

2018-2021 Instructional Technology Plan - Annually - 2018

I. District LEA Information

---

**Section I - District LEA Information**

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

Donald Heberer

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

Other (please identify in Question 2a, below)

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

District Administrator for Instructional 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 mission of Comsewogue School District is to provide skills and values that empower all students to maximize their potential and to become lifelong learners in an environment which supports individual differences and respects the rights and needs of others.

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

Our instructional technology integration plan is designed to meet specific objectives, which further our vision and help to achieve the mission of the Comsewogue School District. The objectives have been selected with intent to position technology as the seamless platform where learning takes place. We offer students 21st century skills and learning opportunities that are independent of time and location. This has required us to rethink every aspect of our education system. It demands more than teaching students to be problem solvers and effective collaborators. We have focused our curriculum around Problem-Based Learning. Students have the opportunity to be actively engaged in their learning through the support of a wide variety of software, hardware, webware. This is supported through technology infrastructure as well as support staff. A big part of our plan is the 1:1 Chromebook initiative throughout the district. We have looked critically at our pedagogy and began to move to more active learning and student-centered classrooms. The role of the teacher shifts from the teacher as the provider of educational services to student-as-worker - "sage on the stage" to the "guide on the side." Technology will continue to be a catalyst in our shift to student-centered learning. All of our planning, teaching, and assessing is centered around the needs and abilities of students. We strive to provide a learning environment that supports the strengths and needs of individual learners, preparing students to be college and career ready. Technology enables teachers to provide students with resources to meet their individual learning styles.

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

	List Goals
Goal 1	Continue 1:1 Device Program
Goal 2	STEAM focused Education and Innovation Labs
Goal 3	Professional Development and Teacher Support

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

Yes

**4a. List Goal #4**

Network and Infrastructure Upgrades / Maintenance

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

No

**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.**

In order to develop our technology plans we leveraged several meetings of our Technology and Curriculum Council to discuss areas of improvement in educational technology. The SMART Schools Bond Committee was a sub-group that was spun out of this committee and helped develop our SMART Schools Investment Plan. Both of these groups were comprised of teachers from all different grade levels and subject areas, administrators at the building and district level, students, parents, board members and community members. The SMART Schools Bond Committee smaller and focused on solely, SMART Schools Investment but discussions about the direction of the overall district was also discussed. One of other areas of focus was the Comsewogue Facilities Bond Committee, which included many infrastructure improvements. In addition, input was taken from the Library Media Specialists. All teachers in the district were surveyed to determine which technologies they would like to see more of in the district as well as what areas of professional development need to be focused on. Our Instructional Technology Department and Technology Support Services Department attended workshops and on Data Security Privacy, ADA Compliance for Websites, ESBOCES Technology Directors Meetings, RIC Advisory Council Meetings, Model Schools Meeting. In addition, we had support from the Board of Education, Teacher's Union and Community Members.

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

## II. Strategic Technology Planning

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

At Comsewogue we have a dedicated Technology Integration Specialist working with administrators and teachers delivering workshops, push-in sessions and one on one appointments. We also have our Library Media Specialists working in their buildings with teachers on technology project planning. The Teacher Integration Specialist, Library Media Specialists and the Instructional Technology administrator work closely to plan and integrate technology throughout the curriculum.

Technology Skills Matrix - In order to help students be career and college ready, Comsewogue is developing a matrix that determines which 21st century skills students should develop, reinforce and master at each grade level. The goal is for this project is to make sure all students are being challenged with the Four C's of 21st century learning: Communication, Collaboration, Creativity and Critical Thinking. In addition, the Technology Skills matrix will reinforce common computer and technology skills essential for success in college and/or the workplace.

Digital Portfolio - Student reflection and evaluation are an important part of the learning process. Comsewogue students will begin creation of a digital portfolio that begins in kindergarten and will follow them through their entire academic career. Students are encouraged to choose their best work and make evaluations on which work is "portfolio-worthy." The goal is to inspire students to always do their best. It will also serve as a positive digital footprint and a portfolio for colleges and businesses to view.

One to One Initiative - Through our one to one initiative, we offer students 21st century skills and learning opportunities that are independent of time and location. This requires us to rethink every aspect of our education system. It demands more than teaching students to be problem solvers and effective collaborators. Students have the opportunity to be actively engaged in their learning through the support of a wide variety of technology infrastructure, computer and device hardware as well as support staff. With the 1:1 Chromebook and Nexus tablet initiative throughout the district, we look critically at our pedagogy and how we can move to more active learning in student-centered classrooms. Students engaged in active learning are making their own meaning and constructing their own knowledge in the process. The role of the teacher shifts from the teacher as the provider of educational services to student-as-worker - "sage on the stage" to the "guide on the side." Technology becomes a catalyst in this move to student-centered learning. All of our planning, teaching, and assessing is centered around the needs and abilities of students. We provide a learning environment that supports the strengths and needs of individual learners, preparing students to be college and career ready. Technology enables teachers to provide students with resources to meet their individual learning styles. We will continue with our district 1 to 1 initiative by adding to and supporting our network and infrastructure. We have already provided Chromebooks to all of our high school students and a portion of our middle school and elementary students. We have also provided some tablets to our K-2 elementary school students. Future forward we will see these or other devices in use for all of our 3,900 students. This will also open our students to the myriad resources available through Google for Education.

Professional Development

**Topic: Google Forms**

**Date: Tuesday January 23 2018**

**Title: Introduction to Google Forms**

**Attendance: Teachers**

**Where: High School**

**Summary:**

Teachers learn how to use Google Forms to create polls, surveys and quizzes. Teachers will also learn how to access the data collected from these forms.

**Topic: New Website Training**

**Date: Tuesday January 24 2018**

**Title: Introduction to School Messenger**

**Attendance: Teachers**

**Where: High School**

**Summary:**

Teachers learn how to setup and use the new Comsewogue Teacher website solution called School Messenger. Teachers learn how to login, setup and add content to their new website. Teachers also learn best practices for ADA compliance with uploading content, adding images and applying Alt-text to images.

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

II. Strategic Technology Planning

---

**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.**

Goal 1 - 1:1 Chromebooks, Student Usage Metrics (Google Admin Console data), Teacher Tools and Collaboration, Assistive Technology adoption, teacher adoption rate. Student Chromebook Best Practices PD Pushins

Goal 2: STEAM - Student Projects, Use of Devices, Meetings and Requests

Goal 3: PD - Skills Matrix. Log of Teachers Trained, Survey of Topics that they want to learn

Goal 4: Network Infrastructure - Uptime, Speed, Filtering, Work Order Connectivity Request (Reports)

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

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**

Continue 1:1 Device Program

**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.**

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

**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	Professional Development for Teachers on Chromebooks. Regular Push-ins for Students on Chrombook Best Practices, Internet Safety and Privacy	Instructional Technology Coach	N/A	Dec. (12)	2021	\$45000
Action Step 2	Yearly Hardware purchases as part of SMART Schools Bond and/or supported with our general budget.	Business Official	N/A	Dec. (12)	2021	\$1,400,000
Action Step 3	Ongoing Curriculum Development:	Director	N/A	Dec.	202	\$200,00

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. Otherwise, please write "N/A."	Anticipated month of completion	Anticipated year of completion	Anticipated cost
	Curriculum	Chromebooks will continue to help students learn in a collaborative space. Students will learn how to integrate technology into their learning through use of the Chromebook, G Suite and related tools. This further supports our plan for PBL and 21st century skills.	Director of Technology		(12)	1	0
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	(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)

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
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)

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

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**

STEAM focused Education and Innovation Labs

**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 #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	Curriculum	Ongoing - Comsewogue, is seeking to create a state-of-the-art STEAM exploratory learning lab and program for all students, K-12. The objective is that the STEAM lab and program will serve as as a main hub for exploratory learning. The initiative will support Comsewogue's constructivist, exploratory vision. Through activities, lessons, workshops and courses focused on STEAM education, Comsewogue will be able to enrich students' understanding of Science, Technology, Engineering, Arts and Mathematics in engaging and interactive environment.	Director of Technology	N/A	Dec. (12)	2021	\$30000
Action Step 2	Prof	Ongoing - Our FTE Educational	Instr	n/a	Dec.	202	\$10000



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
	Professional Development	Technology Specialist will continue to provide professional development to teachers. Library Media Specialists will provide turnkey support for teachers using these new technologies.	Instructional Technology Coach		(12)	1	
Action Step 3	Budgeting	With the SSBA and general budget we are continuing to support STEAM based learning programs.	Business Official	N/A	Dec. (12)	2021	\$750,000
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.

	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)

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 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)

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

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**

Professional Development and Teacher Support

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

5. Provide access to relevant and rigorous professional development to ensure educators and leaders are proficient in the integration of learning technologies

**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	Ongoing <ul style="list-style-type: none"> <li>• Push-ins</li> <li>• Faculty Meetings</li> <li>• Grade Level Meetings</li> <li>• One-on-ones</li> <li>• Committee Meetings</li> <li>• Council Meetings</li> <li>• PLC Admin Meetings</li> </ul>	Instructional Technology Coach	n/a	Dec. (12)	2021	\$40000
Action Step 2	Ongoing - Unified Professional Development and District Vision <ul style="list-style-type: none"> <li>• PBL - supported by technology</li> <li>• Technology PD - for instructional use in the classroom</li> <li>• Vendors PD for specific software /</li> </ul>	Director of Technology	N/A	Dec. (12)	2021	\$250,000

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
	Column 2, Description)	hardware <ul style="list-style-type: none"> <li>• ESBOCES / Model Schools - for support on services.</li> <li>• Middle States goals for future - technology for support</li> </ul>					
Action Step 3	Evaluation	Ongoing Technology PD Evaluation: Attendance Project based evidence of student / teacher usage of hardware/software Schedule of PD dates, meetings, workshops, etc Library Media Specialist projects.	Director of Technology	N/A	Dec. (12)	2021	\$5000
Action Step 4	Professional Development	ongoing Library Media Specialist turnkey and support for student instruction.	Library Media Specialist	n/a	Dec. (12)	2021	\$500,000

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)

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

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**

Network and Infrastructure Upgrades / Maintenance

**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	Purchasing Maintaining and Upgrading / Implementation Training Hardware • Switches • Wiring • Bandwidth • Access Points • Computers • Management Systems • LAN/ WAN	Business Official	N/A	Dec. (12)	2021	\$500,000
Action Step 2	Ongoing / Implementation • Insurance • Review and Implement Policies	Other (please)	Network Systems Administ	Dec. (12)	2021	\$120,000

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
	y	<ul style="list-style-type: none"> <li>Disaster Avoidance and Recovery</li> <li>Training and Awareness for Students</li> </ul>	ase identify in next column, to the right)	rator			
Action Step 3	Research	Staying up to date on latest information <ul style="list-style-type: none"> <li>Joining Professional Organizations (CoSN, Future of Privacy Forum, US Department of Education's Privacy Technical Assistance Center, National Cyber Security Alliance, ESBOCES)</li> <li>Taking Courses on the technology</li> <li>Conferences (ISTE, FETC, AWS)</li> <li>Identifying Cyber-threats to security,</li> <li>Research new ways for data management</li> <li>New hardware/software/webware for students at specific conigitive and ages.</li> </ul>	Other (please identify in next column, to the right)	Network Systems Administrator and District Administrator for Instructional Technology	Dec. (12)	2021	\$120,000
Action Step 4	Professional Development	Professional Development and Awareness <ul style="list-style-type: none"> <li>IT Staff Level Training</li> <li>Security Training</li> <li>Training for Faculty</li> <li>Staff Competency</li> <li>Data Quality Campaigns</li> <li>Regular Email Updates</li> </ul>	N/A	Network Systems Administrator	Dec. (12)	2021	\$120,000

2018-2021 Instructional Technology Plan - Annually - 2018

III. Action Plan - Goal 4

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.

	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)

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

## IV. NYSED Initiatives Alignment

**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.**

Our instructional technology integration plan is designed to meet specific objectives, which further our vision and help to achieve the mission of the Comsewogue School District. The objectives have been selected with intent to position technology as the seamless platform where learning takes place. We will offer students 21st Century skills and learning opportunities that are independent of time and location. This will require us to rethink every aspect of our education system. It demands more than teaching students to be problem solvers and effective collaborators. Students have the opportunity to be actively engaged in their learning through the support of a wide variety of technology infrastructure, computer and device hardware as well as support staff. A big part of our plan is the 1:1 Chromebook throughout the district. We will look critically at our pedagogy and how we can move to more active learning in student-centered classrooms. Students engaged in active learning are making their own meaning and constructing their own knowledge in the process. The role of the teacher shifts from the teacher as the provider of educational services to student-as-worker - "sage on the stage" to the "guide on the side." Technology will be a catalyst in this move to student-centered learning. All of our planning, teaching, and assessing is centered around the needs and abilities of students. We will provide a learning environment that supports the strengths and needs of individual learners, preparing students to be college and career ready. Technology enables teachers to provide students with resources to meet their individual learning styles. STEAM labs in all of our schools which will allow students to construct knowledge through exploration of STEAM resources and curriculum. We are also implementing a consortium model within our high school which will be supported by collaborative and exploratory technology tools. These goals and initiatives will dramatically change the way we teach and the way students learn and open the door to a collaborative environment and a true community and global connection.

- 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.**

We offer a wide variety of software, hardware and webware for assistive technologies. These include:

#### Speech to Text

Through several software and hardware, mainly the Chromebook, students have access to Speech to text programs. With this software, it is possible for students to speak into a microphone, either the microphone on the Chromebook or the microphone on an attached device. The student is able to speak directly into the microphone and their words are transcribed on the digital document.

#### Text to Speech Chrome extension and Reader Pen

We offer several Text to Speech options for our students which allows them to take text on a screen, highlight it and have it read to them. In addition, we have a reader pen that is able to scan individual sentences on printed text and read them to students, through individual headphones.

#### Touch Screen Chromebooks / Stylus Devices

We have touchscreen Chromebooks that allow students to interactive with the devices in several ways. Traditional mouse, keyboard and trackpad inputs are available to the students. In addition, students are able to also use a stylus or their own finger or fingers for a multipoint touch device. Lastly, students are able to interact with the device in laptop mode, tent mode and tablet mode in order to better serve the needs of the student and/or the particular lesson.

#### Accessibility

Accessibility features like magnification, keyboard only controls, color and visual options allow the device to enable the student access documents, texts, images and other materials that might not be accessible previously without the technology. In addition, we have invested resources in making our website accessible to meet WCAG 2.0 standards. These include colors, alt tags and tabbed links and pages that make the content accessible to all users. We continue to make sure our website is updated to reflect the newest WCAG 2.1 standards and beyond.

#### Reading and Resources

We provide several different reading resources to students to ensure that have multiple ways to engage in written material, literature, articles and other texts. The tools that we use include, but are not limited to: BookShare, Kindle,

Audible, Capti, Newsela, Reading Eggs, Epic, and Learning A-Z. These tools give teachers and students to find a tool that best fits the learning style of the student.

•

2018-2021 Instructional Technology Plan - Annually - 2018

IV. NYSED Initiatives Alignment

**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)

**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 checked="" 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 checked="" type="checkbox"/> Multiple ways of assessing student learning through technology  |
| <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Choosing assistive technology for instructional purposes in the special education classroom | <input checked="" 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

2018-2021 Instructional Technology Plan - Annually - 2018

IV. NYSED Initiatives Alignment

---

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

(No Response)

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 checked="" type="checkbox"/> Technology to support writers in the elementary classroom    | <input checked="" type="checkbox"/> Multiple ways of assessing student learning through technology  |
| <input checked="" type="checkbox"/> Technology to support writers in the Secondary classroom     | <input checked="" type="checkbox"/> Electronic communication and collaboration                      |
| <input checked="" type="checkbox"/> Research, writing and technology in a digital word           | <input checked="" type="checkbox"/> Promotion and model digital citizenship and responsibility      |
| <input checked="" 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 checked="" type="checkbox"/> Web authoring tools   |
| <input type="checkbox"/> Writer's workshop in the Bilingual classroom                            | <input 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 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	2.00
Instructional support	4.50
Technical Support	6.50
<b>Totals:</b>	<b>13.00</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	1,500,000	Both	<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 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	100,000	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 Materials Aid <input type="checkbox"/> Instructional Resources Aid <input 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	Professional Development	n/a	250,000	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
4	Peripheral Devices	n/a	700,000	Both	<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 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
<b>Totals:</b>			<b>2,550,000</b>			

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

## V. Administrative Management Plan

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.comsewogue.k12.ny.us>

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

No

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

No

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

Yes

- 7a. If 'Yes' was selected in Question 7 above, please identify how often a security and/or privacy audit has been performed?

Yearly

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

Some of the audits were performed by a 3rd party contractor

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

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 upload the policy.

- 10a. Please upload the district's Internet Safety Policy.

INTERNET SAFETY.pdf

11. Does the district have a Cyberbullying Policy?

Yes, and I will upload the policy.

- 11a. Please upload the district's Cyberbullying Policy.

CyberBullying.Policy.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

---

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

<http://www.comsewogue.k12.ny.us/common/pages/DisplayFile.aspx?itemId=1245294>

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

Yes, and I will upload the policy.

**13a. Please upload the policy that addresses the district's planned response to an information breach.**

DATA BREACH.pdf

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

[http://www.comsewogue.k12.ny.us/departments/instructional\\_technology](http://www.comsewogue.k12.ny.us/departments/instructional_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

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 checked="" type="checkbox"/> Device Planning and Implementation (1:1; BYOD)	<input type="checkbox"/> Professional Learning
<input type="checkbox"/> Digital Citizenship	<input checked="" 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.	Don Heberer	District Administrator for Instructional Technology	dheberer@comsewogue.k12.ny.us	<input type="checkbox"/> Active Learning Spaces/Makerspaces <input type="checkbox"/> Culturally Responsive Instruction with Technology <input checked="" 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

	Name of Contact person	Title	E-mail address	Innovative Programs. Check all that apply for each contact name.
Please complete all columns	Jennifer Polychronakos	District Administrator for Curriculum and Instruction	jpolychronakos@comsewogue.k12.ny.us	<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 checked="" 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

---

	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).