

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	534	0	130	123	132	149	0

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

Melinda McCool

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

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.

The Mission of the McGraw Central School District is to pursue the maximum fulfillment of each student's potential. We will accomplish this by identifying student outcomes based on excellence, fostering and enhancing student opportunities, emphasizing student enthusiasm, and promoting parent, school, and community involvement.

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

The McGraw Central School District Technology Plan will address improving student achievement by utilizing technology to acquire skills to thrive within a technologically complex and dynamic world. Improvement will revolve around the acquisition of technology, professional development for teachers, staff, implementation and development of teacher curriculum to integrate new and existing technology.

As McGraw Central School District grows over the 350-computer mark, the District's Apple iPad Initiative, Google Apps for Education, and B.Y.O.D. has improved and increased the use of technology for teachers, staff and students. In addition, the district is beginning a one-to-one Chrome Book deployment at the Middle School Level. With the use of wired and wireless network on the rise, reliability of the network is very important. There is a direct correlation between appropriating money for technology, and product innovation, expandability, and reliability. The district's goals for utilizing new technologies is to expand the existing Web-Based Learning offered through Google Apps for Education, READ 180, STAR-Renaissance, Grad Point and more. The district will increase the number of technology applications and educational content for teachers and students. The McGraw Central School District's vision is to utilize technology to its fullest and support student learning to its fullest capacity. The infrastructure will support any and all growth. McGraw currently has 1Gb connection to the OCM BOCES District.

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 completed an Instructional Technology assessment survey. The survey was completed by faculty and staff. The McGraw Central School District also holds monthly Technology Team meetings consisting of the following team members and their positions:

- Dan Briggs High School Teacher
- Geoffrey Hinman High School Library Media Specialist
- James Sanderson Tech/Industrial Arts teacher
- Mark Dimorier High School Principal
- Melinda McCool District Superintendent
- Pam Coombs High School Business and Careers Teacher
- Susan Prince Elementary School Principal
- Tane McGuinness High School Teacher
- Kevin Solan Technology Director

McGraw CSD considers this technology team to be our primary stakeholder group for this technology plan development. Every meeting since January 2016 Smart Schools Bond Act information has been shared with the group and the committee discussed ideas and initiatives where the district would like to concentrate their efforts. So that the district may better support technologies now and in the future, the committee agreed that it was a priority to increase network capacity on the district's wired and wireless networks, add school security camera systems and upgrade other technologies.

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

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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 top three challenges are:

1. The lack of capability for all devices to connect wirelessly
2. In order to increase wireless capabilities, the wired network capacity also needs to be increased.
3. Having enough funds to purchase needed equipment to overcome the gaps stated in number one and two above.

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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?

CNYRIC

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 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
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 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
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	1	<input type="checkbox"/> Mbps <input checked="" type="checkbox"/> Gbps

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

5

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?**

95

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)	215	215
Laptops/Virtual Machine (VM)	130	130
Chromebooks	200	200
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	160	160
Totals:	705	705

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.

The cost of technology specifically designed to foster growth among students with disabilities can oftentimes be cost prohibitive. We have SWD's who are legally blind, in wheel chairs, and with significant learning disabilities. Access to iPads would allow:

- Voice over screen reader. Touch screen to hear item descriptions
- Zoom magnification 100% 50 500% magnification screen
- Large text 56 pt. text for Alerts, Calendar, Contacts, Mail, Messages, and Notes
- White on Black change to higher contrast
- Speak selection reads highlighted text aloud
- Speak auto-text reads text aloud
- Head set compatibility works with a variety of headsets
- Triple click Home Button Feature(Turn on and off)
- Closed Captioning
- Audible Alerts incoming/outgoing mail, calendar events, confirm keyboard actions
- Assistive touch use
- Support for Braille Display
- iPad accessories: JABRA CRUISER
 1. Pair with Bluetooth iPad to create a loud speaker, great for large, crowded rooms
 2. Amplifying communication apps
- Sample apps; Tap to Talk, Proloquo2GoSonomo Flex Lite, Web reader vocabulary lite, web reader
 1. Text to speech technology and web page content recognition allows web pages to be read aloud
 2. Read text files, HTML pages, MS Word documents, and PDF files
 3. Adjust gender, volume, speed, and more at which content is read - Vocabulary Lite
 4. Simple and easy to use communication app
 5. Use keyboard to customize words, phrases, and sentences

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

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	Number of devices in use
Document Cameras	30
Flat Panel Displays	230
Interactive Projectors	42
Interactive Whiteboards	42
Multi-function Printers	2
Projectors	5
Scanners	8
Other Peripherals	2
Totals:	361

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

Two Tanberg distance learning mobile devices.

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)?

Yes

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

300

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

18a. Please provide details if response to Question 18 was Other.

Insufficient wireless density

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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	No
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.**

My Learning Plan

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Software and IT Support

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

MS Office Suite
 SMART Notebook
 READ 180
 Grad Pointe
 STAR - Renaissance
 Google Apps for Education Environment
 Various iPad apps

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

Gale Student Resource Center
 Grollier
 Google

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	0.40
LAN Technician	0.80
	1.20

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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?

The McGraw Central School District Technology Plan will address improving student education by utilizing technology to acquire skills to thrive within a technologically complex and dynamic world. Improvement will revolve around the acquisition of technology, training, implementation and development of teacher curriculum to integrate the new and existing technology.

Primarily our plan is as follows:

-Implement:

-According to the needs of the school district

-Train:

-According to Teacher and Staff capabilities

-Utilize:

-Familiarize everyone with programs, devices, updated software, programs, internet safety, instructional software, etc

-Integrate:

-Implement technology use to support the Common Core Curriculum and improve student achievement

Learning and the ability to learn are central to living and working successfully today and in the future. The district will make every attempt to prepare students for future academic success through understanding and using technology appropriately

The improvement of student achievement and learning is the an important goal in the District's technology plan. Teachers and staff believe that integrating technology into the District's Instructional Plan creates a more effective learning environment for students.

Research has consistently proven that teacher's knowledge /skills are vital factors when determining whether technology training achieves its desired results. The instructional staff should not only be introduced to technology, but also be provided with models, guidance and support to effectively integrate technology into all facets of classroom instruction.

We believe that the integration of technology in all areas of the curriculum is a critical component of engaged 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.

All teachers and students have equal access to technology, devices and professional development. In particular, many special education students have been given district devices. These devices help students become better organized, help them complete homework, be more engaged in their learning and improved their state assessment scores. It is well-known that technology levels the playing field for special education students. Some students also use special assistive technology devices.

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 has one student with severe disabilities that uses a assistive technology device. This device allows the student to communicate with other students, staff and her family.

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

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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.**

The McGraw Central School District believes that teacher professional development is an essential element of comprehensive school improvement. The professional development needs of all members of the school community, including administrators and support personnel, must be addressed. Integrating technology into all classrooms is necessary to ensure a focus on continuous learning, to create the conditions necessary for closing the achievement gap and to improve academic achievement for all students. New York State standards and regulations provide guidance for achieving high quality professional development planning, design, delivery and assessment. They serve as a foundation for all professional development in our schools.

The McGraw Central School District provides quality training for all uses of technology. All teachers and staff have participated in professional development with technology to address instruction, the proper use of technology, how to integrate technology into the classroom and more. The professional development opportunities have been provided by the district, by OCM BOCES, by the Cortland County Teacher Center, by local colleges and Universities, other school districts and through the use of hiring instructional coaches. Following is a summary of the professional development opportunities teachers have participated in. As follows:

- Google Docs for Education
- Using Chromebooks for a 1-1 Deployment
- Coding
- Smartboard Training
- Implementing BYOD
- Using IPADS in the classroom
- STAR Renaissance and AR 360
- Project Based Learning
- Texas Instrument Training using the Graphing Calculator
- Flipped Classroom
- Special Education and the use of Assistive Technology
- Use of IPADS in the Special Education Classroom
- READ 180 and E-Readers
- Edmodo training
- IEP Direct
- School Tools
- Website Training

- 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	0.20
LAN Technician	0.20
	0.40

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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	100,000	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 checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
2.	Other	165,000	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 checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
3.	Wi-Fi	50,000	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 checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
4.	Interactive Displays/Projectors/Whiteboards	130,000	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 checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
5.	Laptops	150,000	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 checked="" type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
Totals:	0	595,000	0	0

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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.

Security system for both buildings.

Instructional Technology Plan - Annually - 2016

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

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 is moving forward with a 1-1 deployment with teachers, staff and students. All students and teachers are using Google Apps for Education. In order to implement the 1-1 deployment initiative, the district needs to increase the number of wireless access points, improve network infrastructure and provide quality staff development for teachers and students.

With a 1-1 deployment, all students will have their own technology device to use in school and at home. At school, students will have access to a filtered internet connection to complete projects, homework and classroom assignments. Teachers will use technology to provide differentiated instruction, implement Project Based Learning and in some classrooms use the Flipped Classroom Model. If students do not have access to the internet at home, the McGraw Lamont Library has evening hours and public wi-fi. Students will be able to use their technology devices there. To support the 1-1 deployment, the district will open the High School Computer Lab two evenings per week. Parents and students will have access to the lab to complete assignments, projects and other initiatives the district supports.

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.

The McGraw Lamont Public Library.
Dunkin Donuts.
Some local businesses.

Instructional Technology Plan - Annually - 2016

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.**

Technology Plan Milestones:

December, 2014 – Introduce the outline of the SmartSchools Bond Act initiative and started outlining goals at District Technology Committee meetings.

Met with Cisco Engineers to discuss design and implementation of additional switches and connectivity hardware to expand our current network capacity

January, 2014–May, 2016 - Brainstorm SmartSchools Bond Act initiative at each of monthly Technology Committee meetings. The Director of Technology and the Supervisor of Building and Grounds met with several vendors regarding a new security camera system, and door access system.

July-August, 2016 – The district superintendent and Director of Technology met to develop the district's SmartSchool's Technology Plan

Action Plan to Develop Technology Integration:

1. Additional Cisco Switches July, 2017
2. Access points in every classroom July/August, 2017
3. Security Camera System August, 2017
4. SmartBoard Replacement July/August, 2018

Instructional Technology Plan - Annually - 2016

Monitoring and Evaluation

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J. Monitoring and Evaluation

1. 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 the 2014-2015 school year, the teachers completed a technology survey/audit. The survey listed various technology and professional development questions. The survey addressed current technology skills of teachers, professional development they had attended, what equipment they were using in the classroom and what programs they would like to pursue. Moving forward, the district will create a survey for students to address how technology is improving learning. The district will continue to survey staff and students once per year. The survey will be administered during the following dates- 2016, 2017, 2018
- The data from the survey will be shared with staff, students, Board of Education and administration. The data from the survey will be used to evaluate the effectiveness of the implementation of McGraw Central School District’s technology plan and will be used to set goals for each year following the administration of the survey.
- Additional data will be collected from teacher observations and walkthroughs as administrators observe how teachers are using technology in the classroom. Once the data is collected from walkthroughs and observations, teachers will receive individual and collective feedback on how they are using technology to improve instruction.
- From the input of the survey with staff and students, and the data from teacher observations, the district will have a good view of how teachers and students believe the technology initiatives are positively or negatively affecting student learning.

2. Please fill in all information for the policies listed below.

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	http://boarddocs.cnyric.org/ny/mcgraw/Bo	2014
Internet Safety/Cyberbullying*	http://www.mcgrawschools.org/tfiles/folder1002/2013-2014%20Student%20Handbook%20PDF .	2015
Parents' Bill of Rights for Data Privacy and Security	http://www.mcgrawschools.org/teacherpage.cfm?teacher=1047	2014

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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?

NONE

4. What question(s) would you omit from the survey? Why?

NONE

5. Other comments.

Thank you

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Appendices

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Appendices

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

(No Response)