

**Roxbury**  
**NYSED Instructional Technology Plan**  
**2018-2021**

**Section I – District LEA Information**

**1. What is the name of the district administrator responsible for entering the Instructional Technology Plan data?**

Brenda Hill

**2. What is the title of the district administrator responsible for entering the Instructional Technology Plan data?**

• Other (please identify in Question 2a, below)

**2a. If 'Other' was selected in Question 2 above, please identify the title.**

Computer Coordinator

**Section II – Strategic Technology Planning**

**To assist districts in completing their District Instructional Technology Plans, use the following template to align your vision, goals and action steps as outlined in sections II and III.**

**1. What is the overall district mission?**

Our vision is to provide a safe and caring environment in which our students can develop academically, creatively, and socially. Each member of the school community will demonstrate personal integrity, a commitment to learning, and an appreciation for cultural diversity.

**2. What is the vision statement that guides instructional technology use in the district?**

The vision of the Roxbury Central School District to increase student achievement by incorporating instructional technology into the curriculum through effective communication in a digital society.

**3. List three goals that will drive the attainment of the vision.**

1. By June 30, 2021 grades PK-12 will implement instructional technology curriculum map to reflect ISTE and district goals and initiatives. The measurement is a creation of a vertically and horizontally aligned curriculum map PK-12 as approved by the district.
2. By June 30, 2019, RCS will increase the perception of overall safety from 90% to 93%. This will be measured by a survey of school community.
3. By June 30, 2020 we will increase preparedness for 4th grade one to one device state assessments from 3% to 90%. This goal will be measured by the ability of students to access and participate in the NYS Assessments.

**4. Summarize the planning process used to develop answers to the Instructional Technology Plan questions and/or your district comprehensive instructional technology plan. Please include the stakeholder groups participating and the outcomes of the instructional technology plan development meetings.**

ROXBURY TECHNOLOGY COMMITTEE MEMBERS:

Name	Representation
TBA	Board of Education
Thomas O'Brien	Superintendent
Brenda Hill	Computer Coordinator
Jane Ware	Instructional Technology
Jo Hinkley	Dean of Students, Roxbury Collaborative Team
Karen Bramley	Elementary Teacher
Stacey Vasta	Elementary Teacher
Tina Peters	Middle School Teacher, Parent
Rinda Mattice	High School Teacher, Parent
Alfred Vigna	Middle/High School Teacher
Mary Hinkley	CSE Chairman
Mario D'Antoni	Student

Carol Ann Dykstra	Community Member

Technology Plan Development Meetings			
Date	Purpose	Participants	Outcome
Annually in June	Present Technology Plan Revision to Board of Education and parents	Public Hearing for all stakeholders	Inform the community on the RCS technology plan
Annually in August	Complete Technology Plan Survey	RCS Technology Committee	Prepare to submit and implement technology plan
Annually in September RCMT Day	Present Technology Plan to faculty and staff	RCS Faculty, staff and administration	Inform RCS stakeholders
Annually in October Board Meeting	Present Technology Plan to Board of Education and parents	Public Hearing for all stakeholders	inform the community on the RCS technology plan
Annually in November	Place NYSED approved plan	Internet Audience	Internet Access for all

	on RCS website		
Annually in January	Review Technology Plan	RCS Technology Committee	review plan
Annually in May	Evaluate Technology Plan	RCS Technology Committee	evaluate plan

**5. Please describe the professional development plan for building the capacity of educators and administrators in the attainment of the instructional technology vision.**

New staff member checkoff list must be successfully completed, or they will receive 1:1 tutorial to achieve competency. General faculty in-service on usage of Library databases is presented by the Media Specialist. Superintendent’s Conference day trainings are held on what’s new in eSchool and G Suite. Faculty and staff Internet Safety and Missing and Exploited Children training is held during RCMT day.

**6. How will the instructional technology goals be measured and evaluated during and after implementation? Be sure to include any tools and/or metrics that are part of this evaluation process.**

Goal	Measurement/Evaluation
By June 30, 2021 grades PK-12 will implement instructional technology curriculum map to reflect ISTE and district goals and initiatives. The measurement is a creation of	The creation of a vertically and horizontally aligned curriculum map PK-12 as approved by the district.

a vertically and horizontally aligned curriculum map PK-12 as approved by the district.	
By June 30, 2019, RCS will increase the perception of overall safety from 90% to 93%. This will be measured by a survey of school community.	Pre and Post surveys of school community.
By June 30, 2020 we will increase preparedness for 4th grade one to one device state assessments from 3% to 90%. This goal will be measured by the ability of students to access and participate in the NYS Assessments.	This goal will be measured by the ability of students to access and participate in the NYS Assessments.

## Section III – Action Plan

### Action Steps

**Goal 1:** By June 30, 2021 grades PK-12 will implement instructional technology curriculum map to reflect ISTE and district goals and initiatives. The measurement is a creation of a vertically and horizontally aligned curriculum map PK-12 as approved by the district.

Action Step (dropdown)	Action Step-Description	Responsible Stakeholder(s) (dropdown)	Anticipated <b>Month</b> of Completion	Anticipate d <b>Year</b> of completion	Anticipated Cost
1. <b>Professional Development</b>	Give stakeholders time and resources to meet and	Other	June	2019	\$5000

	create document				
2. <b>Curriculum</b>	Create document	Classroom teachers	June	2020	N/A
3. <b>Collaboration</b>	Meet and evaluate document	Classroom teachers	January	2021	N/A
4. <b>Evaluation</b>	Review document	Administration/ Classroom teachers	May	2021	N/A
5. <b>Policy/Protocols</b>	Approve document	Administration/ Other	June	2021	N/A
6. <b>Implementation</b>	Implement and update as needed	Classroom teachers	September	2021	N/A

**Goal 2:** By June 30, 2019, RCS will increase the perception of overall safety from 90% to 93%. This will be measured by a survey of school community.

Action Step. (dropdown)	Action Step-Description.	Responsible Stakeholder(s) (dropdown)	Anticipated <b>Month</b> of Completion.	Anticipated <b>Year</b> of completion	Anticipated Cost
1. Evaluation	Survey RCS community to create baseline  Needs assessment	Director of Technology  Superintendent  Other-Committees tech, safety, and student safety	November	2018	N/A

2. <i>Purchasing, Research</i>	Purchase indoor and outdoor security cameras and controller	<i>Director of Technology</i>  <i>Other</i>	January	2019	\$25,500.00
3. <i>Infrastructure</i>	Installation of security camera system	<i>Other</i>	March	2019	\$30,000.00
4. Professional Development	Train stakeholders in use and implementation of security systems	Other	June	2019	\$2000.00
5. Evaluation	Post survey and data analysis	Other Superintendent Director of technology	June	2019	N/A

**Goal 3:** By June 30, 2020 we will increase preparedness for 4th grade one to one device state assessments from 3% to 90%. This goal will be measured by the ability of students to access and participate in the NYS Assessments.

Action Step (dropdown)	Action Step-Description	Responsible Stakeholder(s) (dropdown)	Anticipated <u>Month</u> of Completion	Anticipated <u>Year</u> of completion	Anticipated Cost
1. <i>Purchasing, Research</i>	Purchase chromebooks in primary and elementary grades.	<i>Director of Technology</i>  <i>Other</i>	June	2019	\$20,000.00
2. <i>Purchasing, Research</i>	Purchase network switches, firewall/web	<i>Director of Technology</i>	January	2020	\$98,000.00

	content filter, and wifi access points	<i>Other</i>			
<i>3. Infrastructure</i>	Upgrade school network infrastructure and WiFi network	<i>Other</i>	March	2020	\$54,000.00
4. Professional Development	Train staff to use Chromebooks/ G-suite	<i>Other</i>	June	2020	\$3000.00
5. Implementation	Provide access and instruction using Chromebook technology	<i>Director of technology Classroom Teacher Other</i>	September	2020	N/A
6. Evaluation	Post Assessments	<i>Classroom teacher Other -jane boces</i>	June	2020	N/A

## **Section IV – NYSED Initiatives Alignment**

**1. Explain how the district use of instructional technology will serve as a part of comprehensive and sustained effort to support rigorous academic standards attainment and performance improvement for students.**

Technology allows students to be more independent. Students with learning disabilities will learn lifelong skills to access information.

**2. Students with disabilities may be served through the use of instructional technology as well as assistive technology devices and services to ensure access to and participation in the general curriculum. Describe how instruction is**



**differentiated using technology to support the individualized learning needs of this student group.**

Technology is used to:

- Read to students
- Write essays (speech to text)

(18 IEPs have assistive technology)

**3. How does the district utilize technology to address the needs of Students with Disabilities to ensure equitable access to instruction, materials, and assessments? Check all that apply.**

- Text to speech and/or speech to text software is utilized to provide increased support for comprehension of written or verbal language.
- Technology is used to increase options for students to demonstrate knowledge and skill.
- Learning games and other interactive software are used to supplement instruction. (Kahoot, Reflex Math)
- Other (please identify in Question 3a, below)

3a. If 'Other' was selected in Question 3 above, please explain here.

**4. Please select the professional development that will be offered to teachers of Students with Disabilities that will enable them to differentiate learning and to increase their student language and content learning with the use of technology. Check all that apply.**

*If the district files or has filed a Smart Schools Investment Plan (SSIP) to apply for Smart Schools Bond Act funds, this response must align with the district's response to any related questions in the SSIP.*

- Technology to support writers in the secondary classroom
- Using technology to increase options for students with disabilities to demonstrate their knowledge and skills

- Other (please identify in Question 4a, below)

4a. If 'Other' was selected in question 4 above, please explain here.

**5. How does the district utilize technology to address the needs of English Language Learners/Multilingual Learners to ensure equitable access to instruction, materials, and assessments? Check all that apply.**

*If the district files or has filed a Smart Schools Investment Plan (SSIP) to apply for Smart Schools Bond Act funds, this response must align with the district's response to any related question(s) in the SSIP.*

*Please check all that apply from the provided options and/or check 'Other' for options not available on the list.*

- Other (Please identify in Question 5a, below)

5 a. If 'Other' was selected in Question 5 above, please explain here.

District currently does not have any ELL students.

**6. The district's instructional technology plan addresses the needs of English Language Learners/Multilingual learners to ensure equitable access to instruction, materials, and assessments in multiple languages.**

No

6 a. If Yes, check one:

- In the 5 most spoken languages in the district
- In the 10 most spoken languages in the district
- In the 15 most spoken languages in the district
- Other (please explain in Question 6b, below)

6b. If 'Other' was selected in 6a, above, please explain here.

**7. Please select the professional development that will be offered to teachers of English language learners/multilingual learners that will enable them to differentiate learning and to increase their student language and content learning with the use of technology. Check all that apply.**

*If the district files or has filed a Smart Schools Investment Plan (SSIP) to apply for Smart Schools Bond Act funds, this response must align with the district's response to any related questions in the SSIP.*

Other (please identify in Question 7a, below)

7a. If 'Other' was selected in Question 7 above, please explain here.

No PD offered due to no ELL students in district

**8. How does the district use instructional technology to facilitate culturally-responsive instruction and learning environments?**

*Please check all that apply from the drop-down menu or add an "other" for options not available on the list. If you check other, a text box will appear to enter the information.*

The district does not use instructional technology to facilitate culturally responsive instruction.

## **Section V – Administrative Management Plan**

### **1. Staff Plan**

Provide the Full-Time Equivalent (FTE) count, as of plan submission date, of all staff whose primary responsibility is delivering technology integration training and support and/or technical support for teachers.

Title	Full-time Equivalent (FTE)
District Technology Leadership	.50
Instructional Support	.10

Technical Support	.40
-------------------	-----

Enter the FTE for each title, even if it is zero. Responses limited to two decimal points.

Relevant staff would include:

- District Technology Leadership** – Examples of roles in this category include district level positions such as Director/Coordinator of Technology, Chief Technology Officer, Director of Innovation, Director/Coordinator of Instructional Technology, etc.
- Instructional Support** – Examples of roles in this category include staff whose primary responsibility is in the integration of technology in curriculum to support teachers and students
- Technical Support** – Examples of roles in this category include network engineers, system administrators, computer support and repair, computer aides whose primary role is technical support, etc.

*If the same individual staff member supports multiple categories, such as leadership, technology integration, and/or technical support, they should allocate their time between the functions. Total FTE count for any one individual should not exceed 1.0. Do not include contractors unless paid as an FTE.*

## 2. Staff Plan

Provide a three-year investment plan to support the vision and goals.

Anticipated Item or Service. (dropdown)	If "Other" Item or Service, please identify.	Estimated Cost.	Is Cost One-time , Annual, or Both?	Potential Funding Source. May check more than one source per item.	If "other Source of Funding, please identify.
End User Computing			Annual	BOCES	

Devices				Co-Ser purchase District Operating Budget	
Network and Infrastructure			One-Time	Smart Schools Bond Act	
Professional Development			Annual	District Operating Budget Instructional Resources Aid	

**3. Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?**

N/A

**4. Please indicate whether or not the district has a public website.**

Yes

**5. Please indicate whether the district has assigned a specific person with responsibility for Information Security. Answer Yes**

**6. Please indicate whether the district has assigned a specific person with responsibility for Information Privacy. Answer Yes**

**7. Has a district-wide information security and/or privacy audit ever been performed in the district? Answer Yes**

Options: Once

**7b. If 'Yes' was selected in Question 7, above, please indicate whether the audit(s) was/were performed by an independent 3rd party contractor.**

Choose one:

- Yes - all audits were performed by a 3rd party contractor.

**8. Does the school district provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms? Answer Yes**

**9. Does your school district provide for educating minors about cyberbullying awareness and response? Answer Yes**

**10. Does the district have an Internet Safety Policy?**

Choose one:

- Yes, and I will upload the policy.

**11. Does the district have a Cyberbullying Policy?**

Choose one:

- Yes, and I will upload the policy.

**12. Does the district have a Parents' Bill of Rights for Data Privacy and Security?**

Choose one:

- Yes, and I will provide the URL for the Parents' Bill of Rights for Data Privacy and Security. Please ensure that the URL provided links directly to the policy.

**12a. What year was the Parents' Bill of Rights for Data Privacy and Security policy first posted?**

12/18/17

**12b. Please provide the URL to the district's Parents' Bill of Rights for Data Privacy and Security.**

<http://www.roxburycs.org/Downloads/12-18-17%20parents%20bill%20of%20rights3.pdf>

**13. Does the district have an information breach policy that addresses the district's planned response to an information breach?**

Choose one:

- Yes, and I will upload the policy.

**14. Provide a direct link to the district's technology plan or a link to a copy of the approved NYSED instructional technology plan posted on the district's website.**