

A. LEA Information

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

738

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

	Enrollment
Grades K-2	218
Grades 3-5	247
Grades 6-8	258
Grades 9-12	0

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

Dr. Charles Russo

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

Superintendent

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 East Moriches Union Free School District Board of Education mission statement is:

“Educational Excellence... . A Personal Experience.”

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

Instructional Technology Vision Statement:

East Moriches Union Free School is committed to the effective use of technology in our schools. Our vision is to provide all students with the opportunity to maximize their individual potential by achieving educational excellence and a personal experience.

Instructional Technology Goals and Objectives:

- Provide students with the technological skills that they need to become college and career ready
- Prepare for computer based testing (CBT) for grade levels 3-8 by having the necessary student devices and wireless networking infrastructure
- Make professional development opportunities available for faculty to enable them to access and utilize technology effectively
- Integrate high quality technology into classrooms to enhance instruction, enrich learning and improve student learning outcomes
- Provide alternative methods of learning for students with different learning styles
- To maintain and develop existing and future technology infrastructure to support our mission and to continuously evaluate the technology initiative
- Utilize technology to enhance communication between all members of the school community
- Protect faculty and student data and to promote digital citizenship and cyber safety

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 East Moriches Union Free School District Instructional Technology Plan of 2015-2018 was formally adopted by the Board of Education on January, 28th 2015.

The Instructional Technology Plan was developed through a consultation process, which included a series of meetings with stakeholders from inside and outside the school district. The East Moriches Parent Teacher Organization, Professional Development Committee and school Library Media Specialists, the Director of Personnel Services, faculty members and technology staff all participated in the formulation of the Instructional Technology Plan.

October 9, 2014 - Instructional Technology Plan 2015-2018 Initial Planning Meeting

In Attendance: Superintendent of Schools / Elementary School Principal, Director of Technology, Professional Development Coordinator, Library Media Specialist, Middle School Principal and CSE chairperson. The plan was reviewed page by page and areas needing revision were identified.

October 15, 2014 - Instructional Technology Plan Planning

In attendance: Superintendent of Schools / Elementary School Principal, Director of Technology, Professional Development Coordinator. The planning team assigned roles to revise the plan and created a calendar to submit revisions to all planning team members.

November 5, 2014 - Professional Development Team Technology Plan Consultation Meeting

In attendance: Professional Development Coordinator, Building Principals, Superintendent of Schools, Faculty Committee Members and Technology Coordinator. The draft plan was reviewed with those in attendance.

November 17, 2014 - Instructional Technology Plan Brief Outline at Middle School Faculty Meeting

In attendance: Middle School Faculty. The plan was reviewed.

November 18, 2014 - Instructional Technology Plan Brief Outline at Elementary School Faculty Meeting

In attendance: Elementary School Faculty. The plan was revised.

November, 19 2014 - Instructional Technology Plan Administrative Planning Meeting

In attendance: Superintendent of Schools, Building Principals, Director of Technology. The plan was revised by the team and the Professional Development Team comprised of faculty members.

January, 28 2015 - Board of Education formally approves the Instructional Technology Plan 2015-2018

In attendance: Board of Education, School Administrators, Community Members. The plan was revised and adopted by the Board.

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.**

Device Gap - To implement a 1:1 device program for computer based testing the district will need to acquire additional Chromebooks. Presently the district population of grades 3-8 is 505 students. There are 42 Chromebooks available.

Access Points - Increasing wireless network coverage in potential testing areas, providing support for higher speed wireless network standards and increase redundancy of the wireless system.

Network - Elementary School Fast Ethernet network switches need to be replaced with Gigabit switches. Classroom cabling needs to be upgraded to support the Gigabit standard. Expand the deployment of 10Gb Ethernet in the datacenter to the Middle School.

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)	100 Mb	100 Mb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	1 Gb	1 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).**

100 Mb

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

Cablevision Lightpath

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)
802.11b	Available (Checked)
802.11g	Available (Checked) In Use (Checked)
802.11n	Available (Checked) In Use (Checked)
802.11ac	(No Response)
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?**

90

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)	260	260
Laptops/Virtual Machine (VM)	15	15
Chromebooks	42	42
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	10	10
Tablets nine (9) inches or greater without access to an external keyboard	0	0
Totals:	327.00	327.00

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.

The district's information technology staff, CSE Chairperson and Special Education faculty members have introduced a limited number of Apple iPads into self-contained classrooms for students where it would be necessary to meet their IEP goals. The expansion of this program would require additional funding for purchasing additional mobile devices and for the professional development of faculty members in the area of assistive technologies to improve access for students with disabilities.

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	3
Flat Panel Displays	260
Interactive Projectors	0
Interactive Whiteboards	46
Multi-function Printers	8
Projectors	4
Scanners	6
Other Peripherals	0
Totals:	327.00

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

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Instructional Technology Plan - Annually - 2015

Instructional Technology & Infrastructure Inventory

Status Date: 09/30/2015 01:27 PM

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

No

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

(No Response)

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?

	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	No
Chrome OS	Yes
Android	No
Other	Yes

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

Windows 10

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)	No
Other	Yes

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

Internet Explorer 10

5. Please provide the name of the learning management system (LMS) most commonly used in the district.

Google Classroom (<https://classroom.google.com/>)

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

PowerTeacher
 Pearson Successnet
 AimsWeb
 Microsoft Office
 Google Docs

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Instructional Technology Plan - Annually - 2015

Software and IT Support

Status Date: 09/30/2015 01:27 PM

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

Eastern Suffolk BOCES - Digital Media Library
 Virtual Reference Collection
 NOVELny Database
 Britannica School Edition
 ProQuest CultureGrams

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)
 Transcripts (Checked)
 Other (Checked)

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

Parent e-mail notifications of student progress.

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

Emergency Broadcast System (Checked)
 Website (Checked)
 Facebook (Checked)
 Twitter (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
Technology Assistant	1.00
Network Systems Admin	1.00
	2.00

E. Curriculum and Instruction

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

The primary goal of East Moriches technology initiative is the integration of meaningful technology into the entire curriculum to improve and enhance student learning. The technology initiative provides the direction for East Moriches students to attain specific learning outcomes in order to succeed in a computerdependent world. They will be prepared for effective participation and leadership in a changing, challenging world that is becoming increasingly technologically sophisticated.

Students have access, when appropriate, to instructional technology resources within their classrooms, in a separate learning lab outside the classroom, and in the school Library-media Center. This includes access to library and multimedia resources. Students also have access to computer based tool software and tool-based lessons that integrate the computer into the entire instructional program; access, when needed, to networked systems extending from the classroom to the building and beyond.

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.

The Instructional Technology Plan 2015-2018 includes the Professional Development Team goals for 2013-2016. These include addressing the instructional needs of students with disabilities and implementing the Dignity For All Students Act (DASA), with the following objectives.

- To continue developing instructional practices that address the needs of all students
- To create an awareness of multiple intelligences and apply related strategies in instruction
- To integrate technology into the curriculum to improve and enhance student learning
- To continue to improve teacher and student access to instructional technology resources
- To enable staff to prevent and respond to incidents of harassment and discrimination

The East Moriches School buildings have and will continue to provide for equitable distribution of and access to computer-based systems. Each elementary and middle school classroom is wired for 5 computers; four student thin client, one teacher thin client and a printer. These computers are part of a local area network and have access to applications from a file server, and to telecommunications available for global and community projects. All classrooms have been equipped with Polyvision or SmartBoards interactive whiteboards, projectors and speakers.

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.

To ensure access to instruction and participation in the curriculum for students with disabilities, the CSE Chairperson and special education faculty members assess the assistive technology needs of individual students on a case-by-case basis. Appropriate assistive technology and professional development is provided. Some examples of assistive technology needs handled by the district include Apple iPads, text to speech programs, chromebooks for daily classroom use, auditory enhancement devices and wireless speaker systems.

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 is a multifaceted and information based process that is strategically planned to provide solutions to problems in areas determined to need improvement. It is our goal to ensure that all professionals in our learning community develop the skills, knowledge, and instructional strategies to enable each student to achieve success.

Our PDT (professional development team), which consists of parents, teachers, and administrators, is responsive to the needs of the staff and aims to advance the effective implementation of shifting paradigms in curriculum and assessment. Pre-session and post-session surveys help to gauge the effectiveness of specific staff development activities towards reaching goals. This has given the district a means of providing additional follow-up support as needed. The professional growth opportunities provided at East Moriches Elementary have been an integral part of the success we have achieved with implementing new initiatives in curriculum, technology and assessments over the past several years. The ideals that have guided us here are thoroughness, persistence, and continuity. Revisiting topics, expanding themes, and maintaining relationships with consultants across school years helps to ensure that our instructional staff is gaining the knowledge and confidence to implement new program demands and protocols. In addition to inviting outside consultants to share their expertise with the faculty and staff, the PDT recognizes and benefits from the experience of experts within our own teaching community. In this spirit, professional development sessions include collegial collaborative sessions and opportunities for teachers who have attended outside conferences to share valuable information through turnkey sessions. A strong mentoring program supports newer staff members in their implementation of best instructional practice.

East Moriches Technology Staff Development Activities:

- Training Sessions - Required training classes for teachers, aids & assistants, clerical staff and administrators on various technologies and software applications.
- In-service Courses - District sponsored elective courses covering topics relating to instructional technologies that have been identified by need and/or interest.
- Teacher Center - A variety of technology staff development opportunities.
- Mentors - Staff members who have mastered specific technologies and/or software applications and are willing to serve as turnkey trainers to colleagues.
- MST Collegial Circles – Discussion groups relating to the integration of the Math, Science and Technology standards into the curriculum.
- Conferences & Workshops - Staff will be encouraged to attend appropriate local and regional events relating to educational technologies.

Technology Training 3 Year Plan (2015-2018):

- Teacher Center of the Western Hamptons offers technology oriented courses
- Ongoing administrative and instructional staff training in use of new student information system and Gradebook – PowerSchool
- Library Virtual Reference Collection training
- Superintendent’s Conference Days offer technology-oriented workshops
- Digital Media Library training for new staff
- Ongoing data training in PowerSchool for Guidance Staff
- Ongoing data training in PowerSchool, and online data applications, for CIO
- Google clasroom training
- Aimsweb Training
- Interactive Whiteboard training for instructional staff
- enVisionMath training for instructional staff

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
Technology Asst	0.25
Library Media Specialist	0.25
Technology Director	0.25
	0.75

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	Laptops	138,000	One Time	SmartSchools Bond Act
2	Printers	26,000	One Time	SmartSchools Bond Act
3	Wi-Fi	35,000	One Time	SmartSchools Bond Act
4	Desktops	78,000	One Time	SmartSchools Bond Act
5	Servers	45,000	One Time	SmartSchools Bond Act
Totals:		322,000.00		

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.**

None (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.**

One of the most important aspects of community involvement is a solid connection with parents. Technology has, and will continue to play an important role in bettering communication with parents in East Moriches. Ongoing community support for educational technology will require that parents and other residents are informed and understand the district's goals. An overview and introduction to newly implemented technology and software is made available to parents and community members through District and P.T.O. meetings, the District website, email, and additional avenues.

- 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.**

Optimum Wi-Fi

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.**

Technology Plan Timeline and Goals

- Fall 2015 - Wired network Gigabit classroom cabling upgrade
Replacing existing cat5 structured cabling within classrooms to newer the cat6a standard to support higher speed gigabit connections.
- Winter 2015 - Elementary School fiber optic gigabit switch deployment
Upgrade the unmanaged fast ethernet switches in the Elementary School to gigabit managed switches using the existing multi-mode fiber cabling.
- Spring 2016 - Wireless network infrastructure upgrade and extended 10Gb Ethernet rollout
Upgrade and expand the wireless network to improve coverage, especially in potential high usage testing areas, increase resiliency and capacity and provide for higher throughput speeds using the newest wireless standards. Expand the 10GbE core network to the Middle School wiring closet.
- Summer 2016 - High-capacity classroom inkjet printer deployment and Windows 10
Replace existing classroom printers with high performance HP OfficeJet X451dn Pro printers, with duplexing functionality and greater capacity ink cartridges and paper trays. Upgrade virtual desktop environment (VDI) to Windows 10 for Education.
- Fall 2016 - Surface Pro 4 desktop computer deployment with wireless display technology
Upgrade teacher thin clients to Microsoft Surface Pro 4 tablets with docking stations and wireless mice and keyboards. Deploy wireless display technology to create a mobile environment.
- Winter 2016 - Grades K-2 Student Mobile Devices and storage carts
Apple iPads and storage carts with wireless keyboards will be deployed for Grades K-2 for 1:1 student devices.
- Spring 2017 - Grades 3-8 Student Mobile Devices and storage carts
Google Chromebooks and storage carts with the necessary charging equipment will be deployed for Grades 3-8 for 1:1 student devices and for computer based testing.

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.**

A major focus in the Instructional Technology Plan is the evaluation and assessment of the entire technology initiative in the East Moriches School District. By using evaluation results, program administrators can better understand how their program is working and where it is headed. With this greater understanding, they are better able to make decisions that will result in long-term improvements to the program. There are many different reasons why we need to evaluate the technology program. Some of these include the following:

- To provide information to program personnel and others on aspects of the program that work well and potential problems.
- To catch potential problems early in the program so they can be corrected before more serious problems occur.
- To guide further evaluation efforts. For instance, an evaluation may bring to light issues that need to be examined in greater detail or an initial evaluation of program implementation may be used, in part, to guide a later evaluation of long-term impact.
- To provide information on what technical assistance may be needed.
- To determine what impact the program is having on participants.

Staff technology training effectiveness and computer integration in the classroom will be routinely assessed through activities such as:

- Technology training: Initial assessment instrument pre-test and post-training inventory.
- Documentation of teacher and student use in the classroom
- Statements on how technology was used to support the NYS Learning Standards and the ISTE NETS for students, learning projects and processes.
- Use technology throughout the school in such areas as PTO events, Open House, Orientation, etc.
- Encourage faculty to keep a portfolio with journal entries describing goals, accomplishments, new skills and a list of resources used.
- File samples of student work and teacher work with the Technology Plan each year; examples of work include internet projects, research, records of simulations, electronic presentations, assessment forms and rubrics.

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	07/01/2013	http://www.emoschools.org/downloads/AUP-Parent%20letter.pdf	2002
Internet Safety/Cyberbullying	06/27/2012	http://www.emoschools.org/downloads/BOE-Policy-7502.1.pdf	2012
Parents' Bill of Rights for Data Privacy and Security	08/27/2014	http://www.emoschools.org/downloads/East%20Moriches%20Union%20Free%20School%20Bill%20of%20Rights.pdf	2014

3. **Does the district have written procedures in place regarding cybersecurity?**

Yes

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
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