivity: Increasing bandwidth from 1G to 10G from building to building.
3. Professional Development: Increase funding to enhance our staff knowledge and use of technology to impact instructional practices and student learning.
C. Technology and Infrastructure Inventory

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

<table>
<thead>
<tr>
<th>Minimum Capacity (Expressed in Mb or Gb)</th>
<th>Maximum Capacity (Expressed in Mb or Gb)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Bandwidth: Incoming connection TO district schools (WAN)</td>
<td>100MB</td>
</tr>
<tr>
<td>Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)</td>
<td>100MB</td>
</tr>
<tr>
<td>Bandwidth: Connections WITHIN school buildings (LAN)</td>
<td>100MB</td>
</tr>
</tbody>
</table>

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

100MB

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

Time Warner

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

<table>
<thead>
<tr>
<th>Available/In Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>802.11a</td>
</tr>
<tr>
<td>802.11b</td>
</tr>
<tr>
<td>802.11g</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>802.11n</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>802.11ac</td>
</tr>
<tr>
<td>802.11ad</td>
</tr>
<tr>
<td>802.11af</td>
</tr>
</tbody>
</table>

5. Do you have wireless access points in use in the district?

Yes

5a. What percentage of your district's instructional space has wireless coverage?

80

6. Does the district use a wireless controller?

Yes

7. What is the port speed of the switches that are less than five years old in use in the district?

1G

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

2

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.

Exposure to new technology, training for teachers as to how to use the technology, and ability to do a needs assessment on our students to pair the students with technology.

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

<table>
<thead>
<tr>
<th>Peripheral Device</th>
<th>Number of devices in use that are less than five years old</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Cameras</td>
<td>26</td>
</tr>
<tr>
<td>Flat Panel Displays</td>
<td>3</td>
</tr>
<tr>
<td>Interactive Projectors</td>
<td>0</td>
</tr>
<tr>
<td>Interactive Whiteboards</td>
<td>87</td>
</tr>
<tr>
<td>Multi-function Printers</td>
<td>36</td>
</tr>
<tr>
<td>Projectors</td>
<td>94</td>
</tr>
<tr>
<td>Scanners</td>
<td>12</td>
</tr>
<tr>
<td>Other Peripherals</td>
<td>1</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>259.0</strong></td>
</tr>
</tbody>
</table>

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

1- 3D Printer

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

No

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

Yes
14a. On an average school day, approximately how many student devices access the district's network?

10

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?

Not Applicable
D. Software and IT Support

1. What are the operating systems in use in the district?

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Is this system in use?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mac OS Version 9 or earlier</td>
<td>No</td>
</tr>
<tr>
<td>Mac OS 10 or later</td>
<td>Yes</td>
</tr>
<tr>
<td>Windows XP</td>
<td>Yes</td>
</tr>
<tr>
<td>Windows 7.0</td>
<td>Yes</td>
</tr>
<tr>
<td>Windows 8.0 or greater</td>
<td>No</td>
</tr>
<tr>
<td>Apple iOS 7 or greater</td>
<td>Yes</td>
</tr>
<tr>
<td>Chrome OS</td>
<td>Yes</td>
</tr>
<tr>
<td>Android</td>
<td>No</td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
</tr>
</tbody>
</table>

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?

<table>
<thead>
<tr>
<th>Web Browser</th>
<th>Web Browsers available and supported for use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer 7</td>
<td>No</td>
</tr>
<tr>
<td>Internet Explorer 8</td>
<td>Yes</td>
</tr>
<tr>
<td>Internet Explorer 9 or greater</td>
<td>Yes</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>Yes</td>
</tr>
<tr>
<td>Google Chrome</td>
<td>Yes</td>
</tr>
<tr>
<td>Safari (Apple)</td>
<td>Yes</td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
</tr>
</tbody>
</table>

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.

BrainHoney

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

1. Google Apps for Education
2. SchoolTool
3. Microsoft Word
4. Microsoft Power Point
5. Castle Learning

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

(No Response)
8. Does the district have a Parent Portal?
   Yes

8a. Check all that apply to your Parent Portal if the response to question eight is "Yes."
   - Student Schedules (Checked)
   - Grade Reporting (Checked)

8b. If 'other' was selected in question eight (a), please specify the other feature(s).
   None

9. What additional technology-based strategies and tools, besides the Parent Portal, are used to increase parent involvement?
   - Learning Management System (Checked)
   - Emergency Broadcast System (Checked)
   - Website (Checked)

9a. Please specify if the response to question nine was “Other”.
   (No Response)

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Number of Current FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Technology</td>
<td>0.50</td>
</tr>
<tr>
<td>Computer Technician</td>
<td>0.50</td>
</tr>
<tr>
<td></td>
<td>1.0</td>
</tr>
</tbody>
</table>
E. Curriculum and Instruction

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

   The list below will are ways Google Apps for Education, the schools website and other online tools are used to improve teaching and learning.
   Technology will enable students to acquire, understand, and manipulate information to complete assignments.
   Technology provides students the opportunity to explore and experience existing and emerging technologies.
   Technology will accommodate different curriculum needs such as more time for review, extra research time, more time to read and write.
   Technology will accommodate different learning styles by adapting to the students strengths.
   Technology will enable students to have greater control over their own learning.

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 specify.

   Need to perform a Student Needs Assessment once a year to determine technology needs across the district. (identify specific skill deficits in least restrictive to most restrictive programs and which technology tools/devices are appropriate to meet the needs)

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.

   *Require information provided/training regarding available assistive technology tools/devices and HOW they can meet the needs of students in the classroom setting-this should include Apps and actual devices. Currently, we access TRAID to provide this information on an as needed basis.
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.
District provides
- 4 summer workshops for Google Apps for Education
- Multiple 1/2 day sessions for iPads, GAFE and other curriculum based technology
- District provide online resource via Google Classroom for teachers to access self directed tutorials

<table>
<thead>
<tr>
<th>Year</th>
<th>Topic</th>
<th>Audience</th>
<th>Method of Delivery</th>
</tr>
</thead>
</table>
| 15-16 | ES: iPad Apps Integration  
MS: Google Classroom Integration (15-20% of teaching staff)  
HS: Google Classroom Integration (15-20% of teaching staff) and Castle Learning | Teachers  
Administrators | Face-to-Face  
Webinars  
Online Courses |
| 16-17 | MS: Google Apps for Education Integration (30-40% of teaching staff)  
HS: Google Apps for Education Integration (30-40% of teaching staff)  
ES: Google Classroom Integration (15-20% of teaching staff) | Teachers  
Administrators | Face-to-Face  
Webinars  
Online Courses |
| 17-18 | MS: Google Apps for Education Integration (80% of teaching staff)  
HS: Google Apps for Education Integration | Teachers  
Administrators | Face-to-Face  
Webinars  
Online Courses |
(80% of teaching staff)
ES: Google Classroom Integration (30-40% of teaching staff)
Google Apps for Education

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Number of Current FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Technology</td>
<td>0.20</td>
</tr>
<tr>
<td></td>
<td>0.2</td>
</tr>
</tbody>
</table>
G. Technology Investment Plan

1. Please list the top five planned technology investments in priority order over the next three years.

<table>
<thead>
<tr>
<th>Anticipated Item or Service</th>
<th>Estimated Cost</th>
<th>Is Cost One-time or Annual</th>
<th>Potential Funding Source (May list more than one source per item.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Professional Development</td>
<td>15,000</td>
<td>Annual</td>
<td>Model Schools, General Funds</td>
</tr>
<tr>
<td>2 Tablets</td>
<td>27,000</td>
<td>Annual</td>
<td>General Fund, Hardware, Smart School Bond</td>
</tr>
<tr>
<td>3 Network Cabling</td>
<td>100,000</td>
<td>One Time</td>
<td>Smart School Bond</td>
</tr>
<tr>
<td>4 Instructional Software</td>
<td>20,000</td>
<td>Annual</td>
<td>State Software Aid</td>
</tr>
<tr>
<td>5 Wi-Fi</td>
<td>30,000</td>
<td>One Time</td>
<td>Smart School Bond</td>
</tr>
</tbody>
</table>

Totals: 192000.0

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

(No Response)
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 Staffing (Checked)
   - Changes in Funding (Checked)
   - Computer-based Testing (Checked)
   - Developments in Technology (Checked)
   - Changes in Legislation (Checked)

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

   (No Response)

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.

   Using cloud based applications, student and staff are able to access technology anywhere on campus (via expansion of wireless infrastructure), at anytime in school or outside of school. Parents are able to access student information (attendance, discipline and grades) via our parent portal. Teachers and students can communicate 24/7 through our Google Classroom platform in regards to assignments and Q&A. Community involvement will be enhanced through greater information access and various on-line tools (calendar, informational updates, forms, etc.) via the District website.

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

   - School (Checked)
   - Home (Checked)

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

   (No Response)
I. Instructional Technology Plan Implementation

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

Summer and Fall of 2015: Train staff on new online technology and determine staff needs in meetings. This will enable staff to integrate technology into the classroom. As new hardware is purchased staff will be trained on how to incorporate the new technology into their curriculum.

Spring and Summer 2016: Purchase Chromebooks, document cameras and interactive projectors, upgrade to 1G between buildings, and start upgrading WiF. Also, Continue training

Fall 2016 and Winter 2017: Purchase more Chromebooks, document cameras and projectors, along with continue to reassess districts needs and goals

Summer of 2017: Acquisition of new computers and chromebooks, complete any infrastructure needs for the district

Summer of 2018: Continue updating old projectors, tablets, switches, projectors, etc..
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.
<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
<th>Meeting Times</th>
<th>Goal of Committee</th>
<th>Effectiveness (outcomes)</th>
</tr>
</thead>
</table>
| Elementary School Building Level Tech Committee | - ES Principal  
- Director of Technology  
- CSE Rep  
- Grade Level Reps (5)  
- Special Area rep | Fall, Winter, Spring | List and prioritize the wants and needs of Educational Technology for the building | TBD                      |
| High School Building Level Tech Committee | - HS Principal  
- Director of Technology  
- CSE Rep  
- Grade Level Reps(5)  
- Special Area rep | Fall, Winter, Spring | List and prioritize the wants and needs of Educational Technology for the building | TBD                      |
| Middle School Building Level Tech Committee | - MS Principal  
- Director of Technology  
- CSE Rep  
- Grade Level Reps(5)  
- Special Area rep  
- Superintendent of Schools (1)  
- Building Level Principals (3)  
- Director of Technology (1)  
- CSE Chair (1)  
- Business | Fall, Winter, Spring | List and prioritize the wants and needs of Educational Technology for the building | TBD                      |
| District Tech               |                                              |               | Financial: Look at the building Level goals and match them with district funds | TBD                      |
The district has 5 technology committees (2 district level and 3 building level) that will meet 3 times a year (fall, winter and spring) that will continue to review student and staff needs, district infrastructure, and changing technologies to make sure we are spending our resources wisely.

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

<table>
<thead>
<tr>
<th>Policy</th>
<th>Date of Public Forum (If applicable)</th>
<th>URL</th>
<th>Year Policy Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable Use Policy -- AUP</td>
<td>(No Response)</td>
<td><a href="http://web2.moboces.org/districtpolicies/?public=sauquoit">http://web2.moboces.org/districtpolicies/?public=sauquoit</a></td>
<td>2013</td>
</tr>
</tbody>
</table>

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

1a. If response was "No", please explain.
   (No Response)

2. Was the guidance document helpful?
   Yes

2a. If "No", please explain.
   (No Response)

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)
Appendices

1. Upload additional documentation to support your submission

(No Response)