

**A. LEA Information**

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

716

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

	Enrollment
Grades K-2	140
Grades 3-5	167
Grades 6-8	180
Grades 9-12	229

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

Karen Capozzi

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

Other

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

Business Manager

### B. Instructional Technology Vision and Goals

#### 1. Please provide the district mission statement.

Our mission is to maximize the diverse talents and aspirations of the students; develop student ability to live as responsible and contributing members of society; provide challenging curricula, in quality facilities, by well-trained staff interested in the welfare of the students; coordinate efforts among members of the school and community to foster high expectations and to provide the best opportunity for a successful educational program. Our technology plan purpose is to provide a strategic long-range plan to ensure the effective integration of technology into curricula and instruction through the provision of updated technology, infrastructure, and increased access to technology.

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

The purpose of the technology plan is to provide a strategic long-range plan to ensure the effective integration of technology into curricula and instruction through the provision of updated hardware, software, infrastructure, and increased access to technology. A successful technology plan outlines technology goals including PreK-12 technology learning standards and performance indicators, staff development strategies, benchmarks and timelines, network and telecommunications planning, long-term funding strategy and budget, and assessment and evaluation of the implementation of all the components of the plan. The result of an effective technology plan will be:

- A coordinated ongoing initiative;
- Increased technology integration into classroom lessons;
- Technology literate students with improved academic achievement and preparedness for future endeavors in higher education and/or employment in a technologically driven society.

##### Rationale

A quality technology plan is essential for ensuring a technologically equipped and competent staff and student body.

##### A quality plan will:

- Provide ongoing technology upgrades;
- Increase access to technology;
- Contribute to the professional growth of staff in technology;
- Improve quality of education and contribute to increased student achievement.

##### Beliefs

The entire school community deserves access to updated and efficient technologies.

Technology must be integrated into the curriculum to meet federal and state learning standards across subject areas.

Outreach to the community fosters and strengthens relationships with parents and the community at large.

##### Technology Plan Goals

The Berlin Central School District has identified the following goals to meet the technological needs of the school community:

- Increase student access to technologies PreK-12;
- Increase utilization of technologies to enhance teaching and learning PreK-12;
- Implement technology integrated curriculum to enhance student learning across subject areas PreK-12;
- Implement software applications and Internet resources to improve student learning through the use of productivity and communication technologies;
- Develop and provide professional development opportunities for all staff to encourage the use and integration of technology in the teaching/learning environment;
- Provide a standardized, reliable, and stable technology environment through the implementation of a replacement schedule of district hardware that will encourage student and personnel usage;
- Budget for and commit adequate financial resources to support technology personnel, hardware, software, and additional equipment;
- Explore and secure resources to support and extend the technologies available to the district.

The District Technology goals will be achieved through the identification of the current environment, proposed upgrades, and a timeline for implementation in the areas of infrastructure, software, staffing, curriculum integration, professional development, and budget. We will evaluate the progress toward our goals and readjust the direction of the technology plan when and where necessary. Designated staff will employ a variety of evaluation approaches on a biannual and annual basis to ensure ongoing assessment and maximum effectiveness of the plan.

- 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.**

BCSD recognizes the National Educational Technology Standards for Students published by the International Society for Technology Education (ISTE). It is the goal of the District to leverage technology aligned with the NYS Common Core Learning Standards and provide resources that will assist teachers to increase student achievement and improve system-wide productivity. As part of this work, we have identified NYS Common Core Learning Standards and performance tasks showcasing the integration of the National Educational Technology Standards for Students (NETS-S) for PreK-12 teachers. Additionally, we have identified a team of stakeholders' districtwide to deliver a comprehensive suite of customized, standards-based, and assessment aligned resources. This includes district instructional technology staff, information technology staff, Principals, Superintendent, Business Manager, Teachers, Teaching Assistants, Subject area Coaches, Department Chairs, and Library Media Specialist. This group met six times during the 2014-2015 school year for the discussion, formulation and development of the instructional technology plan. The meeting dates were 9/11/14, 10/9/14, 11/13/14, 2/12/15, 3/12/15, and 5/7/15.

- 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)  
Device Gap (Checked)  
Network (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.**

Network, Staffing, Hardware

**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)	30Mb	50Mb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	80Mb	100Mb
Bandwidth: Connections WITHIN school buildings (LAN)	750Mb	1Gb

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

50Mb

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

Fairpoint Communications

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	Available (Checked)
802.11ad	Available (Checked)
802.11af	Available (Checked)

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?**

1Gb

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)	88	88
Laptops/Virtual Machine (VM)	57	57
Chromebooks	65	65
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	180	180
<b>Totals:</b>	390.00	390.00

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)?**

10

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.**

Funding is needed to implement a comprehensive assistive technology needs assessment, on an individual basis, for all students identified as disabled. Additional funding is also needed for purchases identified from the stated needs assessment and to provide staff development for implementation.

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	5
Flat Panel Displays	20
Interactive Projectors	0
Interactive Whiteboards	28
Multi-function Printers	5
Projectors	28
Scanners	1
Other Peripherals	0
<b>Totals:</b>	87.00

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

N/A

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)?**

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	Yes
Windows XP	No
Windows 7.0	Yes
Windows 8.0 or greater	No
Apple iOS 7 or greater	Yes
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 Server 2003, 2008, 2012

**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)	Yes
Other	No

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

N/A

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

Blackboard

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

Scholastic Reading Inventory, Scholastic Math Inventory, IXL, RazKids, CastleLearning

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

Infobase Issues and Controversies, Learn 360, BrainPOP, Modern World History Online, Infotrac Databases

**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)
- Other (Checked)

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

Behavior/Discipline

**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)
- 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
MicroComputer Technician	1.00
MicroComputer Technician	0.60
TA-Technology	0.50
	<b>2.10</b>



**E. Curriculum and Instruction**

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

Digital Age Learning Culture

Educational Administrators create, promote, and sustain a dynamic, digital-age learning culture that provides a rigorous, relevant, and engaging education for all students.

- a. Ensure instructional innovation focused on continuous improvement of digital-age learning
- b. Model and promote the frequent and effective use of technology for learning
- c. Provide learner-centered environments equipped with technology and learning resources to meet the individual, diverse needs of all learners
- d. Ensure effective practice in the study of technology and its infusion across the curriculum e. Promote and participate in local, national, and global learning communities that stimulate innovation, creativity, and digital age collaboration

Excellence in Professional Practice

Educational Administrators promote an environment of professional learning and innovation that empowers educators to enhance student learning through the infusion of contemporary technologies and digital resources.

- a. Allocate time, resources, and access to ensure ongoing professional growth in technology fluency and integration
- b. Facilitate and participate in learning communities that stimulate, nurture and support administrators, faculty, and staff in the study and use of technology
- c. Promote and model effective communication and collaboration among stakeholders using digital age tools
- d. Stay abreast of educational research and emerging trends regarding effective use of technology and encourage evaluation of new technologies for their potential to improve student 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?**

No

**2a. If "Yes", please specify.**

(No Response)

**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?**

No

**3a. If "Yes", please provide detail.**

(No Response)

**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.**

Technology Component	Professional Development	Provider
Computer/ Technology Awareness	Training offered for those staff who have a basic understanding of available technologies and integration expectations Training offered to community members through adult education workshops	Technical staff Computer Lab Assistants Questar III Model Schools District Technology Instructional Coordinator Library Media Specialist
Introduction to Profiles for literate students	Overview of document strategies for implementing	Library Media Specialist District Technology Instructional Coordinator District Technology members
Curriculum Based Internet	Train staff to integrate Internet resources into the curriculum	District Technology Instructional Coordinator Library Media Specialist Department Chairs
Integrating Technology across the Common Core Curriculum	Provide training in how to plan for using technology as a teaching tool for the purpose of developing technology infused lessons	Questar III Model School District Technology Instructional Coordinator Department Chairs Outside Consultants
Web Page Authoring In School Tools	Training on development of teacher web page specific to the district	Library Media Specialist District Technology Instructional Coordinator District Turn-Key Trainers
Interactive Smart Boards/Promethean Boards, iPads, Laptops, and Tablets	Learn how to use technology to engage students in learning through interactive tools/devices.	Questar III Model School District Technology Instructional Coordinator Library Media Specialist Turn-Key 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 Coordinator	1.00
	<b>1.00</b>

**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	Broadband	10,000	Annual	Budgetary Allocations
2	Staffing	110,000	Annual	Budgetary Allocations
3	Wi-Fi	40,000	One Time	Smart Schools Bond Act Funds
4	Desktops	100,000	One Time	Smart Schools Bond Act Funds
5	Laptops	225,000	One Time	Smart Schools Bond Act Funds
<b>Totals:</b>		485,000.00		

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.**

Changes in Staffing (Checked)  
Developments in Technology (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.**

Working with local government to provide wireless access in other public buildings that are accessible during non-school hours.

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.**

Firehouses, libraries, churches

**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.**

Current Applications	Proposed Upgrade	Timeline
Mandarin Library Automation System: Berlin Jr./Sr. HS & BES	Updates provided annually through contract	Fall 2015, 2016, and 2017
TrackIt! Help Desk and Inventory Management	As updates become available	Fall 2015, 2016, and 2017
Schooltool Student Mgmt. System (Web Based)	Updates provided annually through contract	Fall 2015, 2016, and 2017
Windows 2003 and Windows 2008 Server	Upgrade when new versions become available	Fall 2015, 2016, and 2017
Microsoft Office 2010	Upgrade when new versions become available	Fall 2015, 2016, and 2017
Microsoft Exchange 2010	Upgrade when new versions become available	Fall 2015, 2016, and 2017
Finance Manager Accounting Software	Updates provided annually through contract	Fall 2015, 2016, and 2017
Gradekeeper (Electronic Gradebook)	Upgrade when new versions become available	Fall 2015, 2016, and 2017
Smart Board and Promethean Board Software	Upgrade when new versions become available	Fall 2015, 2016, and 2017
Adobe Photoshop	As needed	Fall 2015, 2016, and 2017
Co-Writer/Write Outloud	As needed	Fall 2015, 2016, and 2017
Castle Learning Online	As needed	Fall 2015, 2016, and 2017
Lexia Reading	As needed	Fall 2015, 2016, and 2017
Scholastic SMI	As needed	Fall 2015, 2016, and 2017
Scholastic SRI	As needed	Fall 2015, 2016, and 2017
Snap-n-Read	As needed	Fall 2015, 2016, and 2017
Plan book	As needed	Fall 2015, 2016, and 2017
Brainpop, Learn 360	As needed	Fall 2015, 2016, and 2017
Library-Online Databases	As needed	Fall 2015, 2016, and 2017
Google Apps for Education	As needed	Fall 2015, 2016, and 2017
Schoology	As needed	Fall 2015, 2016, and 2017

**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.**

Date	Actions	Desired Outcomes
November 2015	The district is proposing a collaboration with Questar BOCES for the provision of an independent consultant to conduct a review of the district's instructional technology plan and an evaluation of its effectiveness on improving teaching and learning.	The Technology Committee will use this data to guide planning of professional development and any modifications to purchasing plans, etc.
May 2015	The district is proposing a collaboration with Questar BOCES for the provision of a secondary review of the district's instructional technology plan, incorporating in their review the effective integration of technology from teacher APPR's, student achievement data available through the district's report card and the technology assessment scores to determine the effectiveness on improving teaching and learning for the year.	The Technology Committee will use this data to start planning professional development and purchasing for the 2016-2017 school year in the summer of 2016. The Technology Committee will also review software purchases in May and June of 2016. Services which are underutilized and/or for which there is no corresponding positive impact on student achievement may be discontinued. In those cases, the Committee will identify and evaluate possible replacement services. The district's instructional technology plan will be updated annually following this secondary review.

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	07/29/2015	<a href="http://www.berlincentral.org/files/_eZCEY_/7334267bcd5071d53745a49013852ec4/6.241-11_Staff_Student_Acceptable_Use_Policy.pdf">http://www.berlincentral.org/files/_eZCEY_/7334267bcd5071d53745a49013852ec4/6.241-11_Staff_Student_Acceptable_Use_Policy.pdf</a>	2011
Internet Safety/Cyberbullying	12/01/2005	<a href="http://www.berlincentral.org/files/_eZCEY_/7334267bcd5071d53745a49013852ec4/6.241-11_Staff_Student_Acceptable_Use_Policy.pdf">http://www.berlincentral.org/files/_eZCEY_/7334267bcd5071d53745a49013852ec4/6.241-11_Staff_Student_Acceptable_Use_Policy.pdf</a>	2011
Parents' Bill of Rights for Data Privacy and Security	07/29/2015	<a href="http://www.berlincentral.org/files/_2cKmz_/8eb9150e7af1ca903745a49013852ec4/Initial_Parents_Bill_of_Rights_for_Data_Privacy_and_Security.pdf">http://www.berlincentral.org/files/_2cKmz_/8eb9150e7af1ca903745a49013852ec4/Initial_Parents_Bill_of_Rights_for_Data_Privacy_and_Security.pdf</a>	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.**

(No Response)

**Appendices**

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

(No Response)