

**Instructional Technology Plan - Annually - 2017**

LEA Information

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**A. LEA Information**

**1. 2015-2016 Student Enrollment**

	Total Enrollment	Pre-K Enrollment	K-2 Enrollment	3-5 Enrollment	6-8 Enrollment	9-12 Enrollment	Ungraded Enrollment
Student Enrollment	1,053	51	213	241	236	308	4

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

Michael Pliss

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

Director of 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.**

The Trumansburg Central School District strives to be a positive, non-judgmental, and supportive learning environment. We envision a community that promotes empathy, tolerance, and the respect of individualism. Students and staff are encouraged to be self-motivated, confident, life-long learners who will work effectively toward personal and professional goals. As part of our growth and development, every idea will be reviewed and revised for the advancement of all.

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

This Technology Plan aligns with the goals of the TCSD Board of Education; to ensure high quality technology is available in every classroom to support optimum student engagement and teacher pedagogy. Towards this end, this technology plan focuses on:

- 1) Maintaining secure, robust & flexible technical infrastructure;
- 2) Fostering greater community engagement around technology;
- 3) Enhancing curriculum, instruction, and assessment with greater technology integration; and,
- 4) Empowering students to fluently create as well as use technology.

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

The TCSD planning process includes the Board of Education, the Administrative Council - including the school Principals and the Director of Curriculum, the Central New York Regional Information Center, the TST BOCES Model School Program, Teacher Staff Meetings, Library Media Specialists, Public Parent Meetings, and the input from several TCSD Professional Learning Communities. Goals are ratified annually by the Board of Education with stake holder input from all these sources. The Administrative Council implements strategies and conducts evaluations supporting the district goals with the help of school staff, teachers, students and the community at large.

**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.**

Security Camera & Video Storage & Retrieval

**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.**

Data closets need to be renovated to secure data network integrity and performance. The fiber and cable plants need to be updated. School safety goals requires enhancing the video security network and video storage and retrieval systems. A redundant WAN connection is needed to support the growth in and dependency on cloud applications and data storage. Additional professional development and technical staff resources will needed to support the increased dependency on technology.

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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?

CNYRIC

4. Please identify the capacity of the telecommunications line coming into the district's school building(s) from the district hub or district data center. The district's Regional Information Center can provide this information if needed

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

90

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)	500	500
Laptops/Virtual Machine (VM)	12	12
Chromebooks	697	697
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	5	5
Tablets less than nine (9) inches without access to an external keyboard	700	700
Tablets nine (9) inches or greater without access to an external keyboard	184	184
<b>Totals:</b>	<b>2,098</b>	<b>2,098</b>

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)?**

23

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 collaboration time & specialized professional development for teachers to make full use of assistive technologies. Funding for additional Technical support.

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

	Number of devices in use
Document Cameras	60
Flat Panel Displays	15
Interactive Projectors	0
Interactive Whiteboards	77
Multi-function Printers	12
Projectors	19
Scanners	0
Other Peripherals	0
<b>Totals:</b>	<b>183</b>

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

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Instructional Technology & Infrastructure Inventory

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

Yes

16a. On an average school day, approximately how many student devices access the district's network?

1,100

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

18a. Please provide details if response to Question 18 was Other.

Staff Training in CBT Administration

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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	Yes
Windows XP	No
Windows 7.0	Yes
Windows 8.0 or greater	Yes
Apple iOS 7 or greater	Yes
Chrome OS	Yes
Android	Yes
Other	Yes

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

LINUX

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	Yes

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

Penguin

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.

Google Classroom and Edmodo

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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.

Google Apps for Education  
Edmodo  
YouTube  
iTunes  
Netflix

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

EBSCOHOST  
Teen Health and Wellness  
ABC Clio Suite  
Rosen PowerKnowledge Science Suite  
BrainPop

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

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	0.60
Lan Technician	1.00
Network Admin	0.40
	<b>2.00</b>



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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?**

I need input from Pamela, Jon, Jeff and Jeanie to answer question E1

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.**

Trumansburg will give all students with disabilities access to general education curriculum in the least restrictive environment. All students with disabilities are assessed and provided assistive technology and applications via their IEP's.

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.**

Trumansburg will give all students with disabilities access to general education curriculum in the least restrictive environment. All students with disabilities are assessed and provided assistive technology and applications via their IEP's.

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).**

Our current ELL students have access to all Gen Ed instruction materials and assessments. In addition to this some are given a 1:1 device with specialized applications for translation and reference.

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Professional Development

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**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.

I need input from Pamela to answer question F1

2. Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is delivering technology integration training and support for teachers. Does not include technical support.

Title	Number of Current FTEs
Kimberly & Pamela ???	1.00
(No Response)	(No Response)
	1

**Instructional Technology Plan - Annually - 2017**

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	Other	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
2.	Network Cabling	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.	Other	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
4.	Switches	285,000	One Time	<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.	Interactive Displays/Projectors/Whiteboards	80,000	Annual	<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>	<b>0</b>	<b>1,865,000</b>	<b>0</b>	<b>0</b>

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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.**

Other #1 - Network data closet renovations

Other #2 - Video Security: Cameras, storage, and retrieval systems

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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.

I need input from Pamela, Jon, Jeff and Jeanie to answer question H2:

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.

Public Library

**Instructional Technology Plan - Annually - 2017**

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.**

1. Data closet renovations - need an estimate from Hunt
2. Cabling - need an estimate from Hunt
3. Security Cameras - need an estimate from Hunt
4. Network Switches- July 2017
5. Interactive Whiteboard & Displays- plan to upgrade about 15% of these annually.

**Instructional Technology Plan - Annually - 2017**

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.

I need input from Pamela, Jon, Jeff and Jeanie to answer question J1, Monitoring and Evaluation

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

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	<a href="http://www.tburgschools.org/tfiles/folder91/161212%20Policy.pdf">http://www.tburgschools.org/tfiles/folder91/161212%20Policy.pdf</a>	2014
Internet Safety/Cyberbullying*	<a href="http://www.tburgschools.org/tfiles/folder91/161212%20Policy.pdf">http://www.tburgschools.org/tfiles/folder91/161212%20Policy.pdf</a>	2014
Parents' Bill of Rights for Data Privacy and Security	<a href="http://www.tburgschools.org/tfiles/folder91/161212%20Policy.pdf">http://www.tburgschools.org/tfiles/folder91/161212%20Policy.pdf</a>	2009



**Instructional Technology Plan - Annually - 2017**

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**

(No Response)

**2. Was the guidance document helpful?**

(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)

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Appendices

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**Appendices**

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

(No Response)