

Instructional Technology Plan - Annually - 2016

LEA Information

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	919	33	176	218	202	287	3

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

Jon W. Peterson

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

Superintendent

Instructional Technology Plan - Annually - 2016Instructional Technology Vision and Goals

B. Instructional Technology Vision and Goals**1. Please provide the district mission statement.**

The mission of the Mayfield Central School is to ensure that all students will acquire the academic and social skills to enable them to function successfully as productive, law-abiding adaptable citizens of our society. This endeavor is a partnership between the school and home which incorporates the principles of a safe and orderly environment, a climate of high expectations for success for all students, strong instructional leadership, and frequent monitoring of students' progress, and effective home-school communication. At Mayfield Central Schools, all students can learn

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

Vision Statement

We envision educational technology as possessing the capacity to individualize instruction and expand learning beyond the limits of bricks and mortar and traditional organizational patterns for instruction.

Mission Statement: Educational Technology

Our purpose is to develop, maintain and enhance a technological system for the Mayfield Central School District that will support communication, instruction and learning, including acquisition of knowledge and skills in the use of technology and application of these capacities to advance learning in the content areas (Common Core and 21st Century Skills)

Goals

- A continuum of instruction in the responsible use of computer technology will commence in elementary school and continue through high school for all students
- Commencing in middle school, students will be required to successfully complete assignments each year using computer applications to integrate course content with software applications appropriate for the display of that information
- The capacity for communication among district staff, students and home will be enhanced in order to facilitate and support learning and accountability
- Technology will be administered in a manner that provides access to appropriate information and restricts access to inappropriate content
- Replacement and upgrade of system elements will occur on an ongoing basis in order to carry-out educational purposes effectively and in a manner that fiscally responsible.

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 development of the instructional technology plan included district administrators, IT specialist and teachers. The plan is supported by the Smart Schools Investment Plan which was approved by the Board of Education and written/proposed by a committee including administrators, teachers, support staff, IT staff, students, parents and community members.

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Instructional Technology Vision and Goals

4. Please provide the source(s) of any gap between the current level of technology and the district's stated vision and goals.

- Access Points
- Cabling
- Connectivity
- Device Gap
- Network
- Professional Development
- Staffing
- Other
- No Gap Present

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

The top three reasons are:

1. Lack of funding
2. Lack of district leadership in advancing instructional technology
3. Waiting for technology infrastructure to be enhanced in the 2017 phase of the capital project

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Instructional Technology & Infrastructure Inventory

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?

NERIC

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 Gpbs or Mpbs
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 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

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.

	Please provide the speed at which classrooms are connected to building wiring/network closet.
Minimum Circuit Speed Within a School Building	<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

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Instructional Technology & Infrastructure Inventory

	Please provide the speed at which classrooms are connected to building wiring/network closet.
	<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	0	<input checked="" type="checkbox"/> Mbps <input type="checkbox"/> Gbps
Maximum Capacity of Switches	0	<input checked="" type="checkbox"/> Mbps <input type="checkbox"/> Gbps

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

0

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

- Yes
- No

8a. What percentage of your district's instructional space has wireless coverage?

35

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?

	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)	256	256
Laptops/Virtual Machine (VM)	20	20
Chromebooks	424	424
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	24	24
Totals:	724	724

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Instructional Technology & Infrastructure Inventory

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)?

14

12. Please describe any additional assistance or resources that, if provided, would enhance the district's ability to improve access to technologies for students with disabilities.

Funding for 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.

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

	Number of devices in use
Document Cameras	5
Flat Panel Displays	7
Interactive Projectors	0
Interactive Whiteboards	41
Multi-function Printers	10
Projectors	50
Scanners	15
Other Peripherals	0
Totals:	128

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

(No Response)

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

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Software and IT Support

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	Yes
Windows XP	Yes
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	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. A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of online and blended learning courses.

BlackBoard

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

Smart Notebook
Autodesk suite
GAPE
Internet Explorer
Sketchup

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Software and IT Support

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

(No Response)

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
Help Desk Technician	0.60
	0.60

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Curriculum and Instruction

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

Purpose - To improve learning opportunities for students at Mayfield Central School

1. Install high speed broadband or wireless opportunities.
2. Purchase devices for teachers and students

Wireless upgrades district-wide - \$187,500 as part of Capital Project

\$583,250 of SMART School funds will be used as part of "Building the Future, Restoring the Past"

\$257,630 remaining to devote to the acquisition of devices

Acquire learning technology - the district's Tech Committee determined the devices to be Dell Chromebooks.

Purchase devices for all teachers and provide professional development during the 2016/2017 school year so that the teachers will be ready to implement best practice instruction in the 2017/2018 school year.

Roll out one-to-one devices at 3 grade levels at a time beginning with the 2017/2018 school year.

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 students, including students with disabilities, will receive a district owned device through our plan to roll out one-to-one devices at 3 grade levels at a time beginning with the 2017/2018 school year. In addition, all students with a disability requiring assistive technology as stipulated in their IEP have already received their device.

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, including students with disabilities, will receive a district owned device through our plan to roll out one-to-one devices at 3 grade levels at a time beginning with the 2017/2018 school year. In addition, all students with a disability requiring assistive technology as stipulated in their IEP have already received their device.

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

Instructional Technology Plan - Annually - 2016

Curriculum and Instruction

- 4a. Please provide details. If the district plans to apply for Smart School Bond Act funds for Classroom Learning Technology, the answer to this question must be aligned with the district's Smart Schools Investment Plan (SSIP).**

All students, including English language learners, will receive a district owned device through our plan to roll out one-to-one devices at 3 grade levels at a time beginning with the 2017/2018 school year.

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Professional Development

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 key to implementing effective use of technology is the knowledge and skill of the instructional staff. Many staff members possess the requisite knowledge and skill, some learn on their own and others need instruction to make technology useful in their classes.

The demonstrated capacities of candidates to make effective use of educational technology as well as their willingness to expand existing skills and knowledge will be a consideration in the hiring of staff members.

Application of educational technology is a criterion in the contractual teacher evaluation.

The Professional Development Plan approved by the Mayfield Board of Education contains the following plans for expansion of educational technology:

- Increase knowledge and skills of staff in use of educational technology & web-based resources to amplify and enhance regular instruction.
- The district will participate in the Model School COSER from BOCES which will survey teachers to identify strengths and weaknesses and develop targeted PD to address areas of weakness.
- Develop opportunities, formal and informal, for staff to learn from lighthouse teachers and others on an ongoing basis.
- Identify "lighthouse" teachers by what they do now with tech & web.
- The plan will be implemented by lighthouse teachers, computer coordinator, principals working with staff members.
- YEAR 1 2015/2016-SmartSchools Committee developed the investment plan for purchase of 1:1 devices-Technology Committee researched and selected devices for purchase that best fit teacher and student needs-Devoted Superintendent's Conference Day 1.29.2016 to best practice educator websites and technology teacher's toolsYEAR 2 2016/2017-Joined the BOCES Model Schools CoSer to deliver year long PD to teachers on GAFE and additional best practice apps for the classroom
-Adminsiter Clarity survey to identify teacher instructional technology skills and knowledge- Model Schools to provide PD on GAFE 9.1.2016 and various times throughout the year
- YEAR 3 2017/2018--Participate in BOCES Model Schools CoSer to deliver year long targeted PD to teachers based on needs assessment from Clarity web based survey tool.

- 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
0	0.00
	0.00

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Technology Investment Plan

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.

	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1.	Chromebooks	238,239	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.	Wi-Fi	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
3.	Switches	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
4.	Interactive Displays/Projectors/Whiteboards	80,000	One Time	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> Other
5.	Instructional Software	20,000	One Time	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input type="checkbox"/> District Operating Budget <input type="checkbox"/> District Public Bond <input type="checkbox"/> E-Rate <input type="checkbox"/> Grants <input type="checkbox"/> Instructional Material Aid <input type="checkbox"/> Instructional Resources Aid <input type="checkbox"/> Smart Schools Bond Act

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Technology Investment Plan

	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
				<input type="checkbox"/> Other
Totals:		588,239		

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

(No Response)

Instructional Technology Plan - Annually - 2016Status of Technology Initiatives and Community Involvement

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.**

Purpose - To improve learning opportunities for students at Mayfield Central School and improved access for both students and teachers the district will:

1. Install high speed broadband or wireless district-wide.
2. Purchase devices for each teacher and student

Wireless upgrades - \$187,500 as part of Capital Project purchased with SmartSchools funds

\$583,250 of SMART School funds will be used as part of "Building the Future, Restoring the Past"

\$257,630 remaining to devote to the acquisition of devices

Roll out one-to-one devices at 3 grade levels at a time. Prior to providing increased access to students, the district will (1) provide a device for each teacher the year before the rollout (September 2016) (2) dedicate year long professional development through both in-house trainings and a BOCES service (Model Schools) so that the teachers have both greater access and become skilled and knowledgeable on best practices for technology integration.

Questions about students who do not have internet/wireless access at home?

- There will be work the students can complete off-line
- Broadband throughout the state (inexpensive and widely accessible)
- Busses could be used as wifi hotspot

Committee unanimously approves recommending the Investment Plan

1. Allocate \$583,250 of Smart Schools funds for Voter Approved Scope in our Capital Project
2. Allocate \$257,630 of Smart Schools funds for a three year acquisition of learning technology equipment (devices)

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.**

Local businesses provide free wi-fi connectivity.

Instructional Technology Plan - Annually - 2016

Instructional Technology Plan Implementation

I. Instructional Technology Plan Implementation

Instructional Technology Plan - Annually - 2016

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.

We will use our SmartSchools allocation in order to:

- a. fund the upgrade our wi-fi resulting in district-wide connectivity.
- b. provide chromebook devices to every teacher during the 2016/2017 school year so that the teacher will develop the knowledge and skills in order to deliver best practice instruction beginning the 2017/2018 school year.
- c. purchase chromebook devices for a 1:1 distribution to each student (Grades 4-12) according to the following plan

YEAR 1 2015/2016

- SmartSchools Committee developed the investment plan for purchase of 1:1 devices
- Technology Committee researched and selected devices for purchase that best fit teacher and student needs
- Purchased 100 student chromebooks and four laptop carts (for securing, charging and transporting)

YEAR 2 2016/2017

- Purchased and will distribute 94 chromebooks to all district teachers
- Purchased 150 student chromebooks and five laptop carts (for securing, charging and transporting)
- Joined the BOCES Model Schools CoSer to deliver year long PD to teachers on GAFE and additional best practice apps for the classroom

YEAR 3 2017/2018

- Grades 4, 7 and 10; 10% Spares 309 95,481
- Grade 4 Carts; 7 and 10 Cases 6,650
- Participate in BOCES Model Schools CoSer to deliver year long PD to teachers on GAFE and additional best practice apps for the classroom

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Mayfield Elementary Computer Literacy Curriculum Guide

The following is the curriculum for computer literacy instruction for all elementary students grades one through six. The objectives will promote student confidence with the computer and enhance the students' ability to use the computer effectively. These skills shall be integrated in the regular curriculum through the regular classroom teacher, or through instruction from a computer skills teacher during the course of each year. The emphasis is to encourage students to use the computer as a learning tool to enhance and to enrich the regular curriculum.

Kindergarten

Identifying computers and technology at home and school

Know parts of the computer and how to operate

Be familiar with the keyboard (letters and numbers)

Be familiar with the mouse

Show respect for the work of others

Be able to show correct posture at the computer

Grade 1

Using technology at home and school

Using word processing

Explore various multimedia

Develop point-and-click mouse skills

Grade 2

Using technology in the community

Using electronic databases to locate information

Building word processing skills

Collecting, sorting, and displaying data

Exploring multimedia (graphics, sound, text)

Using drawing tools

Grade 3

Instructional Technology Plan - Annually - 2016Instructional Technology Plan Implementation

Awareness of Copyright Law
Exploring information technologies
Building word processing techniques
Introduction to correct keyboarding technique using appropriate software
Exploring spreadsheets
Introduction to citing of resources (basic MLA format - books) and plagiarism

Grade 4

Using databases
Using spreadsheets
Locating information on the Internet
Evaluating information found on the Internet
Developing word processing documents
Developing correct typing technique
Exploring e-mail
Identifying ways technology has changed
Development of resource citation (intermediate MLA format – books and Internet)

Grade 5

Using search strategies
Exploring the need for protection against viruses and vandalism
Participating in curriculum-based telecommunication projects
Developing multimedia presentation citing sources
Development of resource citation (full MLA format, various sources)
Develop awareness of the Mayfield School District technology use policy

Grade 6

Refining application skills
Using formulas in a spreadsheet
Using search strategy with more than one factor in a database
Increasing productivity and accuracy in keyboarding
Using word processing, spreadsheet, database, and multimedia for assignments in all subject areas
Independent location, retrieval, and evaluation of information from the Internet.
Refining of resource citation skills (full MLA format, various sources)

Mayfield High School Grades 7 and 8**Seventh Grade Curriculum**

Microsoft Word
Mail Merging
Letter Wizard
Resume Wizard
Printing Procedures
changing printer location

Microsoft Excel spreadsheet application
Cell formatting
Formula Construction
add, subtract, multiply, divide
autosum functions

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Data Construction
Video Company Inventory exercise
Checkbook construction exercise
Discount/Percentages exercise
PowerPoint presentation applications
Toolbars and Icons
Creating a Presentation
Background colors/Background sounds
Buttons/directional navigation
Text fonts, styles, and sizes

PaintShop Pro graphic editing
importing an image
editing an image
adding text to an image
saving changes to an image
printing an image
scanning an image

Students access to the network.
Shared Folders

Eighth Grade Curriculum

Microsoft Word word processing application
Login procedures
Data Save procedures
to disk
to system
Data Retrieval procedures
from disk
from system
Standard Toolbar and Icon functions
Formatting Toolbar and Icon procedures
Mail Merging
Letter Wizard
Resume Wizard
Printing Procedures
changing printer location

Microsoft Excel spreadsheet application
Cell formatting
Formula Construction
add, subtract, multiply, divide
autosum functions
Data Construction
Video Company Inventory exercise
Checkbook construction exercise
Discount/Percentages exercise
Microsoft Access Database application
Toolbar and Icon functions
Tables, Forms, Queries, Reports
Database Construction
creating a database
editing a database
deleting a database

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Data Manipulation

entering data

editing data

importing data

Printing a Report

Database, Chart, Form Table, and Report Wizards

Microsoft FrontPage Web Page design application

Internet

Section 1 - Internet Discussion

URLs (Uniform Resource Locator) web addresses

FTP File Transfer Protocol / FTP Pro

ftp

mailto

file

http

protocol/network location/path/filename/bookmark

Toolbar Item Analysis

Hyperlink View

Folder View

Section 2 - Web Page Design

Open FrontPage Explorer, Create a FrontPage Web

Open FrontPage Web, Publish FrontPage Web

Web Page Properties

Title

background image/watermark

background, foreground, hyperlink color

background sound

text properties

align left, right, center

styles fonts and sizes

Images Gif or Jpeg

Section 3 Web Tutorials

Tutorial I

Open pages from a FrontPage web

Add and edit text using various styles

Add and edit background color and background sound

Change the properties of a page

Tutorial II

Design Own Web page

incorporate text, background color, texture, sound

create hyperlinks

Tutorial III

Graphic Manipulation

inserting pictures or graphics

creating a hyperlink from an image

image toolbar graphic manipulation

Tutorial IV

viewing the completed web page

Tutorial V.

Updating web pages online

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Instructional Technology Plan Implementation

Section 4. - PaintShop Pro graphic editing

- Importing an image
- editing an image
- adding text to an image
- saving changes to an image
- printing an image
- scanning an image

Instructional Technology Plan - Annually - 2016

Monitoring and Evaluation

J. Monitoring and Evaluation

- Please describe the proposed strategies that the district will use to evaluate, at least twice a year, whether the district's instructional technology plan is 1) meeting the vision and goals as outlined in the plan and 2) making a positive impact on teaching and learning in the district.**

Survey analysis of district instructional staff, students and parents.

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

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	N/A	2007
Internet Safety/Cyberbullying*	N/A	2012
Parents' Bill of Rights for Data Privacy and Security	N/A	2016

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Survey Feedback

K. Survey Feedback

Thank you for submitting your district's instructional technology plan (ITP) survey via the online collection tool. We appreciate the time and effort you have spent completing the ITP survey. Please answer the following questions to assist us in making ongoing improvements to the online survey tool.

1. **Was the survey clear and easy to use**

Yes

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

Yes

3. **What question(s) would you like to add to the survey? Why?**

(No Response)

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

(No Response)

5. **Other comments.**

(No Response)

Instructional Technology Plan - Annually - 2016

Appendices

Appendices

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

(No Response)