

Instructional Technology Plan - Annually - 2016

LEA Information

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A. LEA Information

1. 2014-2015 Student Enrollment

	Total Enrollment	Pre-K Enrollment	K-2 Enrollment	3-5 Enrollment	6-8 Enrollment	9-12 Enrollment	Ungraded Enrollment
Student Enrollment	1,011	21	218	237	260	273	2

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

Scott Fisher

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

Director of Technology

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Instructional Technology Vision and Goals

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B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

The Sag Harbor School District in partnership with all members of the community is committed to equity in education; its mission is to provide students with a safe, child-centered environment which fosters personal, academic, and creative excellence. This will empower students to become responsible and respectful members of a global society. As lifelong learners, students will be prepared to move successfully to the next stage of their lives.

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

The Sag Harbor Union Free School District's technology environment will be state of the art, efficient, secure and uniform. This technology environment will support students, teachers and administrators. The instructional direction is to integrate technology into all phases of the academic curriculum. The effective use of technology in standards-based, curriculum-rich lessons will achieve high standards for students. These goals are aligned with New York State standards for student technology use: <http://www.p12.nysed.gov/technology/initiatives/literacy.html> This state of the art technological environment include but are not limited to high speed Internet access, wireless local area network, enhanced peripherals, web-based instructional delivery systems, and research-based software available in classrooms/labs and library media centers, electronic capture of images/documents, attendance, and inventory and system to electronically send telephone and/or emails messages to parents/guardians. These will provide opportunities to enhance learning for all stakeholders in the Sag Harbor School District and improved efficiency in the administrative offices. Integrating technology in support of learning is best accomplished by giving students access to tools for communicating and problem solving. Teaching strategies that support the integration of technology include less directing and more guiding, designing activities that require students to deal with substantive questions, engaging students in collaborative projects, and work that requires analysis and research. The state standards for all subject areas repeatedly reference the concepts "Analyze, Interpret, and Infer". Having students engage in web-based research to solve problems will help our students to meet and exceed the standards in all subject areas. ISTE's National Educational Technology Standards (NETS) have served as a roadmap since 1998 for improved teaching and learning by educators. ISTE standards for students, teachers, and administrators help to measure proficiency and set aspiration-al goals for the knowledge, skills, and attitudes needed to succeed in today's Digital Age: <http://www.iste.org/standards.aspx> The Sag Harbor School District recognizes the increasing need to know more, to be able to access, understand and communicate information, and is committed to the knowledge and effective use of technology in our schools that will:

- Promote and enhance teaching and learning
- Include technology as a component of a well-balanced K-12 program
- Provide students with the opportunity to develop life-long learning skills through the use of technology
- Prepare students for the work environment of today and tomorrow.
- Leverage technology to increase productivity and efficiency district-wide

The district will present the recommendations of its Technology Committee (or an ad-hoc subcommittee) consisting of educators, board of education members, community members, parents and students at least three (3) or four (4) times each school year to its board of education during public meetings. This public forum will provide community members an opportunity to review and comment on the recommendations presented.

3. Please summarize the planning process used to develop the instructional technology plan. Please include the stakeholder groups participating and outcomes of the instructional technology plan development meetings.

The District Technology Committee meets quarterly to discuss and approve the technology plan. This committee represents all the schools and departments within the school district. The committee members are as follows:

- District Technology Staff:
 - Director of Technology
- Board of Education:
 - Board of Education and Community Member
- School Staff:
 - Assistant Principals Classroom Teachers
 - Professional Development
 - Teachers Students Parents Community Members

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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
- Cabling
- Connectivity
- Device Gap
- Network
- Professional Development
- Staffing
- Other
- No Gap Present

5. Based upon your answer to question four, what are the top three reasons causing the gap? If you chose "No Gap Present" in question four, please enter N/A.

- The largest causes of the gap is the district's requirement to stay within the 2% Tax cap.
- This restriction limits the district's ability to:
- Acquire and implement access points, additional cabling/drops, computing devices and back-end networking equipment.
- Provide additional staffing to properly implement and provide ongoing training and support for the technologies the district seeks to provide as part of its stated vision and goals.

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Instructional Technology & Infrastructure Inventory

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C. Technology and Infrastructure Inventory

1. Please identify the capacity of the telecommunications line coming into the district network hub. The district's Regional Information Center can provide the district with this information if needed.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

2. What is the total contracted Internet bandwidth access for the district? Choose one.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1 Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

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

Lightpath/Altice

4. Please identify the capacity of the telecommunications line coming into the district's school building(s) from the district hub or district data center. The district's Regional Information Center can provide this information if needed

	Speed in Gpbs or Mpbs
Minimum Capacity	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps
Maximum Capacity	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps

5. Please identify the minimum and maximum circuit speeds at which the classrooms in the district are connected to the school building wiring/network closet.

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	Please provide the speed at which classrooms are connected to building wiring/network closet.
Minimum Circuit Speed Within a School Building	<input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input type="checkbox"/> 1 Gbps - < 10Gbps <input checked="" type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps
Maximum Circuit Speed Within a School Building	<input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input checked="" type="checkbox"/> 1 Gbps - < 10Gbps <input type="checkbox"/> 100 Mbps- < 1 Gbps <input type="checkbox"/> 50 Mbps - < 100 Mbps <input type="checkbox"/> 10 Mbps - < 50 Mbps <input type="checkbox"/> Less than 10 Mbps

6. **What are the minimum and the maximum port speeds of the switches that are less than five years old in use in the district?**

	Port speed of switches	Mbps or Gbps
Minimum Capacity of Switches	100	<input checked="" type="checkbox"/> Mbps <input type="checkbox"/> Gbps
Maximum Capacity of Switches	10	<input type="checkbox"/> Mbps <input checked="" type="checkbox"/> Gbps

7. **What percentage of the district's wireless protocols are less than 802.11g?**
 0

8. **Do you have wireless access points in use in the district?**
 Yes
 No

8a. **What percentage of your district's instructional space has wireless coverage?**
 100

9. **Does the district use a wireless controller?**
 Yes

10. **How many computing devices less than five years old are in use in the district?**

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Instructional Technology & Infrastructure Inventory

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	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)	137	137
Laptops/Virtual Machine (VM)	273	273
Chromebooks	672	672
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	337	337
Totals:	1,419.00	1,419.00

11. What percentage of students with disabilities in the school district, as of the submission date of this technology plan, have assistive technology documented on their Individual Education Plan (IEP)?

5

12. Please describe any additional assistance or resources that, if provided, would enhance the district's ability to improve access to technologies for students with disabilities.

- Funding for a comprehensive assistive technology needs assessment, on an individual basis, for all students identified as disabled.
- Funding for specialized professional development for teachers and IT staff in order to make full use of available assistive technologies.
- Funding for procurement and implementation of additional assistive technology devices for all students identified as disabled, who require them.

13. How many peripheral devices are in use in the district?

	Number of devices in use
Document Cameras	6
Flat Panel Displays	15
Interactive Projectors	1
Interactive Whiteboards	68
Multi-function Printers	8
Projectors	72
Scanners	13
Other Peripherals	12
Totals:	195.00

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

12 Probes for Science classes

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

Yes

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Instructional Technology & Infrastructure Inventory

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

Yes

16a. On an average school day, approximately how many student devices access the district's network?

1,000

17. 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

18. What barriers may prevent the district from testing 100% of its grade 3-8 students and NYSAA students on computers by the year 2020?

- Insufficient number of devices meeting testing requirements
- Lack of reliable Internet service
- Insufficient broadband access
- Inadequate staffing levels
- Insufficient testing spaces
- District does not foresee any barriers
- Other

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Software and IT Support

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D. Software and IT Support

1. **What are the operating system(s) 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	Yes
Apple iOS 7 or greater	Yes
Chrome OS	Yes
Android	No
Other	No

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

(No Response)

3. **What are the web browsers, both available and supported, for use in the district?**

	Web Browsers available and supported for use
Internet Explorer 7	No
Internet Explorer 8	No
Internet Explorer 9 or greater	Yes
Mozilla Firefox	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."**

(No Response)

5. **Please provide the name of the Learning Management System (LMS) most commonly used in the district. A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of online and blended learning courses.**

None used

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

- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google Sites

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Software and IT Support

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

- Virtual Reference Collection
- Questia
- Journal of Nature Scientific American
- Issues & Controversies
- Jstor

8. Does the district have a Parent Portal?

Yes

8a. Check all that apply to the Parent Portal if the response to question eight is "Yes."

- Attendance
- Homework
- Student Schedules
- Grade Reporting
- Transcripts
- Other

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

(No Response)

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

- Learning Management System
- Emergency Broadcast System
- Website
- Facebook
- Twitter
- Other

10. Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is providing technical support. Does not include instructional technology integration FTE time.

Title	Number of Current FTEs
Director of Technology	0.90
Network Administrator	1.00
Computer Lab Asst.	1.00
Network Tech	1.00
Office Applications Specialist	1.00
	4.90

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Curriculum and Instruction

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E. Curriculum and Instruction

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

teachers will:

- Improve instructional strategies to foster differentiated instruction and increase student achievement regardless of ethnicity, socioeconomic status, learning styles, or other abilities
- Accurately and efficiently assess, monitor and communicate student progress to parents and other education personnel through web-based tools which are accessible to the community
- Continuously improve professional skills through staff development, and track progress through an online course request system 5
- Demonstrate a sound understanding of technology operations and concepts through sharing of resources and skills with colleagues
- Expand turnkey training programs with an emphasis on integration of technology in the learning environment
- Plan and design effective learning environments and experiences supported by technology
- Implement an online database of curriculum plans, that include methods and strategies linked to standards for applying technology to maximize student learning

administrators will:

- Promote the use of technology as an instructional and administrative tool
- Provide, solicit, and seek adequate funding for maintenance, support, training and equipment • Demonstrate vision and leadership for the use of technology in raising student achievement and staff productivity
- Provide immediate and easy access to data sources for instructional and administrative decision-making
- Integrate technology into procedures and manuals of the District
- Setup communication tools and shared resources such as wikis, blogs, email lists, and other technologies to encourage district-wide collaboration
- Increase the integration of technology into the curriculum to increase student involvement in their own learning
- Assure that students are skilled in using technology to access, analyze, evaluate, create and communicate information

2. Does the district's instructional technology plan address the needs of students with disabilities to ensure equitable access to instruction, materials, and assessments?

Yes

2a. If "Yes", please provide detail.

The district's technology plan strives to meet the instructional technology needs of all of its students. Included are the population of students identified as disabled. The accessibility needs of students with disabilities within the school district are included in the districts planning for the implementation of educational technology consistent with the principles of a universal design for learning. In planning, the district ensures that all instructional materials to be used in its schools are available in a usable alternative format, suitable for students identified as disabled, wherever available. In developing its plan the district ensures that preference in the purchase of instructional materials is given to those publishers who agree to provide such instructional materials in alternative formats.

3. Does the district's instructional technology plan address the provision of assistive technology specifically for students with disabilities to ensure access to and participation in the general curriculum?

Yes

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

The district's technology plan strives to meet the instructional technology needs of all of its students. Included are the population of students identified as disabled. The district's Director of Technology works closely with the district's Director of Pupil Personnel Services to identify assistive technology which facilitates access to the general education curriculum in both the general education and the special education classroom environments.

The annual technology budget implemented as part of the annual technology plan, provides adequate resources for the district to ensure that it has systems and structures in place to support the use of students' required assistive technology devices in both instructional and assessment environments.

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Curriculum and Instruction

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4. **Does the district's instructional technology plan address the needs of English Language Learners to ensure equitable access to instruction, materials, and assessments?**

- Yes
 No

- 4a. **Please provide details. If the district plans to apply for Smart School Bond Act funds for Classroom Learning Technology, the answer to this question must be aligned with the district's Smart Schools Investment Plan (SSIP).**

The district's technology plan strives to meet the instructional technology needs of all of its students. Included are the population of English Language Learners. The district's Director of Technology works closely with the district's Director of Pupil Personnel Services to identify technology which ensures equitable access to instruction, materials and assessments.

The annual technology budget implemented as part of the annual technology plan, provides adequate resources for the district to ensure that provides technology which ensures equitable access to instruction, materials and assessments.

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Professional Development

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F. Professional Development

- 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.**

Due to the district's geographic location, a "hybrid" approach to professional development must be utilized.

This hybrid approach consists of:

- In-person classroom-style professional development courses offered locally by qualified faculty and administrators
- In-person classroom-style professional development courses offered through our local teachers' center by qualified faculty and administrators
- Online professional development courses offered locally by qualified faculty and administrators
- Online professional development courses offered through our local teachers' center by qualified faculty and administrators
- Hybrid In-person classroom-style/online professional development courses offered locally by qualified faculty and administrators
- Hybrid In-person classroom-style/online professional development courses offered through our local teachers' center by qualified faculty and administrators
- Online and in-person professional development courses through the Model Schools program of the local BOCES
- Attendance at conferences and workshops
- Guest speakers/presenters during faculty meetings
- Individual or small group training sessions facilitated by the districts technology support team\

- Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is delivering technology integration training and support for teachers. Does not include technical support.**

Title	Number of Current FTEs
Director of Technology	0.10
Computer Teacher	5.00
	5.10

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Technology Investment Plan

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G. Technology Investment Plan

1. **Please list the top five planned instructional technology investments in priority order over the next three years. Infrastructure is considered an instructional technology investment.**

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Technology Investment Plan

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	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1	Switches	250,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input checked="" type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
2.	Chromebooks	150,000	Annual	<input 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 Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
3.	Professional Development	50,000	Annual	<input 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 Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
4.	Laptops	35,000	Annual	<input 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 Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
5.	Wi-Fi	20,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input 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 Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
Totals:		505,000.00		

Instructional Technology Plan - Annually - 2016

Technology Investment Plan

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2. If "Other" was selected in question one, for items purchased or for a funding source, please specify.

(No Response)

Instructional Technology Plan - Annually - 2016Status of Technology Initiatives and Community Involvement

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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 District Enrollment
- Changes in Staffing
- Changes in Funding
- Technology Plan Implementation
- Computer-based Testing
- Catastrophic Event
- Developments in Technology
- Changes in Legislation
- Other
- None

2. **In this section, please describe how the district plans to increase student and teacher access to technology, at home and in the community.**

The district presently provides laptops for teachers to use at home. Chromebooks are available for students to use in-school and may be borrowed if needed for special projects. The district also works closely with our public library to ensure students have access to technology, as needed, outside of the school day.

3. **Please check all locations where Internet service is available to students within the school district's geographical boundaries.**

- Home
- Community
- None

- 3a. **Please identify categories of available Internet locations within the community.**

- Public Library
- Up to 10 local businesses

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Instructional Technology Plan Implementation

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I. Instructional Technology Plan Implementation

1. Please provide the timeline and major milestones for the implementation of the technology plan as well as the action plan to integrate technology into curriculum and instruction to improve student learning.

Sag Harbor UFSD Action Plan

Goal 1: Communication between parents and staff will be enhanced.

<i>Actions Needed to Achieve Goal</i>	<i>Staff Development</i>	<i>Person(s) Responsible</i>	<i>Date Each Action Will Be Completed</i>	<i>Indication of Success</i>
New Website	Teacher training on classroom web pages	Director of Technology	Jun-15	Website up and accessible
Increased Email Notifications	N/A	Director of Technology	Jun-15	The number of email notifications to parents will increase

Goal 2: Provide adequate computing devices for student use.

<i>Actions Needed to Achieve Goal</i>	<i>Staff Development</i>	<i>Person(s) Responsible</i>	<i>Date Each Action Will Be Completed</i>	<i>Indication of Success</i>
Procure additional devices	Teacher training on use of technology devices as part of instructional program	Director of Technology	2015/2016/2017	Students effectively use computing devices as a tool for instructional use

Goal 3: Improve wireless availability and connectivity district-wide

<i>Actions Needed to Achieve Goal</i>	<i>Staff Development</i>	<i>Person(s) Responsible</i>	<i>Date Each Action Will Be Completed</i>	<i>Indication of Success</i>
Implement new wireless infrastructure	Training for technical staff members	Director of Technology	Aug-16	Greater wireless connectivity capabilities for students and staff district-wide

Goal 4: Provide adequate back-end systems, administrative and instructional technologies in newly acquired instructional facility

<i>Actions Needed to Achieve Goal</i>	<i>Staff Development</i>	<i>Person(s) Responsible</i>	<i>Date Each Action Will Be Completed</i>	<i>Indication of Success</i>
Provide Internet connectivity, local area network, wireless infrastructure and ample technology to meet administrative and instructional needs	Training for instructional and administrative staff members	Director of Technology/Building administrator/faculty/support staff	Aug-18	The new building will have all the technology resources required to provide adequate administrative and instructional technologies, which will be reviewed and determined annually.

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Monitoring and Evaluation

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J. Monitoring and Evaluation

- Please describe the proposed strategies that the district will use to evaluate, at least twice a year, whether the district’s instructional technology plan is 1) meeting the vision and goals as outlined in the plan and 2) making a positive impact on teaching and learning in the district.**

Three times per year, the district will convene a group of administrators, instructional staff members and students to review the district's technology plan, evaluate the current state of technology, identify recommendations for changes and improvements and update the technology plan, as needed. This group is made up of volunteers, and will meet during the school day to ensure all are available to attend. This group will determine the best methods for gathering feedback from their colleagues and fellow students, to ensure the technology plan continues to meet the needs of all of constituents. The first meeting will take place at the end of September/beginning of October to review changes made over the summer. The second meeting will take place in January, to start determining which items need to be included in the district's annual budget. The last meeting will take place in June to detail any improvements that are to take place over the summer months.

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

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	http://shweb1.sagharborschools.org/policies/index.php/STUDENTS	2005
Internet Safety/Cyberbullying*	http://shweb1.sagharborschools.org/policies/index.php/STUDENTS	2005
Parents' Bill of Rights for Data Privacy and Security	http://www.sagharborschools.org/files/filesystem/SHUFSD_Parents_Bill_of_Rights_for_Data_Privacy_and_Security.pdf	2015

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Survey Feedback

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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

2. Was the guidance document helpful?

Yes

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)

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Appendices

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Appendices

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

(No Response)