

MANCHESTER-SHORTSVILLE CSD (RED JACK Instructional Technology Plan - Annually - 2016

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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	829	18	172	163	214	262	0

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

Kristine Guereri

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

Assistant Superintendent

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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.

We will challenge all learners and work in partnership with students, parents, and community to achieve high standards.

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Instructional Technology Vision and Goals

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

Vision

MSCSD District Technology Committee is pleased to present its three-year strategic plan for educational technology. This plan is based on considerable thought and input from representatives from all of our stakeholder groups. This plan starts with a basic vision for educational technology's value within our district. Our vision is:

Technology will be integrated throughout the Manchester-Shortsville Central School District so that all learners will be technologically proficient in our rapidly changing society.

Technology Guiding Beliefs

The guiding beliefs are broad and far-reaching statements that guide our goals and determine the direction we are taking when it comes to technology in our district.

WE BELIEVE THAT:

- 1. Becoming a successful citizen in our society is dependent upon the effective use of technology and technological devices.**
- 2. We must provide access to technology as a tool for all students, staff, and community in order to encourage problem solving, exploration and learning.**
- 3. Technology should be an integrated natural aspect of the curriculum and school environment. (Aligned with State Standards)**
- 4. Technology should be utilized as tools by students and staff to enhance the learning process and to expand services to students.**
- 5. On-going support and training for staff and students are necessary components for effective technology use.**
- 6. Recognizing the rapidly changing nature of technology, our district plan should be reviewed regularly to ensure our staff and students are continually learning, have access to state of the art technology, are able to seamlessly use and integrate technology and are prepared for the future.**

Goals

- 1) Moving into our second year of our 1:1 Chromebook initiative, we will expand the program into our K-5 building. Teachers who are new to the District will receive GAFE training during the summer with follow-up throughout the school year. We will host a Google Summit with NYSCATE and WFL BOCES on Friday, October 21, 2016 in an effort to increase the knowledge base of all personnel and will then ask that teachers turn-key the information to their students.
- 2) We will begin the school year by launching a survey where we will gather feedback from parents, students, and teachers to assess the district's implementation effectiveness and understand on-going learning needs. Data from the survey will be utilized to inform the work of the District Technology Team, which will meet monthly and develop ongoing goals based on the feedback.
- 3) District instructional staff will continue to use Synergyze, which is now a free google extension. Building principals and technology team members will continue to demonstrate and facilitate the use of this tool during at least three faculty meetings throughout the school year. Professional development will be responsive to the individual needs of each instructional staff member and therefore, building principals will receive staff feedback to support individuals as needed.
- 4) During our 2016-2017 Superintendent's Conference Days and early release days for professional development, staff will be encouraged to utilize GAFE in their PLC work to collaborate and share out their learning.
- 5) The district currently has 90% WiWiFi coverage. Our goal is to increase wireless access points and cabling to achieve 100% coverage using district's general funds.

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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.**

Summary of Planning Process: Monthly, the District Technology Team, made up of support staff, teachers, and administrators meet to review the progress of the plan, determine the projected needs and plans for improvement. The Technology Plan is updated annually. During the time between committee meetings, this document provides a clear path for acquisition, upgrades, and improvements with educational technology in our district. The District Technology Team will be using parent, student, and teacher survey data to inform their work for the 2016-2017 school year.

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.**

- 1) Access points - funding for access points needs to be prioritized to eliminate this gap.
- 2) Cabling - funding for cabling needs to be prioritized to eliminate this gap.
- 3) Professional Development - new building Principals need to continue to learn side by side with their teachers in order to better support them in technology integration and provide necessary embedded professional development.

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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?

Time Warner Cable

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 Gbps or Mbps
Minimum Capacity	<ul style="list-style-type: none"> <input type="checkbox"/> Greater than 10 Gbps <input checked="" 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 type="checkbox"/> Greater than 10 Gbps <input checked="" 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 checked="" 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 Circuit Speed Within a School Building	<input type="checkbox"/> Greater than 10 Gbps <input checked="" 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

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	1	<input type="checkbox"/> Mbps <input checked="" 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?**

90

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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	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)	174	174
Laptops/Virtual Machine (VM)	180	180
Chromebooks	650	650
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	0	0
Totals:	1,004.00	1,004.00

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)?**

9

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.

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

	Number of devices in use
Document Cameras	28
Flat Panel Displays	174
Interactive Projectors	53
Interactive Whiteboards	54
Multi-function Printers	7
Projectors	30
Scanners	12
Other Peripherals	5
Totals:	363.00

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

5 cameras that are utilized in classrooms.

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

Yes

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

No

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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	Yes
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	Yes
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.

1. GAFE
2. i-Ready
3. SMART Learning Suite
4. Adobe Suite
5. eDoctrina

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

Not applicable

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).

Outstanding Fines
Behavior Reports

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

9a. Please specify if the response to question nine was "Other".

Instagram
Smore (online newsletter)

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
Senior CSA	1.20
	1.20

E. Curriculum and Instruction

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

The district plans to implement a one-to-one Chromebook program for all K-5 students in the fall of 2016. This will complete our K-12 one-to-one implementation and move us forward in our integration of technology with instruction. We have chosen to use Chromebooks and have adopted Google Classroom as our LMS. Teachers are engaged in ongoing training to increase their knowledge of and experience with Chromebooks and GAFE in order to improve teaching and learning.

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

Yes

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

The Manchester-Shortsville Central School District has established a plan to ensure all instructional materials are available in a usable alternative format for every student with a disability in accordance with his or her individual needs and course selections are made available at the same time that such materials are available to non-disabled students. See BOE Policy #8350.

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 assistive technology recommended on the individualized education programs (IEPs) of our students with disabilities, range from individualized technology devices to provide them with a primary mechanism for communication to other technologies that are similar to the technologies available to all students schoolwide (e.g., mobile devices, netbooks, text-to-speech software, etc.). Effective implementation of assistive technology for our students includes extensive coordination between the Coordinator of Special Services, the special education and related service staff, and the building principals. We rely heavily on our Technology Coordinator and contract with outside service providers for specialized technology. Everyone works hard to support the use of students' required assistive technology devices in both instructional and assessment environments.

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).

Best practices for English Language Learners encourage the integration of technology with instruction. Our District works to identify the specific needs of our English Language Learners and then research and implement technologies that will ensure equitable access to instruction, materials, and assessments. We rely heavily on the Regional Bilingual Education Resource Network to recommend technology that should be utilized.

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Professional Development

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F. Professional Development

1. Please provide a summary of professional development offered to teachers and staff, for the time period covered by this plan, to support technology to enhance teaching and learning. Please include topics, audience, and method of delivery within your summary.

Topics	Audience	Method of Delivery
Google Email Training	All staff	WFLBOCES Edutech will provide on-site training
Overview of Google Apps	All instructional staff	WFLBOCES Edutech will provide on-site training
Google Classroom	All instructional staff	WFLBOCES Edutech will provide on-site training
Google Training	All instructional staff	Synergize (Google extension) on-demand, on-line support
Infinite Campus	All New Instructional Staff	Building Principals will provide on-site training
eDoctrina	All Instructional Staff	Red Jacket Staff, WFLBOCES Edutech, and eDoctrina Staff will provide Webinars and on-site training
iReady Diagnostic and Instruction	All Instructional Staff	The Assistant Superintendent and Building Principals will provide on-site training
Sharp Schools Website	All Instructional Staff	The Assistant Superintendent and Building Principals will provide on-site training

2. 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
NA	0.00

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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	Network Cabling	25,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input 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 checked="" type="checkbox"/> Other
2.	Servers	10,000	One Time	<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.	Switches	16,000	One Time	<input type="checkbox"/> BOCES Co-Ser Purchase <input 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 checked="" type="checkbox"/> Other
4.	Professional Development	15,000	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 checked="" 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.	Laptops	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
Totals:		116,000.00		

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

Capital Project

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Status 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

1a. Please specify if response to question one was other.

One-to-one Chromebook initiative for all 6-12 grade students has been implemented since the last survey was completed.

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

Student and teacher use of technology, in school, at home, and in the community will be increased through teaching and learning. In school, students and teachers will continue utilize a variety of technologies to enhance teaching and learning. To further increase the use of technology by students and teachers, professional development will be offered to teachers in best-practices for using technology in the classroom. In turn, as the teachers implement these technologies in the classroom, teachers will intentionally integrate into their lesson plans the skills necessary for students to effectively learn with technology. At home, the District will offer to students a variety of methods to access technology through the web. Since Chromebook devices are being emphasized, virtually all computing is now cloud-based, which will allow students and teachers access to work, documents, projects, etc. in school, at home, and in the community. Additionally, the one-to-one Chromebook initiative will continue to be implemented in the elementary school.

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.

90% of the school has Wi-Fi service and the community library, which is housed within our school, has Wi-Fi available to the community. Free Wi-Fi is also available at two local restaurants (McDonalds and Dunkin' Donuts).

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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.

August	Device Refresh	Refresh mobile computers using BOCES lease programs
August-June	VMware/storage upgrade	Upgrades made to VMware host servers, Storage Area Network and Tape Library. Current Host server will become the Vcenter and Domain Controller Servers.
August-June	Expand district-wide IP addressable video security system	Remove existing cameras and reinstall in new locations along with adding new cameras.
September	Chromebook Devices in Elementary	Students will be provided with an orientation for their Chromebooks in each of their classes. Parents will be invited to an orientation as well in the evening on the night of Open House.
October - June	Google Apps. professional development for staff and instruction for students in classrooms	Staff will continue to attend professional development for the Google Apps in order to effectively implement them in their courses.
October - June	eDoctrina, Infinite Campus, iReady, Sharp School Training, Google Trainer (Level I and II) certification	Staff will have multiple opportunities to participate in training for these four programs with the goal of enhancing their instruction and communication with students and families via technology.
October-June	Access Point	Install more access points (27 proposed) to increase accessibility in classrooms

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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.**

In order to evaluate this plan, the District Technology Committee will meet *at least twice* (proposed meetings are once a month) during the 2016-17 school year. Further, as appropriate for each technology project, small focus groups (in the forms listed below) will be called in order to provide for a consistent feedback loop during these projects.

<u>Date</u>	<u>Action</u>	<u>Desired Outcome</u>
September 2017	We will begin the school year by launching a survey where we will gather feedback from parents, students, and teachers to assess the district’s implementation effectiveness and understand on-going learning needs.	The District Technology Committee will utilize feedback from the surveys from each stakeholder group to make adjustments as needed to the plan implementation. Data from the survey will be utilized to inform the work of the District Technology Team.
June 2017	Google survey for students, parents, and staff regarding the effectiveness of the implementation of the District's Instructional Technology Plan	The District Technology Committee will utilize feedback from the surveys to develop new goals for the 2017-2018 school year and the updated District Technology Plan.

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

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	http://www.redjacket.org/common/pages/DisplayFile.aspx?itemId=26929444	2015
Internet Safety/Cyberbullying*	http://www.redjacket.org/common/pages/DisplayFile.aspx?itemId=1392794	2010
Parents' Bill of Rights for Data Privacy and Security	http://www.redjacket.org/cms/One.aspx?portalId=1279294&pageId=19770900	2014

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)