

A. LEA Information

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

1,742

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

	Enrollment
Grades K-2	414
Grades 3-5	389
Grades 6-8	372
Grades 9-12	567

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

Bonnie Nobiling

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.**

The Oneonta City School District seeks to provide a technology-rich environment in order to equip students and staff with digital age tools and resources needed to meet and exceed learning goals in the 21st century. Specifically, the District will promote:

Critical thinking, problem solving and decision making;

Creativity and innovation ;

Communication and collaboration;

Digital citizenship;

Research and information fluency;

Digital age learning experiences and assessments;

Robust technology infrastructure.

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

Instructional Technology Vision Statement

"OCSD integrating technology into our everyday lives, lessons and education"

The Oneonta City School District seeks to provide a technology-rich environment in order to equip students and staff with digital age tools and resources needed to meet and exceed learning goals in the 21st century. Specifically, the District will strive to promote:

- Critical thinking, problem solving and decision making;
- Creativity and innovation ;
- Communication and collaboration;
- Digital citizenship;
- Research and information fluency;
- Digital age learning experiences and assessments;
- Robust technology infrastructure.

Goals, Activities & Timeline

The matrix below outlines our goals for the 2015-2018 timeframe. The goals are broken down into the following sections:

- Basic Access to Technology
- Integration of Technology into Instruction
- Exploration of New Technologies
- Professional Development
- Maintain/Update Administrative Applications

Basic Access to Technology

- Maintain adequate network infrastructure to support educational pursuit
- Implement/Maintain technology-enabled classrooms throughout the district.
- Improve network security
- Maintain uniform hardware and software for each building
- Implement one-to-one initiatives where appropriate
- Provide for increased online access of school information and resources
- Improve home-to-school connection
- Extend learning beyond the classroom
- Assure that the CSE has tools to ensure that students with special needs have appropriate access to all technology tools.

Integration of Technology into Instruction

- Meet Common Core requirements for teachers to integrate technology into their instruction.
- Internet safety / digital citizenship instruction for all students grades K-12
- Curriculum review-be sure to integrate instructional technologies as curriculum is being updated.
- Assistive technology awareness for all teachers, especially special education teachers.

Exploration of New Technologies

- Expose teachers to new educational technologies on a regular basis
- Provide support structure for teachers who are willing to try new technologies

Professional Development

- Provide regular opportunities for teachers to upgrade their technology skills, both for productivity and for instructional use of technologies.
- Collaborate with higher education, other districts, etc.

Maintain Administrative Applications in support of our educational mission

- Student Management System – SunGuard eSchool
- Cafeteria System - Nutrikids
- General automation
- Auto-notification system – SchoolMessenger
- Document Management system
- Voice over IP phone system
- Email archiving – GWAVA Retain
- Transportation system – Transfinder RouteFinder Pro
- Healthcare student management system – SNAP HealthCenter

Special Education student management system- ClearTrack
Finance and HR systems – Finance Manager
District Website – Edline/SchoolWorld
District email system – Novell GroupWise
IP Security System - Johnson Controls P2000
Facilities management system - SchoolDude

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 plan, which is intended to be a living document, will be reviewed on a regular basis and used to guide daily, monthly and yearly district technology decisions.

Our goals, as reflected in this plan, are heavily influenced by the International Society for Technology in Education (ISTE) Standards (See Appendices I and II) as well as the new Common Core Learning Standards. Every technology decision/plan is rooted in our desire to ensure both that our teachers understand the value of and how to teach with technology and that our students understand how to use technology in productive, meaningful ways.

During academic years 2012-2013 and 2013-2014, the Curricular Technology and Administrative Computing Committees worked on drafting this updated 2015-2018 Technology Plan.

Curricular Technology
:

- Michael Andrews Information Technology Services Technician
- Steven Currie Information Technology Services Systems Administrator
- Deb Dalton High School Library Media Specialist
- Jeremiah DuMond Information Technology Services Technician
- Allan Hecox Teacher and Curricular Technology Specialist
- Julia Iannello Riverside Elementary Library Media Specialist
- Bonnie Nobiling Director of IT Services and District Data Coordinator
- Mark Parmerter Valleyview Elementary Library Media Specialist
- Bill Grau Board of Education Representative & Parent
- Karen Rowe Curriculum Coordinator and Director of Adult Education
- Mary Stalder Greater Plains Library Media Specialist

Curricular Technology Committee

– this committee, which is comprised of library media specialists, Information Technology Services staff, the Director of Curriculum and Instruction, and one Board of Education representative, (Building principals are also invited.)meets on a bi-monthly basis during the school year. The committee’s purpose is to guide technology progress and to advise with regard to technology policy. Minutes from these meetings can be found on the Information Technology Services website (<http://www.oneontacsd.org/ITS>).

Administrative Computing Committee

:

- Steve Currie Information Technology Services Systems Administrator
- Sue Garcia Director of High School Guidance
- Tim Gracy Director of Special Education
- Bill Grau Board of Education
- Reggie McGuinness Business Office Administrator Secretary
- Bonnie Nobiling Director of IT Services and District Data Coordinator
- Karen Rowe Director of Curriculum and Instruction and Director of Adult Education
- Charlotte Santamont Special Education Secretary
- Rebecca VanDewerker Middle School Guidance Secretary
- Julie Ward Information Technology Services Office Manager
- Lisa Weeks Business Office Administrator

Administrative Computing Committee

– this committee is comprised of a cross-section of non-instructional employees representing all administrative areas across the district and also includes a Board of Education representative. The committee meets just one or two times per year to discuss Administrative applications, systems security and our adherence to NYS Information Technology guidelines. Minutes from these meetings can be found on the Information Technology Services website (<http://www.oneontacsd.org/ITS>) .

4. Please provide the source(s) of any gap between the current level of technology and the district's stated vision and goals.

Connectivity (Checked)
Device Gap (Checked)
Professional Development (Checked)
Staffing (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. Provide appropriate in-building support for teachers developing their instructional technology skills
2. Find and implementing the appropriate devices for optimal instructional use at each age level.
3. Have a professional development plan in place to ensure teachers have access to instructional technology learning environments.

C. Technology and Infrastructure Inventory

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

	Minimum Capacity (Expressed in Mb or Gb)	Maximum Capacity (Expressed in Mb or Gb)
Network Bandwidth: Incoming connection TO district schools (WAN)	1 Gb	1 Gb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	10 GB	10 GB
Bandwidth: Connections WITHIN school buildings (LAN)	1 GB	1 GB

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

1 Gb

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

Level 3 SCRIC

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

	Available/In Use
802.11a	Available (Checked) In Use (Checked)
802.11b	Available (Checked) In Use (Checked)
802.11g	Available (Checked) In Use (Checked)
802.11n	Available (Checked) In Use (Checked)
802.11ac	Available (Checked)
802.11ad	(No Response)
802.11af	(No Response)

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?**

100

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?**

1 Gb

8. **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)	700	700
Laptops/Virtual Machine (VM)	200	200
Chromebooks	31	31
Tablets less than nine (9) inches with access to an external keyboard	0	0
Tablets nine (9) inches or greater with access to an external keyboard	0	0
Tablets less than nine (9) inches without access to an external keyboard	0	0
Tablets nine (9) inches or greater without access to an external keyboard	350	350
Totals:	1281.0	1281.0

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)?

8

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.

1. Funding for additional mobile devices in special education classrooms.
2. Funding for specialized professional development for teachers and IT staff in order to make full use of available assistive technologies.

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

	Number of devices in use that are less than five years old
Document Cameras	26
Flat Panel Displays	21
Interactive Projectors	0
Interactive Whiteboards	59
Multi-function Printers	0
Projectors	85
Scanners	1
Other Peripherals	0
Totals:	192.0

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

(No Response)

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

Yes

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?**

400

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?**

No

D. Software and IT Support

1. **What are the operating systems 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.**

Schoology
Moodle
Google Classroom

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

IXL Math
MS Word
MS PowerPoint
Google Docs
SchoolWorld/Blackboard web content system

ONEONTA CITY SD

Instructional Technology Plan - Annually - 2015

Software and IT Support

Status Date: 03/30/2015 10:28 AM

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

Capstone Press Animals
 ProQuest Culture Grams
 ProQuest SIRS Researcher
 ProQuest Government Reporter
 WorldBook AD

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."

Attendance (Checked)
 Homework (Checked)
 Student Schedules (Checked)
 Grade Reporting (Checked)

8b. If 'other' was selected in question eight (a), please specify the other feature(s).

I did not select "Other" - but I'm being required to enter information in this space.

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.

Title	Number of Current FTEs
HelpDesk Manager	1.00
Network Specialist	1.00
Computer Technician	2.00
Director of IT	1.00
	5.0

E. Curriculum and Instruction

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

Our goals, as reflected in this plan, are heavily influenced by the International Society for Technology in Education (ISTE) Standards as well as the new Common Core Learning Standards. Our focus will be to support individualized instruction as well as the evolving roles of teacher and students in the 21st century classroom. We intend to do this by:

1. Investigate the instructional value of a One-to-One program through a pilot implementation
 - a. BYOD
 - b. District-provided devices
2. Assess potential of a One-to-One program:
 - a. Just in Time instruction and assessment
 - b. Deeper learning
 - c. Student-driven learning
 - d. Blended learning
 - e. Flipped instruction
3. Digital citizenship instruction

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.

1. CSE will provide assistive technology assessments as needed.
2. Appropriate assistive technology will be provided based upon CSE recommendation

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.

1. CSE will provide assistive technology assessments as needed.
2. Appropriate assistive technology will be provided based upon CSE recommendation

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.**

Topics	Audience	Method of Delivery
<ol style="list-style-type: none"> 1. Digital Citizenship and a positive digital footprint 2. Keeping our Students Safe <ol style="list-style-type: none"> a. Data security and Privacy (COPPA and FERPA) b. Making the Most of the District Security Systems 3. Blended Learning 4. Collaborative instruction 5. Differentiation via Digital Tools 6. Essential instructional technology skills 7. Smartboard/SmartNotebook Proficiency 8. Teaching with iPads 9. Teaching with Google Apps/Google Drive 10. Teaching with Chromebooks 11. Teaching with Office 365/OneDrive 12. Digital Assessment Tools 13. Increasing student engagement and achievement 14. Developing Essential Technology Literacies <ol style="list-style-type: none"> a. Communication b. Creativity c. Critical thinking & problem solving d. Global Awareness 	<p>All teaching staff</p>	<ol style="list-style-type: none"> 1. Social Media/Learning Communities 2. Grade-level teams & content-area teams 3. "Tech Tips" offered at monthly faculty meetings 4. Conference Day offerings 5. After-hours and summer month in-service offerings 6. Instructional Technology Coach embedded in each building to provide "on-demand" assistance 7. Out-of-district (BOCES, NYSCATE, etc) conferences and workshops

- e. Digital Media Literacy
- f. Digital Responsibility
- g. Collaboration

15. Technology Literacy
Cross-Walk through the
Common Core

16 Shifting to Student-
Centered, Learner-
Led Instruction

17. Facilitate Deeper
Learning with Technology
Tools

Professional Development Themes:
(2015-16): Information management system that informs Data Driven Instruction
(2016-17): Full intervention model that embeds common curricular assessment and data approaches
(2017-18): Seek instructional technological enhancements that include curriculum sharing, assessment alignment, data retrieval and analysis which is embedded with differentiated instruction informed by data

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.

Title	Number of Current FTEs
Director of IT	1.00
Library Media Specialist	5.00
	6.0

G. Technology Investment Plan

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

	Anticipated Item or Service	Estimated Cost	Is Cost One-time or Annual	Potential Funding Source (May list more than one source per item.)
1	Wi-Fi	77,225	One Time	Smart Schools Bond
2	Other	667,000	One Time	Smart Schools Bond
3	Tablets	210,000	One Time	Smart Schools Bond, Operating Budget
4	Professional Development	100,000	Annual	Smart Schools Bond, Operating Budget
5	Staffing	250,000	Annual	Operating budget
Totals:		1304225.0		

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

Other =
 VoIP(Voice over Internet Protocol) implementation district-wide (\$135,000),
 Additional PTZ Security Cameras (\$130,000),
 Interactive Touch Screens (70" or more) (\$267,000) and
 Distance Learning hardware (\$135,000).

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.**

Technology Plan Implementation (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.

1. Implement/Maintain technology-enabled classrooms throughout the district.

a) Keep abreast of new teaching technologies and update definition of “technology-enabled classroom” as appropriate.

b) Upgrade individual classrooms with similar equipment as teachers place requests and as funding allows.

c) Provide mobile technology classroom solutions (media cart solution) where appropriate (i.e. for traveling teachers)

1. Improve network security

a) Maintain effective Acceptable Use Policy that will balance network security with educational technology needs. (see Appendix III)

b) Prevent non-district computers from connecting to the private/secure district network (either wired or wireless).

c) Adhere to NYS OSC standards for Information Technology Governance (See Appendix IV)

1. Implement one-to-one initiatives where appropriate

a) Maintain appropriate levels of mobile devices in each building so as to approximate one-to-one computing when needed, especially in support of NYS online testing.

b) Provide infrastructure (e.g. student network that is separate from private district network) and support services for students to bring/use personally-owned devices (“BYOD”) as appropriate.

1. Provide for increased online access of school information and resources

a) Maintain web content system to facilitate distribution of web publishing to source information providers, such as teachers, building secretaries, human resources office, etc. ensuring “fresh”

1. Improve home-school connection

information is available to district stakeholders.

b) Encourage/support teachers in providing online information to students and families via Teacher Pages, Student Management System (eSchool Home Access Center) and/or Course Management systems (Moodle).

c) Maintain student access to “cloud”-like services as appropriate (e.g. email, network file storage).

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

School (Checked)
Home (Checked)
Community (Checked)

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

One Public Library
Two College campuses
Many local businesses
One YMCA

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.

1. Meet Common Core requirements for teachers to integrate technology into their instruction.

- a) Provide online resources so that teachers may find assistance when they are ready for it.
- b) Provide curricular technology instruction that specifically addresses Common Core via Conference Day workshops.

2015-2018
Desired outcome: Oneonta City School District will establish and teachers will meet a base-level of instructional technology literacy.

2. Internet safety / digital citizenship instruction for all students grades K-12

- a) Ensure this instruction is provided across the curriculum at all grade levels

2015-2018
Desired outcome: Oneonta City School District students will be both safe and effective users of technological tools.

3. Curriculum review-be sure to integrate instructional technologies as curriculum is being updated.

- a) Curriculum Advisory Team monthly meetings and annual review of curriculum
- b) Explore eBook availability and usefulness
- c) Use evaluation rubrics to ensure quality curricular software is being purchased/utilized

2015-2018
Desired outcome: Full collaboration between offices of Instruction and IT Services will ensure that all curricular decisions consider technology and that all technology decisions consider curricular implications.

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.**

Ongoing Evaluation

The district has several measures in place to evaluate our technology usage and effectiveness. These measures include; Curricular Technology Committee meetings, Administrative Computing Committee Meetings, Helpdesk database, and stakeholder feedback.

Curricular Technology Committee

– this committee, which is comprised of library media specialists, Information Technology Services staff, the curriculum coordinator, and one Board of Education representative, meets on a bi-monthly basis during the school year. The committee’s purpose is to guide technology progress and to advise with regard to technology policy. Minutes from these meetings can be found on the Information Technology Services website (<http://www.oneontacsd.org/ITS>).

Administrative Computing Committee

– this committee is comprised of a cross-section of non-instructional employees representing all administrative areas across the district and also includes a Board of Education representative. The committee meets just one or two times per year to discuss Administrative applications, systems security and our adherence to NYS Information Technology guidelines. Minutes from these meetings can be found on the Information Technology Services website (<http://www.oneontacsd.org/ITS>).

HelpDesk Database

– this Help Desk system is used by Information Technology Services to track the majority of our Information Technology Services requests. Reporting from this system (see Appendix XIII) informs us of troubleshooting volume and trends in terms of end user’s needs. The information from this system is invaluable for ongoing technology evaluation.

Stakeholder Feedback

– our stakeholders are all those who are affected by district Information Technology Services; employees, students, parents, Board of Education members and community members. Any user may provide us with feedback by using our “How Are We Doing?” survey (see Appendix XII) available on the top level of the Information Technology Services web site (<http://www.oneontacsd.org/ITS>).

Students are not given a formal opportunity to provide feedback. However, students offer frequent unsolicited comments on their educational technology use when in the classroom, computer lab or library and that their feedback comes to us via teachers and librarians. In a very real sense, student interest, experience, and capacity drive the adoption of technology in the classroom.

Board of Education and community members (including parents) are offered occasional Information Technology Services updates (upon request) during scheduled Board of Education meetings. The Board also has a new Communications Committee that focuses heavily upon the use of technology to communicate with parents and taxpayers. During these meetings we receive valuable feedback from these stakeholders.

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

	Date of Public Forum (If applicable)	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	(No Response)	http://www.oneontacsd.org/files/filesystem/ocsd%20aup%202014-2015.pdf	2014
Internet Safety/Cyberbullying	07/07/2010	http://www.oneontacsd.org/files/1135864/section%20b.%20policy%20manual%20010.updatedasof06.02.2015.pdf	2010
Parents' Bill of Rights for Data Privacy and Security	(No Response)	http://www.oneontacsd.org/parents.cfm?subpage=1072339	2014

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.

I hae attached our current fully approved Technology Plan that covers the 2014-2017 timespan. We will have our BOE approve an updated version of this plan to reflect the 2015-2018 timespan in the fall of 2015.

Appendices

1. Upload additional documentation to support your submission
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THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK
ALBANY, NY 12234

EXECUTIVE DIRECTOR
Data Systems and Educational Technology

September 25, 2015

Mr. Joseph Yelich
Superintendent
Oneonta City SD
31 Center Street
Oneonta, NY 13820

Dear Mr. Yelich:

Thank you for submitting your district's 2015-2018 Instructional Technology Plan in compliance with Part 100.12 of the Commissioner's Regulations. Your plan has been approved. Districts are strongly encouraged to post their approved plan on their website.

Please note that approval of your Instructional Technology Plan does not constitute approval of any identified funding sources.

Districts are required to submit an updated instructional technology plan each year for the next two years. The deadline for the annual update is June 30, 2016. A full plan submission is required every three years.

Comments, questions or concerns regarding Instructional Technology Plans may be addressed to edtech@nysed.gov.

Sincerely,

Kathleen Moorhead

cc: Dan Myers
Bill Tomic
Bonnie E. Nobiling