

**2018-2021 Instructional Technology Plan - Annually - 2018**

I. District LEA Information

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**Section I - District LEA Information**

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

Jon Street

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

Director of Technology

For help with completing the plan, please visit 2018-2021 ITP Resources for Districts, contact your district's RIC, or email [edtech@nysed.gov](mailto:edtech@nysed.gov).

## 2018-2021 Instructional Technology Plan - Annually - 2018

## II. Strategic Technology Planning

## Section II - Strategic Technology Planning

## 1. What is the overall district mission?

The Ichabod Crane Central School District is dedicated to preparing students to become contributing members of society in an ever-changing world by valuing diversity; providing a safe environment; and promoting unique talents, a desire for life-long learning, a strong community spirit and Rider pride.

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

The Ichabod Crane Central School District K-12 educational program will prepare students to be technologically literate individuals. With a focus on lifelong learning, our students will be able to make informed decisions about the role of technology in their lives. Students should have the opportunity to develop technology skills that support learning, personal productivity, and decision making in their daily lives.

The Ichabod Crane Central School District will provide the following:

- Technology-rich learning environments that promote learning by engaging, challenging, and nurturing diverse learners.
- Access to resources that support the educational environment, including access to the Internet and digital media.
- Opportunities to use technology for communication and collaboration through multimedia, virtual, and e-learning environments.
- Opportunities for faculty and staff to master technology to create and support the ethical, responsible, and innovative use of technology in the classroom and beyond.
- Apply technology solutions to achieve the district's mission, goals, and strategies.
- Encourage/support new initiatives and innovation as a dynamic, continuous process.
- Ensure that materials are available in multiple formats including but not limited to large print, braille, and audio as needed.
- Provide resources to support and facilitate student output such as voice to text software, augmentative communication devices, and environmental control devices.

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

	List Goals
Goal 1	The district will be implementing a technology standards-based curriculum K-12 that integrates with its current curriculum. It will be designed to supplement the current curriculum to ensure students learn the fundamentals of technology. Embedded in this process is the need for digital literacy, which will be a focus of the curriculum. The ISTE Standards will be used as the basis of this curriculum.
Goal 2	The district will provide timely and ongoing staff development to ensure that teachers and staff are technologically literate and able to motivate and challenge students of diverse learning styles and abilities.
Goal 3	The District shall provide adequate and equitable access to 21st century instructional tools for all students and staff, including but not limited to: computers, projectors, interactive whiteboards, document cameras, handheld devices, software, and instructional video on demand, communication tools, and centralized district printing and e-learning environments.

## 4. Do you want to list a fourth goal that will drive attainment of the vision?

Yes

## 4a. List Goal #4

The district will provide a secure, reliable high-speed network platform capable of providing network services efficiently.

## 5. Do you want to list a fifth goal that will drive attainment of the vision?

No

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6. 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.

The purpose of this three-year technology plan is to provide a roadmap for the advancement and use of technology and technology-related resources to improve and support high quality educational services. To achieve these goals we have formulated our vision to utilize technology integration in the district. This plan will provide a framework for making decisions and recommendations to improve technology's impact on student achievement and our educators ability to harness technology in support of the vision layed out. Accordingly, a set of goals has been developed. By implementing our action plans we will achieve these goals.

The District Technology Committee will evaluate and revise the plan in accordance with changes in education requirements, technology improvements, and curriculum. We will be supported in this effort by a strong evaluation plan. In addition to the members of the technology committee, we will be communicating with parents, students, and educators to provide valuable input to the members of the technology committee.

The technology plan will be shared throughout our district and community using various methods. The public will be able to review the technology plan via our district website. The plan will be disseminated to all staff. Updates on different initiatives will be communicated at building faculty meetings and email distributions.

In addition, this plan has been completed to meet the following requirements or guidelines of the:

- Federal E-Rate program
- New York State Education Department (SED)
- Enhancing Education Through Technology (Title IId) Program
- Smart Schools Bond Act

**District Technology Committee**

Suzanne Guntflow	Principal of Instruction & APPR
Mike Brennan	Business Manager
Craig Shull	HS Principal
Andrea Williams	PS Principal
Julianne Rulison	Tech Instructional Support Specialist
Tony Marturano	HS Assistant Principal
Dave Vona	HS Math and Computer Science Teacher
Patrick Sanger	HS Social Studies Teacher
Greg Miller	HS Science Teacher
Susan Jermain	5th Grade Teacher
Kara Abatto	1st Grade Teacher
Jon Street	Director of Technology
Dwight Grant	IT Dept
Len Bates	IT Dept

**District Instructional Technology Curriculum Committee (ITCC)**

Gregory Miller	K-12 ITCC Liaison & HS Science Teacher
Julianne Rulison	Tech Instructional Support Specialist
Jodi Gajadar	HS Social Studies Teacher
Curt Barford	HS Science Teacher
Gayle Abrams	HS Art Teacher

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Megan Yeats	HS English Teacher
Dave Vona	HS Math and Computer Science Teacher
Jennifer Two-Axe	HS Library Media Specialist
Maureen Kuhn	MS FACS Teacher
Jennifer Gecewicz	MS Science Teacher
Elisabeth Milot	MS Science Teacher
Kara O'Hare	MS Spanish Teacher
Susan Jermain	5th Grade Teacher
Kim Palmer	4th Grade Teacher
Christina Bailey	3rd Grade Teacher
Holly Vincent	2nd Grade Teacher
Kara Abatto	1st Grade Teacher
Lindsay Meyers	K Teacher
Alanna Moss	PS Library Media Specialist

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

Staff development is an ongoing process that empowers teachers with the skills to utilize resources to the fullest extent possible. Some of these resources include the use of interactive training using technology, web-based instructional programs with online assessment with immediate feedback.

Some of the methods for faculty professional development include:

- Superintendent's Conference Days
- Conferences held outside of the district
- Workshops and Trainings provided in-district and outside of the district.
- One-to-one consults with Technology Instructional Specialist
- Faculty, Curriculum & Grade-Level Meetings
- Vendor-Provided Professional Development

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

Periodic evaluation of the tech plan will be instrumental to its long-term success. The evaluation process will monitor specific goals and objectives. The effectiveness of the action plans will be reviewed to ensure timelines are met. The results of the evaluations will allow for adjustments to be taken in response to technological advances and opportunities as they develop.

This technology plan will be formally reviewed every year by the technology committee and updated after each review as necessary. A comprehensive review and update will occur every three years. The District Technology Committee is responsible for the reviews and updates. In addition, the committee will reconvene if significant changes in the environment occur or if significant opportunities arise that warrant a review and update.

The evaluation process will seek to examine outcome-based measurements. For example, the evaluation may measure the amount of change in student achievement as a result of implementing a specific piece of technology, technological strategy, or system. It could also measure a change in technical workflows or skills. Possible tools may include, but are not limited to:

- Interviews and/or surveys with staff/stakeholders
- APPR observation results
- Graduation rate data
- NYS assessment results
- Faculty and student technology usage rates
- Curriculum revisions
- NYS School report card

The evaluation process will address, at a minimum, the following items:

- The frequency of reviews and updates to the technology plan
- The membership of the District Technology Committee
- The success of the technology plan in meeting the goals of the district
- Any unexpected outcomes or benefits to having the technology in place
- The goals and objectives that were unable to be met and ways to overcome these barriers
- The plan for meeting unrealized goals and objectives
- Other needs that may have emerged since the adoption of the plan
- Any goals or objectives that are no longer relevant to the district and that should be removed from the plan

In addition, the District Technology Committee will regularly consider the emergence of new developments in technology that can be included to improve educational services and student performance.

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## 2018-2021 Instructional Technology Plan - Annually - 2018

## III. Action Plan - Goal 1

## Section III - Action Plan

**Overview:** This section requires specific action steps that will be taken in order to achieve each of the goals presented in Section II of the plan. Each goal will have its own page in the plan. For this page, copy Goal #1, which you listed in Section II, Question 3, and respond to all questions below.

## 1. Goal #1

The district will be implementing a technology standards-based curriculum K-12 that integrates with its current curriculum. It will be designed to supplement the current curriculum to ensure students learn the fundamentals of technology. Embedded in this process is the need for digital literacy, which will be a focus of the curriculum. The ISTE Standards will be used as the basis of this curriculum.

## 2. Select the NYSED goal that best aligns with this district goal.

1. Develop a strategic vision and goals to support student achievement and engagement through the seamless integration of technology into teaching and learning

## 3. Target Student Population(s). Check all that apply.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> All students    | <input type="checkbox"/> Migrant students   |
| <input type="checkbox"/> Pre-K-2                    | <input type="checkbox"/> Homeless students  |
| <input type="checkbox"/> Grades 3-5/6               | <input type="checkbox"/> Economically disadvantaged students  |
| <input type="checkbox"/> Middle School              | <input type="checkbox"/> Students between the ages of 18-21   |
| <input type="checkbox"/> High School                | <input type="checkbox"/> Students who are targeted for dropout prevention or credit recovery programs |
| <input type="checkbox"/> Students with Disabilities | <input type="checkbox"/> Other (please identify in Question 3a, below)                                |
| <input type="checkbox"/> ELL/MLLs                   |   |

## 4. List the action steps that correspond to Goal #1 from your answer to Question 1, above.

	Action Step - Select one category.	Action Step - Description	Responsible Stakeholder. Select one.	If you selected 'Other' Responsible Stakeholder in the column to the left, please identify here. Otherwise, please write "N/A."	Anticipated month of completion	Anticipated year of completion	Anticipated cost
Action Step 1	Curriculum	<b>Action Step Description: Continue to develop specific milestones for Grades 6-12 student technology portfolios as a graduation requirement. This includes the continual evaluation of the district's current technology offerings and project database grades 6-12 to determine their correlation to the NYS Learning Standards and the International Society for Technology in Education (ISTE) Standards.</b>	Curriculum and Instruction Leader	N/A	June (06)	2021	40,000

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## III. Action Plan - Goal 1

	Action Step - Select one category.	Action Step - Description	Responsible Stakeholder. Select one.	If you selected 'Other' Responsible Stakeholder in the column to the left, please identify here. Otherwise, please write "N/A."	Anticipated month of completion	Anticipated year of completion	Anticipated cost
Action Step 2	Curriculum	<b>Action Step Description: Develop and implement a plan to assess the technology literacy of our K-5 students annually in order to obtain feedback and data pertaining to areas of strength and weakness in our technology instruction across the curriculum through benchmark computer skill assessments (exit tickets). Responsible Stakeholder: Principal of APPR, Professional Development, Curriculum &amp; Instruction</b>	Curriculum and Instruction Leader	N/A	June (06)	2019	30,000
Action Step 3	N/A	N/A	N/A	N/A	Dec. (12)	2021	N/A
Action Step 4	N/A	N/A	N/A	N/A	Dec. (12)	2021	N/A

## 5. This question is optional.

If more action steps are needed, continue to list the action steps that correspond to Goal #1 from your answer to Question 1, above.

	Action Step - Select one category.	Action Step - Description	Responsible Stakeholder. Select one.	If you selected 'Other' Responsible Stakeholder in the column to the left, please identify here.	Anticipated month of completion	Anticipated year of completion	Anticipated cost
Action Step 5							

## 2018-2021 Instructional Technology Plan - Annually - 2018

## III. Action Plan - Goal 1

	Action Step - Select one category.	Action Step - Description	Responsible Stakeholder. Select one.	If you selected 'Other' Responsible Stakeholder in the column to the left, please identify here.	Anticipated month of completion	Anticipated year of completion	Anticipated cost
	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)
Action Step 6	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)
Action Step 7	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)
Action Step 8	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)

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## 2018-2021 Instructional Technology Plan - Annually - 2018

## III. Action Plan - Goal 2

## Section III - Action Plan

Copy Goal #2, which you listed in Section II, Question 3, and respond to all questions below.

## 1. Goal #2

The district will provide timely and ongoing staff development to ensure that teachers and staff are technologically literate and able to motivate and challenge students of diverse learning styles and abilities.

## 2. Select the NYSED goal that best aligns with this district goal.

2. Provide technology-enhanced, culturally- and linguistically-responsive learning environments to support improved teaching and learning

## 3. Target Student Population(s)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> All students    | <input type="checkbox"/> Migrant students   |
| <input type="checkbox"/> Pre-K-2                    | <input type="checkbox"/> Homeless students  |
| <input type="checkbox"/> Grades 3-5/6               | <input type="checkbox"/> Economically disadvantaged students  |
| <input type="checkbox"/> Middle School              | <input type="checkbox"/> Students between the ages of 18-21   |
| <input type="checkbox"/> High School                | <input type="checkbox"/> Students who are targeted for dropout prevention or credit recovery programs |
| <input type="checkbox"/> Students with Disabilities | <input type="checkbox"/> Other (please identify in Question 3a, below)                                |
| <input type="checkbox"/> ELL/MLLs                   |   |

## 4. List the action steps that correspond to Goal #2 from your answer to Question 1, above.

	Action Step - Select one category.	Action Step - Description	Responsible Stakeholder. Select one.	If you selected 'Other' Responsible Stakeholder in the column to the left, please identify here. Otherwise, please write "N/A."	Anticipated month of completion	Anticipated year of completion	Anticipated cost
Action Step 1	Professional Development	<b>Action Step Description: Provide ongoing training to develop and maintain literacy in the area of cyber security, cyber bullying and technology misuse. Teaching staff will be trained on the risks involved in online transactions, communication, and interactions through social media, text, email and other forms of electronic communication. Students will be taught about the risks involved in online transactions, communication, and interactions through social media, text, email and other forms of electronic</b>	Instructional/ PD Coach	N/A	June (06)	2021	45,000

## 2018-2021 Instructional Technology Plan - Annually - 2018

## III. Action Plan - Goal 2

	Action Step - Select one category.	Action Step - Description	Responsible Stakeholder. Select one.	If you selected 'Other' Responsible Stakeholder in the column to the left, please identify here. Otherwise, please write "N/A."	Anticipated month of completion	Anticipated year of completion	Anticipated cost
		communication. Students will be taught how to identify and suspicious and inappropriate online activity. Strategies will be provided to students on how to handle, cope with and report suspicious and inappropriate online activity. This includes but is not limited to cyber bullying, threats, and inappropriate dialogue via social media, text, email and other forms of electronic communication.					
Action Step 2	Professional Development	<b>Action Step Description: Embed teacher support of classroom technology use through a technology instructional support specialist who co-teaches lessons, communicates tips and resources, promotes available resources and programs, meets with teachers individually and in small group environments to answer questions and make suggestions, and offers technology trainings after school and throughout the year.</b>	Instructional/ PD Coach	N/A	June (06)	2021	30,000
Action Step 3	N/A	N/A	N/A	N/A	Dec. (12)	2021	N/A
Action Step 4	N/A	N/A	N/A	N/A	Dec. (12)	2021	N/A

## 5. This question is optional.

If more action steps are needed, continue to list the action steps that correspond to Goal #2 from your answer to Question 1, above.

## 2018-2021 Instructional Technology Plan - Annually - 2018

## III. Action Plan - Goal 2

	Action Step - Select one category.	Action Step - Description	Responsible Stakeholder. Select one.	If you chose "Other" Responsible Stakeholder in the column to the left, please identify here.	Anticipated month of completion	Anticipated year of completion	Anticipated cost
Action Step 5	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)
Action Step 6	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)
Action Step 7	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)
Action Step 8	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)

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## 2018-2021 Instructional Technology Plan - Annually - 2018

## III. Action Plan - Goal 3

## Section III - Action Plan

Copy Goal # 3, which you listed in Section II, Question 3, and respond to all questions below.

## 1. Goal #3

The District shall provide adequate and equitable access to 21st century instructional tools for all students and staff, including but not limited to: computers, projectors, smart boards, document cameras, handheld devices, software, instructional video on demand, communication tools, enhanced district printing and e-learning environments.

## 2. Select the NYSED goal that best aligns with this district goal.

3. Increase equitable access to high-quality digital resources and standards-based, technology-rich learning experiences

## 3. Target Student Population(s)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> All students    | <input type="checkbox"/> Migrant students   |
| <input type="checkbox"/> Pre-K-2                    | <input type="checkbox"/> Homeless students  |
| <input type="checkbox"/> Grades 3-5/6               | <input type="checkbox"/> Economically disadvantaged students  |
| <input type="checkbox"/> Middle School              | <input type="checkbox"/> Students between the ages of 18-21   |
| <input type="checkbox"/> High School                | <input type="checkbox"/> Students who are targeted for dropout prevention or credit recovery programs |
| <input type="checkbox"/> Students with Disabilities | <input type="checkbox"/> Other (please identify in Question 3a, below)                                |
| <input type="checkbox"/> ELL/MLLs                   |   |

## 4. List the action steps that correspond to Goal #3 from your answer to Question 1, above.

	Action Step - Select one category.	Action Step - Description	Responsible Stakeholder. Select one.	If you selected 'Other' Responsible Stakeholder in the column to the left, please identify here. Otherwise, please write "N/A."	Anticipated month of completion	Anticipated year of completion	Anticipated Cost
Action Step 1	Implementation	<b>Action Step Description: Expand students' access to computer technology by increasing the availability of mobile devices available throughout the school day. By increasing the number of laptop and Chromebook carts available throughout the district will allow students to have access to computer technology for classroom use, and projects. Research and implement a 1 to 1 program for students to be able to access educational resources at school or at home..</b>	Director of Technology	N/A	September (09)	2019	450,000

## 2018-2021 Instructional Technology Plan - Annually - 2018

## III. Action Plan - Goal 3

	Action Step - Select one category.	Action Step - Description	Responsible Stakeholder. Select one.	If you selected 'Other' Responsible Stakeholder in the column to the left, please identify here. Otherwise, please write "N/A."	Anticipated month of completion	Anticipated year of completion	Anticipated Cost
Action Step 2	Implementation	<b>Action Step Description: The district will maintain and upgrade interactive whiteboard technologies, document cameras, iPads, plus the renewal of current and new educational software subscriptions, instructional video. The district will also continue to provide communication tools such as e-mail, instant messaging and collaborative platforms provided in G Suite for Education. The district will also reconfigure printing to a more centralized model.</b>	Director of Technology	N/A	June (06)	2021	85,000
Action Step 3	Planning	<b>Action Step Description: Review and update the educational software and web-based instructional system acquisition process to ensure that a full and adequate evaluation has been completed prior to purchasing.</b>	Director of Technology	N/A	June (06)	2021	N/A
Action Step 4	N/A	N/A	N/A	N/A	Dec. (12)	2021	N/A

5. This question is optional.

If more action steps are needed, continue to list the action steps that correspond to Goal #3 from your answer to Question 1, above.

## 2018-2021 Instructional Technology Plan - Annually - 2018

## III. Action Plan - Goal 3

	Action Step - Select one category.	Action Step - Description	Responsible Stakeholder. Select one.	If you selected 'Other' Responsible Stakeholder in the column to the left, please identify here.	Anticipated month of completion	Anticipated year of completion	Anticipated Cost
Action Step 5	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)
Action Step 6	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)
Action Step 7	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)
Action Step 8	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)

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## 2018-2021 Instructional Technology Plan - Annually - 2018

## III. Action Plan - Goal 4

## Section III - Action Plan

Copy Goal # 4, which you listed in Section II by responding "Yes" to Question 4, and respond to all questions below.

## 1. Goal #4

The district will provide a secure, reliable high-speed network platform capable of providing network services efficiently.

## 2. Select the NYSED goal that best aligns with this district goal.

4. Design, implement, and sustain a robust, secure network to ensure sufficient, reliable high-speed connectivity for learners, educators, and leaders

## 3. Target Student Population(s)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> All students    | <input type="checkbox"/> Migrant students   |
| <input type="checkbox"/> Pre-K-2                    | <input type="checkbox"/> Homeless students  |
| <input type="checkbox"/> Grades 3-5/6               | <input type="checkbox"/> Economically disadvantaged students  |
| <input type="checkbox"/> Middle School              | <input type="checkbox"/> Students between the ages of 18-21   |
| <input type="checkbox"/> High School                | <input type="checkbox"/> Students who are targeted for dropout prevention or credit recovery programs |
| <input type="checkbox"/> Students with Disabilities | <input type="checkbox"/> Other (please identify in Question 3a, below)                                |
| <input type="checkbox"/> ELL/MLLs                   |   |

## 4. List the action steps that correspond to Goal #4 from your answer to Question 1, above.

	Action Step - Select one category.	Action Step - Description	Responsible Stakeholder. Select one.	If you selected 'Other' Responsible Stakeholder in the column to the left, please identify here. Otherwise, please write "N/A."	Anticipated month of completion	Anticipated year of completion	Anticipated Cost
Action Step 1	Implementation	The district will manage all network devices via various administrative tools. An evaluation of network infrastructure equipment will be conducted to identify current equipment lifecycles. All routers, switches, servers, firewalls, and wireless equipment will be scheduled for replacement in accordance with manufacturer's end of life guidelines. Mission critical systems will be given priority when scheduling replacements. Mission Critical systems include Core switches, Firewalls, Servers that provide	Director of Technology	N/A	June (06)	2021	550,000

## 2018-2021 Instructional Technology Plan - Annually - 2018

## III. Action Plan - Goal 4

	Action Step - Select one category.	Action Step - Description	Responsible Stakeholder. Select one.	If you selected 'Other' Responsible Stakeholder in the column to the left, please identify here. Otherwise, please write "N/A."	Anticipated month of completion	Anticipated year of completion	Anticipated Cost
		mission critical applications such as student management software and financial applications.					
Action Step 2	Cybersecurity	Secure the network from both internal and external threats. The District will conduct a security audit. This will identify different areas and classify them in a tiered format. Higher tiered systems will have priority over lower tiered systems. Areas to be reviewed are Firewalls, Data Backup, Operating systems, Student and financial Information access and permissions. The tiers are as follows: Tier 1 = Mission Critical systems and infrastructure Tier 2 = Production systems Tier 3 = Non-production hosts The security audit will utilize NIST Cybersecurity Risk Assessment guidelines. <a href="https://nvlpubs.nist.gov/nistpubs/CSWP/NIST.CSWP.04162018.pdf">https://nvlpubs.nist.gov/nistpubs/CSWP/NIST.CSWP.04162018.pdf</a>	Director of Technology	N/A	Sept. (09)	2021	50,000
Action Step 3	N/A	N/A	N/A	N/A	Dec. (12)	2021	N/A
Action Step 4	N/A	N/A	N/A	N/A	Dec. (12)	2021	N/A

## 5. This question is optional.

If more action steps are needed, continue to list the action steps that correspond to Goal #4 from your answer to Question 1, above.

## 2018-2021 Instructional Technology Plan - Annually - 2018

## III. Action Plan - Goal 4

	Action Step - Select one category.	Action Step - Description	Responsible Stakeholder. Select one.	If you selected 'Other' Responsible Stakeholder in the column to the left, please identify here.	Anticipated month of completion	Anticipated year of completion	Anticipated Cost
Action Step 5	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)
Action Step 6	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)
Action Step 7	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)
Action Step 8	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)	(No Response)

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**2018-2021 Instructional Technology Plan - Annually - 2018****IV. NYSED Initiatives Alignment**

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**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.**

The district will increase access to laptops/chrome books and various software in collaboration with our increased technology curriculum in order to provide our students with 21st century skills necessary to graduate and enter the workplace as well rounded citizens. Staff will receive additional technology and the professional development needed to provide the students with this technological skill set to assist with our district goals.

Ichabod Crane School District is committed to promoting technology literate students through various ways including, but not limited to:

- the purchase of digital instructional resources
- student software applications and subscriptions
- expanded access to hardware included laptops and chrome books
- expanded opportunities to internet access
- technology educational curriculum offerings
- elementary keyboarding benchmarks
- educating faculty and students on digital responsible products
- middle and high school student technology portfolios
- expanded opportunities for students to collaborate digitally

- 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.**

The district serves students with disabilities utilizing instructional technologies that are specific to this student group. Students with special education services who have deficits in reading are utilizing Lexia Core5. It provides differentiated literacy instruction for students of all abilities in grades K–5. Lexia’s research-proven program provides explicit, systematic, personalized learning in the six areas of reading instruction, targeting skill gaps as they emerge, and providing teachers with the data and student-specific resources they need for individual or small-group instruction.

Students with special education services at the Middle School and High School with deficits in reading utilize Proreader. This allows students to develop their decoding, fluency and comprehension skills in Reading.

I-ready is used by teachers to pinpoint strengths and gaps for special education students in our self-contained, elementary class in Math. This program locates the right instructional resources based on the data collected from individual students. Teachers then provided targeted, differentiated instruction on those gaps.

Teachers differentiate instruction using technology in our self-contained and integrated co-teach classes K-12. Teachers are using Google Classroom to provide audio versions of books for students who are reading novels in middle school and high school. Special education teachers are providing instruction on using Dragon Dictation software and speech to text/text to speech options in Google to differentiate writing in high school Regents classes. Instruction is also focusing on using these accommodations for tests, including the English and Global Regents exams.

- 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.**

- ☒ Class lesson plans, materials, and assignment instructions are available to students and families for 'anytime, anywhere' access (such as through class website or learning management system).
- ☐ Direct instruction is recorded and provided for students to access asynchronously (such as through a learning management system or private online video channel).
- ☒ Technology is used to provide additional ways to access key content, such as providing videos or other visuals to supplement verbal or written instruction or content.
- ☒ Text to speech and/or speech to text software is utilized to provide increased support for comprehension of written or verbal language.
- ☒ Assistive technology is utilized.
- ☒ Technology is used to increase options for students to demonstrate knowledge and skill.
- ☒ Learning games and other interactive software are used to supplement instruction.
- ☐ Other (please identify in Question 3a, below)

## 2018-2021 Instructional Technology Plan - Annually - 2018

## IV. NYSED Initiatives Alignment

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.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Technology to support writers in the elementary classroom                        | <input type="checkbox"/> Using technology to increase options for students with disabilities to demonstrate their knowledge and skills |
| <input checked="" type="checkbox"/> Technology to support writers in the secondary classroom                         | <input type="checkbox"/> Multiple ways of assessing student learning through technology  |
| <input type="checkbox"/> Research, writing and technology in a digital world   | <input checked="" type="checkbox"/> Electronic communication and collaboration   |
| <input checked="" type="checkbox"/> Enhancing children's vocabulary development with technology                      | <input type="checkbox"/> Promotion of model digital citizenship and responsibility   |
| <input checked="" type="checkbox"/> Reading strategies through technology for students with disabilities             | <input checked="" type="checkbox"/> Integrating technology and curriculum across core content areas                                    |
| <input type="checkbox"/> Choosing assistive technology for instructional purposes in the special education classroom | <input type="checkbox"/> Helping students with disabilities to connect with the world  |
| <input checked="" type="checkbox"/> Using technology to differentiate instruction in the special education classroom | <input type="checkbox"/> Other (please identify in Question 4a, below)   |

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.

- ☐ Class lesson plans, materials, and assignment instructions are available to students and families for 'anytime, anywhere' access (such as through class website or learning management system)
- ☒ Direct instruction is recorded and provided for students to access asynchronously (such as through a learning management system or private online video channel).
- ☒ Technology is used to provide additional ways to access key content, such as providing videos or other visuals to supplement verbal or written instruction or content.
- ☒ Text to speech and/or speech to text software is utilized to provide increased support for comprehension of written or verbal language.
- ☒ Home language dictionaries and translation programs are provided through technology.
- ☐ Hardware that supports ELL/MLL student learning, such as home-language keyboards, translation pens, and/or interactive whiteboards, is utilized.
- ☒ Technology is used to increase options for students to demonstrate knowledge and skill, such as through the creation of a product or recording of an oral response.
- ☒ Learning games and other interactive software are used to supplement instruction.
- ☐ Other (please identify, in Question 5a, below)

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.

Yes

- 6a. If Yes, check one.

In the 10 most spoken languages in the district

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

N/A

**2018-2021 Instructional Technology Plan - Annually - 2018****IV. NYSED Initiatives Alignment**

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- 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.**

- |   |   |
|---|---|
| <input type="checkbox"/> Technology to support writers in the elementary classroom                          | <input type="checkbox"/> Multiple ways of assessing student learning through technology             |
| <input type="checkbox"/> Technology to support writers in the Secondary classroom                           | <input checked="" type="checkbox"/> Electronic communication and collaboration                      |
| <input type="checkbox"/> Research, writing and technology in a digital word                                 | <input checked="" type="checkbox"/> Promotion and model digital citizenship and responsibility      |
| <input type="checkbox"/> Writing and technology workshop for teachers                                       | <input checked="" type="checkbox"/> Integrating technology and curriculum across core content areas |
| <input checked="" type="checkbox"/> Enhancing Children's Vocabulary Development with technology             | <input type="checkbox"/> Web authoring tools  |
| <input type="checkbox"/> Writer's workshop in the Bilingual classroom                                       | <input checked="" type="checkbox"/> Helping students connect with the world                         |
| <input checked="" type="checkbox"/> Reading strategies for English Language Learners                        | <input checked="" type="checkbox"/> The interactive whiteboard and language learning                |
| <input type="checkbox"/> Moving from learning letters to learning to read                                   | <input type="checkbox"/> Use camera for documentation   |
| <input checked="" type="checkbox"/> The power of technology to support language acquisition                 | <input type="checkbox"/> Other (please identify in Question 7a, below)                              |
| <input checked="" type="checkbox"/> Using technology to differentiate instruction in the language classroom |   |

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

- ☒ The district uses instructional technology to strengthen relationships and connections with families to assist in building a culturally responsive learning environment to enhance student learning.
- ☒ The district uses instructional technology to facilitate classroom projects that involve the community.
- ☒ The district uses instructional technology to develop and organize coherent and relevant units, lessons, and learning tasks that build upon students' cultural backgrounds and experiences.
- ☒ The district uses instructional technology to assist in varying teaching approaches to accommodate diverse learning styles and language proficiencies.
- ☒ The district uses instructional technology to enable students to communicate and collaborate with students in different schools or districts in New York State, the United States, or with different countries.
- ☒ The district uses instructional technology to facilitate collaborative classroom projects among heterogeneous student groups.
- ☐ The district does not use instructional technology to facilitate culturally responsive instruction.
- ☐ Other (please identify in Question 8a, below)

For help with completing the plan, please visit 2018-2021 ITP Resources for Districts, contact your district's RIC, or email [edtech@nysed.gov](mailto:edtech@nysed.gov).

## 2018-2021 Instructional Technology Plan - Annually - 2018

## V. Administrative Management Plan

## Section V - Administrative Management Plan

## 1. Staff Plan

	Full-time Equivalent (FTE)
District Technology Leadership	0.50
Instructional support	0.50
Technical Support	2.50
<b>Totals:</b>	<b>3.50</b>

## 2. Investment Plan

	Anticipated Item or Service. Select one per row.	If you chose 'Other' Anticipated Item or Service in the column to the left, please identify here. Otherwise, please write "N/A."	Estimated Cost	Is Cost One-time, Annual, or Both?	Potential Funding Source. May check more than one source per item.	If you chose 'Other' Potential Funding Source in the column to the left, please identify here. Otherwise, please write "N/A."
1	End User Computing Devices	N/A	475,000	Both	<input checked="" type="checkbox"/> BOCES Co-Ser purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input checked="" type="checkbox"/> Grants <input type="checkbox"/> Instructional Materials Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other (please identify in next column, to the right) <input type="checkbox"/> N/A	N/A
2	Network and Infrastructure	N/A	600,000	Both	<input checked="" type="checkbox"/> BOCES Co-Ser purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input checked="" type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Materials Aid <input type="checkbox"/> Instructional Resources Aid <input checked="" type="checkbox"/> Smart Schools	N/A

## 2018-2021 Instructional Technology Plan - Annually - 2018

## V. Administrative Management Plan

	Anticipated Item or Service. Select one per row.	If you chose 'Other' Anticipated Item or Service in the column to the left, please identify here. Otherwise, please write "N/A."	Estimated Cost	Is Cost One-time, Annual, or Both?	Potential Funding Source. May check more than one source per item.	If you chose 'Other' Potential Funding Source in the column to the left, please identify here. Otherwise, please write "N/A."
					<input type="checkbox"/> Bond Act <input type="checkbox"/> Other (please identify in next column, to the right) <input type="checkbox"/> N/A	
3	Instructional and Administrative Software	N/A	45,000	Annual	<input checked="" type="checkbox"/> BOCES Co-Ser purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input checked="" type="checkbox"/> Grants <input type="checkbox"/> Instructional Materials Aid <input checked="" type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other (please identify in next column, to the right) <input type="checkbox"/> N/A	N/A
4	Staffing	N/A	160,000	Annual	<input checked="" type="checkbox"/> BOCES Co-Ser purchase <input checked="" type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Materials Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other (please identify in next column, to the right) <input type="checkbox"/> N/A	N/A
<b>Totals:</b>			<b>1,280,000</b>			

**2018-2021 Instructional Technology Plan - Annually - 2018**V. Administrative Management Plan

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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?

Yes

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

The district has a public website.

- 4a. Provide the URL of the district's public website.

<http://www.ichabodcrane.org/>

5. Please indicate whether or not the district has assigned a specific person with responsibility for Information Security.

Yes

- 5a.

If 'Yes' was selected in Question 5 above, please identify the responsible person's title.

Director of Technology

6. Please indicate whether or not the district has assigned a specific person with responsibility for Information Privacy.

Yes

- 6a. If 'Yes' was selected in Question 6 above, please identify the responsible person's title.

Superintendent

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

No

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?

Yes

9. Does the school district provide for educating minors about cyberbullying awareness and response?

Yes

10. Does the district have an Internet Safety Policy?

Yes, and I will provide the URL to the policy.

- 10b. Please provide the URL to the district's Internet Safety Policy.

<http://www.ichabodcrane.org/POLICIES/4000/4526RComputerUseinInstructionandRegulation.pdf>

11. Does the district have a Cyberbullying Policy?

Yes, and I will provide the URL to the policy.

- 11b. Please provide the URL to the district's Cyberbullying Policy.

<http://www.ichabodcrane.org/POLICIES/4000/4526RComputerUseinInstructionandRegulation.pdf>

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

Yes, and I will provide the URL to the Parents' Bill of Rights for Data Privacy and Security.

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

2014

**2018-2021 Instructional Technology Plan - Annually - 2018**V. Administrative Management Plan

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

<http://ichabodcrane.org/district/ParentsBillofRights.php>

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

Yes, and I will provide the URL to the policy.

**13b. Please provide the URL to the policy that addresses the district's planned response to an information breach.**

<http://www.ichabodcrane.org/POLICIES/8000/8635RInformationSecurityBreachandNotificationPolicyandRegulation.pdf>

**14. Provide a direct link to the district's technology plan as posted on the district's website.**

<http://ichabodcrane.org/technology/Documents/Ichabod%20Crane%20CSD%20Technology%20Plan%202018-2021.pdf>

For help with completing the plan, please visit 2018-2021 ITP Resources for Districts, contact your district's RIC, or email [edtech@nysed.gov](mailto:edtech@nysed.gov).

**2018-2021 Instructional Technology Plan - Annually - 2018****VI - Sharing Innovative Educational Technology Programs****Sharing Innovative Educational Technology Programs**

1. Please choose one or more topics that reflect an innovative educational technology program that has been implemented for at least two years at a building or district level. Use 'Other' to share a category that is not on the list.

- |  |   |
|--|---|
| <input type="checkbox"/> Active Learning Spaces/Makerspaces                | <input type="checkbox"/> Policy, Planning, and Leadership |
| <input type="checkbox"/> Culturally Responsive Instruction with Technology | <input type="checkbox"/> Privacy and Security             |
| <input type="checkbox"/> Device Planning and Implementation (1:1; BYOD)    | <input type="checkbox"/> Professional Learning            |
| <input type="checkbox"/> Digital Citizenship                               | <input type="checkbox"/> Project-based Learning           |
| <input type="checkbox"/> Infrastructure                                    | <input type="checkbox"/> Other Topic A                    |
| <input type="checkbox"/> OER and Digital Curriculum                        | <input type="checkbox"/> Other Topic B                    |
| <input type="checkbox"/> Personalized Learning                             | <input type="checkbox"/> Other Topic C                    |
| <input type="checkbox"/> Pilots and Proof of Concept                       |   |

2. Provide the name, title, and e-mail of the person to be contacted in order to obtain more information about the innovative program(s) at your district.

	Name of Contact person	Title	E-mail address	Innovative Programs. Check all that apply.
Please complete all columns.	(No Response)	(No Response)	(No Response)	<input type="checkbox"/> Active Learning Spaces/Makerspaces <input type="checkbox"/> Culturally Responsive Instruction with Technology <input type="checkbox"/> Device Planning and Implementation (1:1, BYOD) <input type="checkbox"/> Digital Citizenship <input type="checkbox"/> Infrastructure <input type="checkbox"/> OER and Digital Curriculum <input type="checkbox"/> Personalized Learning <input type="checkbox"/> Pilots and Proof of Concept <input type="checkbox"/> Policy, Planning, and Leadership <input type="checkbox"/> Privacy and Security <input type="checkbox"/> Professional Learning <input type="checkbox"/> Project-based Learning <input type="checkbox"/> Other Topic A <input type="checkbox"/> Other Topic B <input type="checkbox"/> Other Topic C

3. If you want to list multiple contact points for the innovative programs above, please provide the names, titles, and e-mail addresses of the people to be contacted in order to obtain more information about the innovative program(s) at your district.

## 2018-2021 Instructional Technology Plan - Annually - 2018

VI - Sharing Innovative Educational Technology Programs

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	Name of Contact person	Title	E-mail address	Innovative Programs. Check all that apply for each contact name.
Please complete all columns	(No Response)	(No Response)	(No Response)	<input type="checkbox"/> Active Learning Spaces/Makers paces <input type="checkbox"/> Culturally Responsive Instruction with Technology <input type="checkbox"/> Device Planning and Implementation (1:1, BYOD) <input type="checkbox"/> Digital Citizenship <input type="checkbox"/> Infrastructure <input type="checkbox"/> OER and Digital Curriculum <input type="checkbox"/> Personalized Learning <input type="checkbox"/> Pilots and Proof of Concept <input type="checkbox"/> Policy, Planning, and Leadership <input type="checkbox"/> Privacy and Security <input type="checkbox"/> Professional Learning <input type="checkbox"/> Project-based Learning <input type="checkbox"/> Other Topic A <input type="checkbox"/> Other Topic B <input type="checkbox"/> Other Topic C
Please complete all columns	(No Response)	(No Response)	(No Response)	<input type="checkbox"/> Active Learning Spaces/Makers paces <input type="checkbox"/> Culturally Responsive Instruction with Technology <input type="checkbox"/> Device Planning and Implementation (1:1, BYOD) <input type="checkbox"/> Digital Citizenship <input type="checkbox"/> Infrastructure <input type="checkbox"/> OER and Digital Curriculum <input type="checkbox"/> Personalized Learning

## 2018-2021 Instructional Technology Plan - Annually - 2018

## VI - Sharing Innovative Educational Technology Programs

	Name of Contact person	Title	E-mail address	Innovative Programs. Check all that apply for each contact name.
				<input type="checkbox"/> Pilots and Proof of Concept <input type="checkbox"/> Policy, Planning, and Leadership <input type="checkbox"/> Privacy and Security <input type="checkbox"/> Professional Learning <input type="checkbox"/> Project-based Learning <input type="checkbox"/> Other Topic A <input type="checkbox"/> Other Topic B <input type="checkbox"/> Other Topic C
Please complete all columns	(No Response)	(No Response)	(No Response)	<input type="checkbox"/> Active Learning Spaces/Makers paces <input type="checkbox"/> Culturally Responsive Instruction with Technology <input type="checkbox"/> Device Planning and Implementation (1:1, BYOD) <input type="checkbox"/> Digital Citizenship <input type="checkbox"/> Infrastructure <input type="checkbox"/> OER and Digital Curriculum <input type="checkbox"/> Personalized Learning <input type="checkbox"/> Pilots and Proof of Concept <input type="checkbox"/> Policy, Planning, and Leadership <input type="checkbox"/> Privacy and Security <input type="checkbox"/> Professional Learning <input type="checkbox"/> Project-based Learning <input type="checkbox"/> Other Topic A <input type="checkbox"/> Other Topic B <input type="checkbox"/> Other Topic C
Please complete all columns	(No Response)	(No Response)	(No Response)	<input type="checkbox"/> Active Learning Spaces/Makers paces <input type="checkbox"/> Culturally Responsive

## 2018-2021 Instructional Technology Plan - Annually - 2018

## VI - Sharing Innovative Educational Technology Programs

	Name of Contact person	Title	E-mail address	Innovative Programs. Check all that apply for each contact name.
				Instruction with Technology <input type="checkbox"/> Device Planning and Implementation (1:1, BYOD) <input type="checkbox"/> Digital Citizenship <input type="checkbox"/> Infrastructure <input type="checkbox"/> OER and Digital Curriculum <input type="checkbox"/> Personalized Learning <input type="checkbox"/> Pilots and Proof of Concept <input type="checkbox"/> Policy, Planning, and Leadership <input type="checkbox"/> Privacy and Security <input type="checkbox"/> Professional Learning <input type="checkbox"/> Project-based Learning <input type="checkbox"/> Other Topic A <input type="checkbox"/> Other Topic B <input type="checkbox"/> Other Topic C
Please complete all columns	(No Response)	(No Response)	(No Response)	<input type="checkbox"/> Active Learning Spaces/Makers paces <input type="checkbox"/> Culturally Responsive Instruction with Technology <input type="checkbox"/> Device Planning and Implementation (1:1, BYOD) <input type="checkbox"/> Digital Citizenship <input type="checkbox"/> Infrastructure <input type="checkbox"/> OER and Digital Curriculum <input type="checkbox"/> Personalized Learning <input type="checkbox"/> Pilots and Proof of Concept <input type="checkbox"/> Policy, Planning, and Leadership <input type="checkbox"/> Privacy and

**2018-2021 Instructional Technology Plan - Annually - 2018**VI - Sharing Innovative Educational Technology Programs

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	Name of Contact person	Title	E-mail address	Innovative Programs. Check all that apply for each contact name.
				Security <input type="checkbox"/> Professional Learning <input type="checkbox"/> Project-based Learning <input type="checkbox"/> Other Topic A <input type="checkbox"/> Other Topic B <input type="checkbox"/> Other Topic C

For help with completing the plan, please visit 2018-2021 ITP Resources for Districts, contact your district's RIC, or email [edtech@nysed.gov](mailto:edtech@nysed.gov).