

**A. LEA Information**

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

91

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

	Enrollment
Grades K-2	40
Grades 3-5	40
Grades 6-8	11
Grades 9-12	0

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

Richard Benson

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.**

Mission Statement

The Quogue School District is committed to providing a multimedia learning environment for all students and Instructional Technology Pre-Kindergarten through Grade 6. The District is responsible for preparing students to access, gather, analyze, apply, synthesize and communicate information effectively so they will become successful, contributing members of a changing, information-based global society. Implementation of technology should improve instruction, allow community access and involvement and incorporate the needs of the entire learning community. All students and staff shall be afforded the opportunity to become technologically literate and proficient in the ethical use and application of technology in educational, personal and vocational areas.

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

The executive summary of the instructional technology plan:

1. Provide an effective instructional program in technology in which students will -
  - become actively involved in learning.
  - experience and use new and current technologies.
  - be technologically prepared for high school and/or the work environment.
  - be encouraged to approach technology as a life-long learning tool.
2. Maintain "State of the Art" Facilities that allows for the -
  - utilization and integration of technology into the curriculum to enhance student learning and achievement.
  - implementation of new technologies.
  - upgrading of hardware and software.
  - maintenance of equipment.
3. Develop Quogue School as an Information Center that -
  - encourages the community's use of the District's technology resources.
  - supports technology use in our libraries, computer labs, classrooms and offices.
  - assures the utilization of local, regional and global networks.
  - continues comprehensive training for the faculty, staff, administration and community.
  - encourages attendance at college, inservice and virtual courses on technology.
  - offers inservice and adult education courses, conferences and workshops.
  - providing technological support.

**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 planning process used to develop the instructional technology plan involves meetings that include stakeholders through the Shared Decision Making Committee and Technology Committee. The meetings provide the district the opportunity to communicate with the stakeholders around the goals and objectives of the instructional technology plan. The Technology Committee includes instructional technology staff, the director of pupil personnel, teachers, library media specialist and the building administrator. In addition our Shared Decision Making Committee meets on a monthly basis, and the outcomes are posted publicly in the minutes.

**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)
- Device Gap (Checked)
- Professional Development (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.**

The gap in our current district technology plan would be to: finalize our district goals of upgrading our district-wide access points, cabling, connectivity, interactive white boards, iPad cart, iPads, iPad keyboards. Professional development is essential to integrate technology into the curriculum appropriately and successfully. The top challenges that are causing the gap are: district funding, bandwidth infrastructure, and hiring outside personnel to complete the district technology vision.

**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)	15 Mbps	27 Mbps
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	N/A	N/A
Bandwidth: Connections WITHIN school buildings (LAN)	N/A	N/A

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

30 Mbps download, 10 Mbps upload

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

Power To Learn - Cablevision

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	(No Response)
802.11b	(No Response)
802.11g	(No Response)
802.11n	Available (Checked) In Use (Checked)
802.11ac	(No Response)
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?**

No

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

10/100/1000 MB

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)	6	6
Laptops/Virtual Machine (VM)	21	21
Chromebooks	0	0
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	92	92
<b>Totals:</b>	119.00	119.00

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)?**

0

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.**

Funding for specialized professional development for teachers and IT staff in order to make full use of available assistive technologies or funding for a comprehensive assistive technology needs assessment, on an individual basis, for all students identified as disabled.

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	0
Flat Panel Displays	3
Interactive Projectors	1
Interactive Whiteboards	12
Multi-function Printers	9
Projectors	1
Scanners	3
Other Peripherals	0
<b>Totals:</b>	29.00

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

(No Response)

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 Plan - Annually - 2015

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?

Not Applicable

**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	No
Windows 7.0	Yes
Windows 8.0 or greater	No
Apple iOS 7 or greater	Yes
Chrome OS	No
Android	No
Other	No

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

N/A

**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	No
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."**

N/A

**5. Please provide the name of the learning management system (LMS) most commonly used in the district.**

None used.

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

McGraw Hill ConnectED, AppleiWork Suite, GoogleApps for Education, SmartNotebook, Animoto, Biblionasium, Khan Academy, Code.org, ScratchJr, Code Academy, Glogster,

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

ProQuest Culture Grams, World Book Online, Discovery Education, Biography Ref Center, Grolier Encyclopedia

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

No

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## Instructional Technology Plan - Annually - 2015

Software and IT Support

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

(No Response)

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?

Emergency Broadcast System (Checked)

Website (Checked)

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

(No Response)

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
N/A	0.00



**E. Curriculum and Instruction**

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

The Quogue District will continue to:  
ensure that all teachers and prospective teachers are equipped with technology competencies that will enable them to use learning technologies effectively in supporting students' achievement; allocate sufficient professional development resources to ensure that all teachers are adequately supported with the resources and skills they need to confidently integrate high-quality learning technologies into curricula and instruction; maintain professional development activities for integrating technology into curricula and instruction that are ongoing, sustained, intensive and of high-quality; develop appropriate processes and evaluation measures to ensure that all administrators, students, and teachers meet the technology standards.

**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.**

The district provides instructional technology based on Individual Educational Plans (IEPs).

**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 provides assistive instructional technology based on Individual Educational Plans (IEPs).

**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.**

Professional Development Strategies and Objectives

The Quogue teaching staff regularly attends professional development workshops and conferences. Some topics of these conferences include: Interactive white board, 3-D printing, distance learning, STEM based literacy, 21st Century Classroom, and Apps for educational use.

The Quogue District is committed to fund technology with respect to the technology plan mission statement. On an annual basis teachers continue to broaden their skills and incorporate high quality information resources into their teaching in order to address multiple learning styles, actively engage students, and support student exploration and growth. The Quogue School seeks to equitably allocate fiscal, staff, and professional development resources to ensure that the acquisition, maintenance and use of high quality learning technologies support all students in achieving New York State technology standards.

Quogue School provides opportunities for all teachers to receive job embedded, ongoing professional development in the integration of technology around scheduling policies. Professional development is a priority at the Quogue School. The faculty as a whole is provided professional development opportunities annually through approved teacher centers, BOCES, and online offerings. Additionally, the district has a curriculum consultant who works with each teacher throughout the year, and in the summer months as required by the district.

The Quogue teaching staff regularly attends professional development workshops and conferences. Educators are required and scheduled by the district to attend at least three full days of professional development. This training specifically pertains to curriculum and technology integration advancement. With district approval, teachers are welcome to attend additional teacher center offerings, BOCES, online workshops, group and one-on-one training with the district computer coordinator. The faculty is offered a stipend or credit(s) for participating in approved professional development offerings. Personnel files include documentation regarding professional development opportunities which have been completed. The personnel files are located in the district office in a secure area.

- 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
N/A	0.00

**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	Interactive Whiteboards	30,000	One Time	Not yet identified
2	Tablets	17,000	One Time	Not yet identified
3	Instructional Software	5,000	One Time	Not yet identified
4	Wi-Fi	10,000	One Time	Not yet identified
5	Printers	3,000	One Time	Not yet identified
<b>Totals:</b>		65,000.00		

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

(No Response)

**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 Funding (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.**

The Quogue District will continue to:

- Ensure that all teachers and prospective teachers are equipped with technology competencies that will enable them to use learning technologies effectively in supporting students' achievement; allocate sufficient professional development resources to ensure that all teachers are adequately supported with the resources and skills they need to confidently integrate high-quality learning technologies into curricula and instruction; maintain professional development activities for integrating technology into curricula and instruction that are ongoing, sustained, intensive and of high-quality; develop appropriate processes and evaluation measures to ensure that all administrators, students, and teachers meet the technology standards.
- Enhance computer use in the home by encouraging students to visit particular websites, and keep our website updated so parents and the community can interact. Students and the community have free access to the Quogue Public Library databases and related research materials.

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

School (Checked)  
Community (Checked)

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

Wi-Fi service is available to all students within the school district geographical boundaries including the public library.

**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.**

Interactive Whiteboards	Fall 2015 through Spring 2017
Instructional Software	Fall 2015 through Spring 2017
Tablets and cart	Fall 2017
Printers	Fall 2016 through Spring 2017
Wi-Fi controller	Summer 2017

Integrating technology into curriculum and instruction is an ongoing process. Related arts teachers collaborate with classroom teachers on a regular basis to enhance and enrich curriculum and instruction. These efforts are done to help improve student learning.

**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.**

The technology plan will be evaluated through observations and written surveys. The technology coordinator will have the responsibility of preparing these surveys and ensuring they are returned as complete as possible. Teachers will be continuously monitored throughout the year to ascertain their unique technology needs and goals as they relate to their individual class(es). The SDM committee will review the technology plan throughout the school year. Revisions will be considered as necessary.

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

	Date of Public Forum (If applicable)	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	04/08/2014	quogueschool.com	2014
Internet Safety/Cyberbullying	04/08/2014	quogueschool.com	2014
Parents' Bill of Rights for Data Privacy and Security	04/08/2014	quogueschool.com	2014

- 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**

Yes

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

(No Response)

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

Yes

**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)