

**A. LEA Information**

1. **What is the total student enrollment based on the most recent BEDS Day submission?**

391

2. **What is the student enrollment by grade band based on the latest BEDS Day submission?**

	Enrollment
Grades K-2	89
Grades 3-5	89
Grades 6-8	89
Grades 9-12	121

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

Martin Rotz

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

Superintendent

4a. **If the response to question four was "Other", please provide the title.**

(No Response)

### B. Instructional Technology Vision and Goals

**1. Please provide the district mission statement.**

Holding the belief that all students can learn and the conviction that learning is the responsibility of each student. The Romulus Central School community will provide an educational environment to encourage achievement and scholarship. Students will be encouraged and challenged to develop responsibility towards learning, and demonstrate skills which will enable them to become productive members of society.

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

**TECHNOLOGY VISION STATEMENT**

The use of technology at RCS for students and staff will involve:

Student/teacher roles will be redefined. Less emphasis will be placed on the teacher as presenter. Teachers will function as coaches, guides, facilitators, and co-adventurers in the search for knowledge

Development of 21st century "super skills" that incorporate the appropriate use of sharing and accessing information. Communication, Collaboration, Critical thinking, and Creativity will be the Common Core.

Ethics will become more important as people gain greater access to knowledge and information that can affect others.

Professional Development and training will be re-defined (less face to face, more online training and the use of resident experts).

The administration will create an environment that supports access to learning technologies, available to all teachers to support their own learning and professional development at school and home.

Establishing a partnership with internet providers for students to access the internet from home.

Parents will access information about their children's school, teachers, homework, or schoolwork, and will be able to access a wide range of direct student activities that can help them to assist their children at home.

**DISTRICT GOALS OF RCS TECH PLAN**

The Romulus Technology Committee has defined 4 goals for addressing and implementing

Technology within our school district. It is the intent that these goals will be updated in subsequent years.

Develop Comprehensive Computer Technology Plan that:

Provides equitable access to cutting edge technology in a fiscally responsible manner.

Develops information literacy for students, staff and community

Promotes digital citizenship

Increases student engagement in teaching and learning

Improve District Communication

Build Upon and Improve Student, Teacher, and Administrator Technology Skills

Plan for Future Goals: Elective Technology/STEM Courses, tech books replace textbooks and near paperless 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 current technology plan is the result of collaborative efforts between school and community members. The Technology Committee has reviewed and revised the plan throughout the 14/15 school year. As well, the district Steering Committee and Board of Education have added input to the goals. Improvements to the access of the Internet, Internet based devices, and connectivity beyond the campus remain high priorities. Increased security through video monitoring and electronic door access are outcomes. Staff and student digital competency expectations include base communication by email and file sharing. Media Specialist instruction has evolved towards use of databases for research and writing for students.

**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 (Checked)

Cabling (Checked)

Connectivity (Checked)

Professional Development (Checked)

Staffing (Checked)

**4a. Please specify if "Other" was selected in question four.**

(No Response)

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

Finances to obtain and maintain new equipment, staff, and installation including on-going costs after purchase.

Staff development and training to utilize new equipment, software, and instructional practices.

Integrating required work to maintain and improve technology during the off months of school.

**C. Technology and Infrastructure Inventory**

1. **What is the available network broadband bandwidth? Please express speed in Mb (Megabits) or Gb (Gigabits). \***

	Minimum Capacity (Expressed in Mb or Gb)	Maximum Capacity (Expressed in Mb or Gb)
Network Bandwidth: Incoming connection TO district schools (WAN)	200 mb	1 gb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	n/a	n/a
Bandwidth: Connections WITHIN school buildings (LAN)	1 gb	1 gb

2. **What is the total contracted Internet access bandwidth for your district? Please express speed in Mb (Megabits) or Gb (Gigabits).**

200 mb via edutech

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

GV/WFL Technology Service (Edutech)

4. **Which wireless protocols are available in the district? Of these, which are currently in use? Check all that apply.**

	Available/In Use
802.11a	Available (Checked)
802.11b	Available (Checked)
802.11g	Available (Checked)
802.11n	In Use (Checked)
802.11ac	Available (Checked)
802.11ad	(No Response)
802.11af	(No Response)

5. **Do you have wireless access points in use in the district?**

Yes

5a. **What percentage of your district's instructional space has wireless coverage?**

100

6. **Does the district use a wireless controller?**

Yes

7. **What is the port speed of the switches that are less than five years old in use in the district?**

10 gb

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

	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)	230	230
Laptops/Virtual Machine (VM)	40	40
Chromebooks	375	375
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	150	150
<b>Totals:</b>	795.0	795.0

9. **Of the total number of students with disabilities in your district, what percentage of these students are provided with assistive technology as documented on their Individualized Education Programs (IEPs)?**

5

10. **From your technology needs assessment, please describe any additional assistance or resources that, if provided, would enhance the district's ability to provide improved access to technologies, including assistive technologies, for students with disabilities.**

Assistive audio devices installed in secondary classrooms for hearing impaired and other IEP/504 students.

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

	Number of devices in use that are less than five years old
Document Cameras	8
Flat Panel Displays	2
Interactive Projectors	5
Interactive Whiteboards	34
Multi-function Printers	0
Projectors	44
Scanners	6
Other Peripherals	4
<b>Totals:</b>	103.0

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

2 Apple TVs  
2 Polycom Systems

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

Yes

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

No

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Instructional Technology & Infrastructure Inventory

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14a. On an average school day, approximately how many student devices access the district's network?

(No Response)

15. 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

**D. Software and IT Support**

**1. What are the operating systems in use in the district?**

	Is this system in use?
Mac OS Version 9 or earlier	No
Mac OS 10 or later	Yes
Windows XP	Yes
Windows 7.0	Yes
Windows 8.0 or greater	No
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	Yes
Internet Explorer 8	Yes
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.**

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

Smart Notebook  
 MS Word  
 MS Excel  
 MS Powerpoint  
 Google GAFE

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

PebbleGo Animals

**8. Does the district have a Parent Portal?**

Yes

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

- Attendance (Checked)
- Homework (Checked)
- Student Schedules (Checked)
- Grade Reporting (Checked)

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

None

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

- Emergency Broadcast System (Checked)
- Website (Checked)
- Facebook (Checked)
- Twitter (Checked)
- Other (Checked)

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

- Email Blasts
- Newsletters

**10. Please list title and FTE count (as of survey submission date) of all staff whose primary responsibility is technical support.**

Title	Number of Current FTEs
LAN Administrator	1.00
A/V Technician	0.40
Computer Svc Assistant	0.20
Technology Assistant	0.20
	<b>1.8000001</b>



**E. Curriculum and Instruction**

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

The district is currently implementing use of Chromebooks with students and teachers in grades 3-12 as a 1:1 initiative. As well, all areas of the campus including all classrooms are being equipped with upgraded Wifi access points. The goal for this initiative is to increase 21st Century instruction to these grades. Students and teachers can now connect outside of class through email. They can also share editable documents through the Google Application for Education. Having these in place will allow the ability for students to communicate, collaborate, think critically, and create in ways they could not before. During the 15/16 school year, devices will be given out to all 3-12 students and their teachers. Teachers will attend basic Google training and have the opportunity to receive advanced training. This will allow all teachers and students to communicate via email and share documents. During the 16/16 year, instructional expectations will be developed for implementation in the 16/17 school year. These should include project based learning through use of Chromebooks, assignments without paper, and digital student products developed collaboratively with other students and teachers acting as guides in real time.

**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 specify.**

All students in all classrooms are included in the Chromebook initiative. As well, any student who needs assistive technology through enhanced audio devices has access. Chromebooks allow text to speech for any user including students with disabilities. This will allow test modifications previously only accessible through software like Kurzweil to be accessed on all student 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.**

All students in the public setting have access to the districts assistive technology. For students who are placed in nonpublic schools, they may sign out available pieces of assistive technology, gain access to an offsite if needed, or join an existing Google classroom by "whitelisting" the correct domain. This would allow students in a private school who have disabilities to have access to the same assistive technology available to the rest of the students in the district. If a student receives BOCES services, that technology would be provided through BOCES.

**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.**

**Technical Skills**

1 - RCS Network Architecture Resources, and Usage

- Accessing local wide/area resources
- Understanding District Infrastructure
- Available resources
- Acceptable Use Policy

2 - Technology Integration

- Google Apps
- Google Drive
- Chromebook Usage
- Advanced Google Apps
- Advanced Computer Integration

3 - Student Management System

- SchoolTool

4 - Internet Safety

5 - Library Electronic Catalog/Databases

6 - Specialized Software

Clear Track, VersaTrans, MAP, Finance Mgr., As Requested or Need Identified

7 - Specialized Hardware

- Smart Board, BrightLink Interactive Projector
- Distance Learning, etc. as identified by teachers, administrators

8 - Information Technology Training

**Delivery Plan**

- September of current school year
- Building administrator to determine schedule
- Basic training will be provided by district computer technology trainer
- Comprehensive 2 Day Training in Chrome, Chrome Books, and Google Suite will be provided on two separate dates in Spring 2014 & Summer 2015
- Repeat training on SCDs
- Advanced Training on SCDs
- Technology Fair?
- Training provided by WFL BOCES and Turnkey trainers
- Training provided as part of distribution of Chromebooks
- Training provided by Library Media Specialist
- Presented by program vendors, Boces, district computer technology trainer. Available as optional schedule on all SCDs
- Presented by, program vendors, Boces, district computer technology trainer
- Offered as options on all SCDs
- Training offered in Spring 2014/Summer 2015, and at SCDs

- Attending conferences, workshops, targeted training, Boces classes, etc.

Guiding Principles

(From of Office of Teaching, NYSED)

Professional development activities/experiences are planned with the NYS Teacher Standards as underpinning.

Professional development activities/experiences should respond to the results of student achievement on State and local assessments and School District Report Cards.

Professional development is shaped by teacher needs as evidenced by data collected as part of annual professional performance reviews.

Professional development planning process reflects teacher and student performance benchmarks of increasing rigor as skill levels are attained.

Professional development results in a demonstrated increase in teacher knowledge and understanding, teacher skillfulness, and teacher professional values.

Professional development activities/experiences are assessed on an on-going and continuous basis for needed impact.

Professional development, to the greatest extent possible, should be site-based and connected to daily school experiences.

Professional development enables teachers to deepen their knowledge base and remain current in their content area and instructional strategies.

Teacher learning opportunities are clearly constructed, based on effective teaching research, and involve educators in the design and implementation of such opportunities.

Content of courses, workshops, and other professional development experiences should be directly related to:

Enhancing teacher subject knowledge

Increasing teacher knowledge, use, and application of appropriate teaching techniques

Broadening and enhancing teacher abilities to apply more accurate and appropriate assessment methodologies

Enhancing teacher skills in effectively managing individual students and classrooms in both heterogeneous and homogeneous settings

2. Please list title and FTE count (as of survey submission date) of all staff whose primary responsibility is technology integration training and support for teachers.

Title	Number of Current FTEs
LAN Administrator	0.30
A/V Technician	0.10
Computer Assitant	0.10
Teachers	0.10
Teachers	0.10
Teachers	0.10
Teachers	0.10
	<b>0.900001</b>

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## Instructional Technology Plan - Annually - 2015

Technology Investment Plan

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### G. Technology Investment Plan

1. Please list the top five planned technology investments in priority order over the next three years.

	Anticipated Item or Service	Estimated Cost	Is Cost One-time or Annual	Potential Funding Source (May list more than one source per item.)
1	Wi-Fi	25,000	Annual	SSBA
2	Other	40,000	Annual	SSBA
3	Professional Development	30,000	Annual	Local Budget
4	Server/Network Software	10,000	Annual	Local Budget
5	Desktops	5,000	Annual	Local Budget
<b>Totals:</b>		110000.0		

2. If "Other" was selected in question one, please specify.

Chromebooks, Projector Replacements, Integration of Security with Network.

**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 (Checked)  
Changes in Funding (Checked)  
Computer-based Testing (Checked)  
Developments in Technology (Checked)

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

(No Response)

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

Offering connection to the Internet both at school and home. All campus classrooms and most all common areas are equipped with wireless access points. Students may sign out a Mi-Fi/Jetpack device to take home if they do not have wireless Internet access there. All teachers will have an Internet based device to use at school and home. Any teacher who needs wireless access at home may sign out a Mi-Fi/Jetpack device. Ensuring the community has access to the school during school and afterschool hours for Wi-Fi and Internet devices.

**3. Please check all locations where Wi-Fi service is available to students within the school district geographical boundaries.**

School (Checked)  
Home (Checked)

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

(No Response)

**I. Instructional Technology Plan Implementation**



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

Fall 2015-Spring 2016	Action	Desired Outcomes	Notes
	Purchase and configuration of 365 Chromebook units	Have Internet devices ready for teachers and students by opening of school	About 50 of these were ready by June 2015
	Improve email, document sharing, and use of student data.	Connect students, teachers, and parents through either email or parent portal.	Gmail accounts, Schooltool
	Training in Google environment, Schooltool software (grading, attendance, parent reports)	Paperless, up to date system for communicating district information (email, grades, attendance, announcements, schedules)	
	Collect a list of programs and software in use in the district.	Find solutions to desired software, hardware and/or services.	As we refine the software we use and move more to web based applications, students and teachers have new ways of completing assignments and assessments.
<b>Fall 2016-Spring 2017</b>	Analyze the usefulness of software, hardware and/or service and be part of the decision making process to	Ensure Utilization of technology, especially new district-wide wireless network to enhance district	

	<p>purchase/acquire Continue developing instruction using Chromebooks for PBL and on-line course experiences. Purchase and Installation of new POE switches</p>	<p>communication internally and externally, record keeping, data availability and efficiency. Deploying these systems is intended to give teachers/administrato rs tools to help meet the increasing demands of data management Increase use of digital devices in classrooms to accomplish methods of instruction not now possible. Increase the level of Power Over Ethernet capability reducing or eliminating power injectors.</p>
<p><b>Fall 2017-Spring 2018</b></p>	<p>Operation of all teachers at a high level of proficiency with web based classrooms and instruction.</p>	<p>Paperless to near paperless instruction and exchange of assignments, feedback, and assessment. Real time feedback on student work from teachers.</p>



**J.Monitoring and Evaluation**

1. **Please describe the proposed strategies that the district will use to evaluate, at least twice a year, the effectiveness of the implementation of the district's instructional technology plan to improve teaching and learning.**

Date	Actions	Desired Outcomes
Fall 2015 Spring 2016	<p>Survey by Technology Committee on Use of Hardware. All users report use of the devices in their classroom or assigned areas.</p> <p>Local assessment of 8th grade student NETs standards proficiency.</p> <p>Local assessment of staff and administration NETs standards proficiency. (Expectations for grade and attendance reporting)</p>	<p>Determine the level of understanding, use, and condition of all district technology hardware. Assess the need for upgrade and replacement.</p> <p>Command of technology operations and concepts as defined by NETS standards needed for success in high school including learning, communication, and life skills.</p> <p>Command of technology operations and concepts as defined by NETS standards needed for success including learning, communication, and life skills within the profession of education.</p>
Fall 2016 Spring 2017	<p>Survey by Technology Committee on Use of Hardware. All users report use of the devices in their classroom or assigned areas.</p> <p>Local assessment of 8th grade student NETs standards proficiency.</p> <p>Local assessment of staff and administration NETs standards proficiency. (Expectations for grade and attendance reporting)</p>	<p>Determine the level of understanding, use, and condition of all district technology hardware. Assess the need for upgrade and replacement.</p> <p>Command of technology operations and concepts as defined by NETS standards needed for success in high school including learning, communication, and life skills.</p>

<p>Fall 2017 Spring 2018</p>	<p>Survey by Technology Committee on Use of Hardware. All users report use of the devices in their classroom or assigned areas.</p> <p>Local assessment of 8th grade student NETs standards proficiency.</p> <p>Local assessment of staff and administration NETs standards proficiency. (Expectations for grade and attendance reporting)</p>	<p>Command of technology operations and concepts as defined by NETS standards needed for success including learning, communication, and life skills within the profession of education.</p> <p>Determine the level of understanding, use, and condition of all district technology hardware. Assess the need for upgrade and replacement.</p> <p>Command of technology operations and concepts as defined by NETS standards needed for success in high school including learning, communication, and life skills.</p> <p>Command of technology operations and concepts as defined by NETS standards needed for success including learning, communication, and life skills within the profession of education.</p>
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2. Please fill in all information for the policies listed below.



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## Instructional Technology Plan - Annually - 2015

Monitoring and Evaluation

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	Date of Public Forum (If applicable)	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	(No Response)	www.rcs.k12.ny.us	2010
Internet Safety/Cyberbullying	10/28/2014	www.rcs.k12.ny.us	2013
Parents' Bill of Rights for Data Privacy and Security	(No Response)	www.rcs.k12.ny.us	2013

**3. Does the district have written procedures in place regarding cybersecurity?**

Yes

**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**

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**1a. If response was "No", please explain.**

(No Response)

**2. Was the guidance document helpful?**

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**2a. If "No", please explain.**

(No Response)

**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)

**Appendices**

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

(No Response)