

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	4,367	140	1,086	1,021	964	1,129	27

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

Sean Daneshvar

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

Director of Technology

Instructional Technology Plan - Annually - 2016Instructional Technology Vision and Goals

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B. Instructional Technology Vision and Goals**1. Please provide the district mission statement.**

The mission of the Poughkeepsie City School District is to ensure that every scholar, every day will receive a high-quality, world-class education in every classroom. Students will benefit from a safe learning environment that provides empowering experiences supporting their academic, emotional, physical, and social development.

The vision is to graduate all students prepared for life, ready for college and career and instilled with enthusiasm for life-long learning. Scholars will be literate, critical thinkers, ethical users of technology, appreciative of the arts, concerned about the community in which they live, and responsible for their well-being and the well-being of others.

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

The Poughkeepsie City School District is committed to integrating various technologies with existing instructional strategies to improve student achievement in alignment with the Common Core Learning Standards. We have implemented a coherent system of support for the 7 schools and nearly 4,700 students served in the district. As a Focus District, ranking in the bottom 10 percent of the 700 school districts across New York State, we recognize the need to restructure our learning environments to provide rich and valuable learning opportunities that strategically include technology for enhancing and promoting the following: student-centered learning, problem solving, exploration, and innovation.

As we plan for the future, we look with pride on our accomplishments over the past 12 months with moving our system forward with providing access to technology, specifically with the use of PARCC dollars to support the purchase of both hardware and software. However, much still remains to be done, as equity and access to technology is a complex challenge in our school district, which has an 86.2 percent poverty rate. Our goal is to support higher levels of student engagement and cognitive demand across our district by ensuring that we make the appropriate investments in technology.

The primary areas of focus for robust technology developments in the 2016-2017 school year are the following: - PreK-12 instructional program development utilizing district-wide hardware and software; - Using technology to improve student literacy levels for all learners (with an emphasis on English language learners and students with disabilities) and English Language Arts skills and mathematics Strategies;

- Increase the integration of effective early literacy software for pre-K through grade 2;

- Provide robust professional learning opportunities and continued staff development in technology for teachers and all staff members across the district to deepen the knowledge, skills, and abilities of staff members to use technology to facilitate rich and valuable teaching and learning experiences.

Strategies: Utilize standards-based assessment programs to generate baseline assessment data and allow for ongoing progress monitoring.

Strategies: Provide technology training for new teachers. Continue to explore new technology education training opportunities for faculty. Encourage faculty to attend technology workshops and conferences.

Parental/Community-School System Improvements: To create a system for community access to school records and data systems that can be shared publicly. Strategies: Research ways other districts have created similar systems. Develop a safe course of action to improve/enhance technology education for the community Strategies: Maintain an informative, community-friendly website. Collaborate with other community groups to provide technology education and offer parent training sessions on how to utilize programs for parent-staff communications, increasing equity by reducing the student-to-computer ratio, with an aim of 1:1 for current classroom instructional purposes and future state testing requirements. Making technology more mobile to accommodate individual teacher needs with instructional shifts to the Common Core Learning Standards in each classroom. To utilize the new wireless infrastructure and enhance it to accommodate additional connections and enhance teaching and learning.

Strategies: Purchase e-readers for student use. Purchase wireless devices/labs for student use in the classrooms and sustain the technology infrastructure that supports all users across the district.

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 planning process for the District involved multiple meetings which included multiple stakeholders (students, teachers, parents, administration, network technicians and staff). Over the course of multiple meetings, the current infrastructure and hardware were discussed as well as a list of potential technological improvements; and professional development was generated to ensure staff and students have the necessary tools to meet 21st century learning objectives.

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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.

Upgraded Phone System, VoIP

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.

Outdated/antiquated equipment
Recruiting and retaining high-quality staff
Outdated building infrastructure and cabling

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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?

Verizon

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

	Please provide the speed at which classrooms are connected to building wiring/network closet.
Minimum Circuit Speed Within a School Building	<ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps

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	Please provide the speed at which classrooms are connected to building wiring/network closet.
	<input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input 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 checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input 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?

80

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?

	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)	800	800
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

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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?
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	0	0
Totals:	1,050	1,050

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)?

50

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.

Tablets like iPad
Touch screens

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

	Number of devices in use
Document Cameras	100
Flat Panel Displays	1,200
Interactive Projectors	250
Interactive Whiteboards	250
Multi-function Printers	50
Projectors	100
Scanners	50
Other Peripherals	0
Totals:	2,000

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

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

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

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	No
Google Chrome	Yes
Safari (Apple)	No
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.**

Infinite Campus

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

Infinite Campus
 Google Apps for Edu
 MS office
 Google classroom

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Software and IT Support

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

Google
destiny

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	1.00
Netowrk Analyst	1.00
Network Specialist	1.00
Microcomputer Support	1.00
	4.00

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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?

We will improve instructional technology by: - Faster Internet Speed - Giving students Google Id's and providing active directory ID's - Giving scholars disk space to save their data - Using Google Classroom to facilitate learning - Using the Infinite Campus Parent Portal - Using interactive boards to facilitate 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 provide detail.

We will ensure that students with disabilities have all the necessary equipment and software, per their IEP plans and equitable access to rich technology, instructional materials, and computer-based assessments.

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.

The instructional technology plan provides for assistive technology for students with disabilities to ensure both equity and access to the core curriculum. All students receive adoptive and assisted technology, per their IEP plans.

- Computer software and hardware, such as voice recognition programs, screen readers, and screen enlargement applications.
- Other assistive technology devices include: touch screen monitors, automatic page-turners, book holders, and adapted pencil grips to enable scholars with disabilities to engage in all learning activities.

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).

By setting up web site to translate to their languages.
By having enough laptops and chromebooks to facilitate students' leaning.

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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.**

Professional Development in technology is an integral part of the district-wide plan. Participation in BOCES, in-house and out-sourced training provides ongoing adequate training to the District’s staff. The District will also utilize webinars designed around specific software for various programs. The District will also be utilizing professional development opportunities through Dutchess BOCES to expand on staff knowledge in the areas of Google Apps. Hands- on training will be provided for Infinite Campus and google. This is also aligned to our APPR for staff evaluation . This training will target staff, parents, students, and administration.

- 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
None	0.00
	0.00

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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.

	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1.	Desktops	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.	Laptops	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.	Servers	250,000	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.	Network Cabling	200,000	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
5.	Wi-Fi	100,000	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

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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
				<input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
Totals:		1,550,000		

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 will provide increased student access to mobile devices within the school. The District will begin using Office 365 to increase student and teacher access within the school and at home. 3. Please check all locations where Wi-Fi service

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.

High speed FIOS

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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.**

October -November 2015 Update technology plan and submit instructional technology plan survey to MHRIC for review. December- January 2015/2016 Prepare and submit Smart Schools Investment Plan. Receive NYSED approval. January –July 2016 Installation of additional wireless infrastructure and security upgrades. Finalize technology device purchase plan through multiple vendors.

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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.**

At least twice a school year, the district will evaluate the effectiveness of the implementation of the district s technology plan to improve teaching and learning. The technology committee will meet in October and April of each year to evaluate the Technology Plan, including the use of technology devices in the District and the effectiveness of the professional development.

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

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	http://boardpolicyonline.com/?b=poughkeepsie Section 4526-R	2012
Internet Safety/Cyberbullying*	http://boardpolicyonline.com/?b=poughkeepsie section 4526.1	2013
Parents' Bill of Rights for Data Privacy and Security	http://www.poughkeepsieschools.org/parents/parents-bill-rights-data-privacy/	2015

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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?**

(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)