

HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT

Teaching, Learning and Technology (TLT) Plan *Preparing Students Today for Their Tomorrows!*



July 1, 2016 - June 30, 2019

Primary District Contact: Mrs. Cindy Gorley

District Director of Technology (585) 624-7000

cindy.gorley@hflcsd.org

Table of Contents

Student Enrollment	4
HFL Mission and Vision	4
Executive Summary	4
Our Vision for the (3) Three Year Technology Plan	5
The Teaching Learning Technology Plan	5
Monitoring and Evaluation of this Plan	6
Members of the TLT Committee	6
Summary of the Goals for the TLT Plan	6
Gap with Technology and Started Vision and Goals	7
Technology and Infrastructure	7
Network Broadband Bandwidth	7
Wireless Protocols	7
Internet Firewall & Desktop Security	7
Port Switch Information	7
Computer Devices	8
Students with Disabilities	8
Additional Assistance and Resources to Improve Access	8
Peripheral Devices Less than (5) Five Years Old	9
Asset Inventory Tagging – yes	9
BYOD – yes	9
BYOD Device Access across the District Dailey – 450	9

Student Loan of Equipment at Nonpublic schools – yes	9
Software and IT Support	9
Operating Systems in Use	9
Supported Web Browsers	9
Supported Learning Management Systems	10
Supported Student Management System & Parent Portal	10
Research Databases	10
Most Commonly Used Software Programs	11
Other Parent Involvement Technologies	11
Technology Staff	11
Curriculum and Instruction	12
Professional Development	14
Technology Investment Plan	16
Status of Initiatives and Community	16
Increase of Student & Teacher Access in School, Home & Community	17
Locations of WiFi	17
Internet Policies	17
District Procedures to Insure Cyber Security	17

Information about the Honeoye Falls-Lima Central School District

Student Enrollment

Grade Levels	Enrollment on 8/31/2016
Pre-K	28
K-2	417
3-5	493
6-8	559
9-12	787
Ungraded	15
Total	2299

The District Administrator responsible for entering the technology plan survey data for the NY State Education Department is Mrs. Cindy Gorley, Director of Technology Service.

HF-L's Mission and Vision

The mission of the HF-L School District is to ensure students display the knowledge, skills and character qualities needed to realize their aspirations and succeed in a rapidly changing world.

The vision of the Honeoye Falls-Lima School District is to become "the District of choice" for parents, families, students, educators, administrators, staff, and the community at large who believe that education is the foundation for success.

Executive Summary

The Honeoye Falls-Lima Central School District's Technology Plan has been a mainstay since 2003, led by the Teaching, Learning and Technology *Committee*. This group of school and community personnel creates the plan and reviews it at each of its meetings during the school year. The overarching vision for instructional technology for HF-L students is to have technology available throughout the district to meet the needs of individual students, as they become life-long learners and global citizens. For this three-year period, the goals are focused on enhancing the use of technology in curriculum and instruction to increase student Achievement and engagement, and to further professional development so that each teacher has the opportunity to improve their practices with technology.

Our Vision for the 3 (Three) Year Technology Plan

The development of technology literacy is one component in the overall growth and development of 21st century learners. When used effectively, technology enhances the teaching and learning process. Technology breaks down the geographical boundaries allowing for human collaboration and cooperation both locally and globally. Technology resources will be pervasive for teachers and students and will be used to enhance productivity, communication, research, problem solving, decision-making and creativity within a community of learners. Instructional strategies will accommodate the learning styles of all individuals. Teachers are facilitators of learning and help students become life-long learners who can access and ethically use information and choose appropriate tools based on real world tasks. As future leaders, our students will use their skills and knowledge to contribute to the good of society.

The Teaching Learning Technology (TLT) Committee

Since 1994, HF-L has embraced in a technology plan development process that includes a variety of stakeholders. The TLT (Teaching, Learning, and Technology) Committee's goals are stated as:

- Develop a 3-year District Teaching, Learning and Technology Plan that addresses the philosophy of use, resources, infrastructure, staff development, curriculum integration, and accountability that includes 1-year action steps
- Utilize world class, best practices and innovations in teaching, learning and technology initiatives to continue to improve student achievement
- Recommend budget priorities for teaching, learning and technology based on building and District needs
- Explore and advise possible solutions to District staff that will promote effective use of technology
- Oversee the implementation of the District Teaching Learning and Technology plan, including the measurement of action steps and expected outcomes
- Develop and implement strategies to showcase the results of teaching, learning and technology initiatives in the District
- Problem-solve District issues related to teaching, learning and technology

Monitoring and Evaluation of this Plan

Work on the TLT Plan takes place during monthly meetings where members reflect on the action plans, the attainment of goals and possible plan revisions are shared at the end of the school year to be rewritten into the plan for the coming year. HFL believes in the continuous improvement cycle, and this plan is evidence of the implementation of this belief.

Members of the TLT Committee

- Assistant Superintendent for Curriculum and Instruction: Co-Chair Board of Education Members
- Building Administrators Community Members
- Director of Technology: Co-Chair
- Instructional Technology Support Representatives Library Media Specialists
- Parents Students Teaching Staff

Summary of the Goals for the TLT Plan

The following are the overarching goals for the three years of this plan:

Curriculum and Instruction

- Pedagogical Support
- Resiliency
- College and Career Readiness

Professional Development

- Explore instructional methodology and resources
- Provide staff development on current best practices, new programs, and methodologies

Gap with Technology and Stated Vision and Goals

The main source of gaps between the vision and goals and the current technology is the staffing to support teachers in the implementation of technology for engagement and achievement and additional professional development to make this work a reality in every classroom. The other gap is with devices. The interactive white boards and projectors which are present in almost all classrooms in our district are aging out of productive use. If teachers are to continue planning lessons which utilize these devices we must consider replacing these units with newer technologies. In moving to 1:1, we are moving devices around the district to improve the implementation and use for educational use. Replacement of our current IP phone system to better integrate with our new security system is key to insuring our staff and students feel safe as they are learning as well as increase ease of video conferencing.

Technology and Infrastructure Network Broadband Bandwidth

HFL receives primary internet bandwidth service from Monroe 1 BOCES

Incoming connection to district schools (WAN) = 10GB

Internal network bandwidth between schools (LAN) = 1GBPS-<10GB

Minimum Circuit speed within the school buildings (LAN) = 100 MBPS <1GB

Maximum Circuit speed within the school buildings (LAN) = 1 GBPS <10GBPS

Wireless Protocols

Our district is supported by 100 percent wireless coverage in all instructional and non- instructional spaces. This wireless network is supported by wireless controllers and wireless protocols with none being less than 802.11g.

Internet Firewall & Desktop Security

Lightspeed software is used to filter websites and is supported by Monroe 1 BOCES Antivirus software is used and updated on all computers and servers.

Port Switch Information

Port speed of switches less than 5 years old is 1GB

Computer Devices

COMPUTING DEVICES less than 5 years old	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)	371	371
Laptops / Virtual Machine (VM)	1866	1866
Tablets nine (9) inches or greater with access to an external keyboard	41	41
Tablets less than nine (9) inches without access to an external keyboard	326	326
Tablets nine inches or greater without access to an external keyboard	0	0
TOTAL District Hardware		2605

Students with Disabilities

21% of this population have assistive technology documented on the IEP.

Additional Assistance and Resources to Improve Access

From our needs assessment, we believe that additional instructional support staffing and consultant support would enhance our ability to provide improved access to technologies for students with disabilities.

Peripheral Devices Less Than 5 (Five) Years Old

- Document Cameras = 55
- Flat Panel Displays = 32
- Interactive Projectors = 0
- Interactive White Boards = 117
- Multifunction Printers = 51
- Projectors = 204
- Scanners = 49
- Other Peripherals = 50

Asset Inventory Tagging – yes

BYOD – yes

BYOD Device Access across the district daily – 450

Student Loan of Equipment at Nonpublic Schools – yes

Software and IT Support

Operating Systems in Use:

- MAC OS 10 or greater
- Apple IOS 7 or greater
- Android
- Microsoft Windows 7.0, 8.0 or greater

Supported Web Browsers

- Internet Explorer 9 or greater
- Google Chrome
- Apple
- Safari
- Mozilla
- Firefox

Supported Learning Management Systems

- Moodle
- Edmodo

Supported Student Management System and Parent Portal

Mindex SchoolTool Parent portal provides parent access to attendance, homework, student schedules, report cards and transcripts

Research Databases

- World Book on-line
- Groller's om-line
- Ancient and Medieval History
- On-line Modern World History
- Culture Grams
- Gale Global Issues in Context
- Gale Student Resources
- Gale Virtual Resource
- Library Twayne's Authors Series
- Gale Opposing Viewpoints in context Literature Criticism Online
- Gale Power Search Questia School
- EBSCO Student Based Research Center
- EMSCO Science Reference Center
- EBSCO Literary Reference Center
- EBSO Power Search
- NoveList Plus
- Vital NY AP Images, Collection
- Soundzabound
- Global Warming eLearning Module
- Great Empires of the Past eLearning Module
- The Human Body/How it Works eLearning Module
- Life in America eLearning Module

Most Commonly Used Software Programs

- Microsoft Office
- eDoctrina
- iReady
- Smart Notebook
- (Smart) Active Inspire (Promethean)

- KidPix
- Educreations

Other Parent Involvement Technologies

In addition to the Parent Portal, the district employs the following technology strategies to engage parents:

- Emergency Broadcast System
- Website: hflcsd.org
- Facebook
- Twitter: twitter.com/hflcsd

Technology Staff

- Cindy Gorley – Director
- Matt Knapp – Network Administrator
- Andrew Pratt – Senior Network Technician
- Tom Seitzinger – Network Technician
- Joan Tette – Helpdesk, Apple OS Technician & Field Technician
- Marylou Milne – Helpdesk and Purchasing
- Cathy Hoose – Helpdesk & Field Technician

Curriculum and Instruction

In What Works in Schools (2003), Robert Marzano States “a ‘guaranteed and viable curriculum’...ranks as the first factor, having the most impact on student achievement.” With this knowledge, technology serves as a means for delivering this curriculum in a manner that increased student engagement so that learning can be positively impacted. This is true for every learner in our system. Based on this understanding, the following are our actions for the three years of this plan:

Topics	Method of Delivery	Who	Time Frame	Recommended Evaluation
<p><i>Pedagogical Support</i></p> <p>Use of content management systems (CMS) such as Moodle, Edmodo and Office 365, video conferencing and interactive white boards</p>	<ul style="list-style-type: none"> ❖ Utilize internal professionals using methods with success ❖ Provide on-going support to adopters 	<ul style="list-style-type: none"> ❖ ASI ❖ Tech Director ❖ K-12 Coordinator ❖ TLT ❖ Principals ❖ Technology Coaches/ITS ❖ Staff Members ❖ BOCES Model 	By 5/12/2017	Walkthroughs using the SAMR rubric
<p><i>Resiliency</i></p> <p>Educate students on current technology best practice. Choosing the right tool for the task Using the tools efficiently Collaboration through technology</p>	<ul style="list-style-type: none"> ❖ Teach students when & how to use tools such as Follett, Office 365, etc. ❖ Provide parameters for projects (presentation standards/rubrics) ❖ Mini lessons 	<ul style="list-style-type: none"> ❖ Library Media Specialists ❖ Teachers ❖ Technology Coaches/ITS 	By 6/1/2017	<p>Walkthroughs using the SAMR rubric</p> <p>Completion of learning opportunities tied to technology tools</p>
<p><i>College and Career Readiness</i></p> <p>Educate students on ethical and appropriate use of technology. Acceptable Use Policy Internet safety Cyber bullying Modeling ethical and appropriate use of technology by staff Using BYOD in an appropriate manner</p>	<ul style="list-style-type: none"> ❖ Class meetings ❖ Teacher modeling 	<ul style="list-style-type: none"> ❖ ASI ❖ Director of Technology ❖ Principals ❖ Teachers ❖ BOCES Model Schools 	Yearly By 11/15/16, 11/15/17	<p>Number of referrals for AUP violations</p> <p># students taking part in BYOD</p>
<p><i>Equity of Access to Curriculum, Instruction and Assessments</i></p>	Provide consultant support to maximize the availability of relevant software to	<ul style="list-style-type: none"> ❖ PPS Director ❖ Technology Director ❖ Consultant 	June 20, 2016	PPS report
	Support students' individual learning needs	<ul style="list-style-type: none"> ❖ ASI 		

Professional Development

Within the HF-L School District, there is only one full time Instructional Technology Specialist position focused on assisting teachers and students in grades 2-5. Commencing during the 2015-2016 school year are 6 Technology Coaches at the High School, and 3 at the Middle School. These are positions above the regular workload to assist teachers in meeting the goals for this plan. The Librarians, one at each of the four buildings, also assist in supporting teachers implement technology. In our desire to support change, the following are topics for professional development for the three years of this plan:

Topics	Method of Delivery	Who	Time Frame	Recommended Evaluation
<p><i>Methodology and Resources</i></p> <p>Explore instructional methodology and resources (ie. online learning, web resources, etc.)</p> <p>LMS through the use of Office 365 Webresources BYOD</p>	<ul style="list-style-type: none"> ❖ Attend technology conferences ❖ View webinars ❖ Microsoft in-house presentations 	<ul style="list-style-type: none"> ❖ ASI ❖ Technology Director ❖ TLT ❖ Principals ❖ Staff members ❖ BOCES ❖ ITS ❖ Faculty 	By 5/10/17	<ul style="list-style-type: none"> ❖ Staff Development participation ❖ Sharing of Learning during faculty and grade level/dept. meetings ❖ Availability of sessions on these topics
<p><i>Best Practices</i></p> <p>Provide staff development on current technology best practice, (as noted by instructional technology literature), new programs, and methodologies as requested by staff.</p>	<ul style="list-style-type: none"> ❖ Research best practices ❖ Support sessions on new programs and methodologies ❖ Utilize internal professionals using methods with success ❖ Provide on-going support to 	<ul style="list-style-type: none"> ❖ ASI ❖ K-12 Coordinator ❖ Technology Director ❖ Librarians ❖ Technology Coaches/ITS ❖ BOCES 	By 4/1/2018	<ul style="list-style-type: none"> ❖ Number of staff development on these topics ❖ Implementation of best practice
<p><i>Equity of access</i></p> <p>Vision for 2020: every student will have access to a device whenever they need it for learning</p>	<ul style="list-style-type: none"> ❖ Provide consultant support to maximize the availability of relevant software to support students' individual learning needs 	<ul style="list-style-type: none"> ❖ PPS Director ❖ Technology Director ❖ Consultant 	By 5/1/2020	<ul style="list-style-type: none"> ❖ Consultant report ❖ PPS report
The audience for this action plan is K-12 teachers				

Technology Investment Plan

The five main strategies to improve the use of technology in learning are the following:

1. Continue with our district replacement/reallocation plan for staff and student used laptops, desktops and tablets. This equates to approximately \$100,000.00 to \$150,000.00 each year over a four year lease agreement with Monroe 1 BOCES. The district has a replacement cycle in place to replace laptops and desktops in a 4-5 year cycle. We lease the hardware from BOCES Monroe 1. In addition to the replacement cycle, we also review the hardware in a reallocation process to insure that the hardware we have is being used to best of its ability in the best locations possible. Lastly, the request for additional hardware or increase quantities of hardware is done via request process that reviews instructional goals, training, and an implementation plan to guarantee the appropriate hardware is being used to meet the instructional goals. Laptops are leased on an annual basis for approximately \$150,000 per year out of the general operating budget, but may be requested through the Smart Bond money for a few years.
2. Continue evaluate and research replacement or upgrade options for Promethean and Smart Boards (interactive white boards) that currently projectors. The District is currently working on a replacement cycle for this type of hardware as they begin to come to end of life. These interactive white boards have been critical in teaching and learning for increased student engagement. We have a replacement /repair budget of \$150,000 annually. Smart board money may be requested for supporting this work.
3. Continue with the replacement cycle of network hardware that cannot wait for upgrade until a capital project. Network hardware is the backbone of having technology available that can work consistently and robustly in order to facilitate learning and Bring Your Own Device. The focus of this effort will be on the wifi. We have a replacement/repair budget of \$75,000 annually out of the general fund, but may be requested through the Smart Bond money for a few years.
4. The network phones are in need of replacement. This is necessary and will require \$350,000 out of the general fund. This is part of our upcoming budget process but may also be requested with Smart Bond money.
5. Professional development is critical in ensuring that the money spent on technology is used for learning in a manner that is supporting of learning. \$15,000 is budget annually for this work.

Status of Initiatives and Community

The following developments affect the current status of technology initiatives:

- Changes in district enrollment: Projections show a drop in enrollment.
- Changes in funding: Finding the funds to support technology is and will continue to be a challenge
- Developments in technology: Technology is always changing, we too must change.

District Procedures to Insure Cyber Security

HFL has a vision for the 2020 school year. Every child will have access to a device whenever they need it for learning. In order to meet that vision, this year we re-deployed hardware in a more efficient and educationally appropriate manner. We began with issuing new touch screen laptops to each 6th. Grade student and all Middle School teachers and providing iPads for each student and teacher in grade 1 and 2. All remaining laptops were divided among the other grades to increase their capacity. Out of the 13 grade levels we now have 3 grades of 1:1 devices, for students in the remaining grades at 2:1 student per device. All teachers have a school owned device issued to them.

Locations of WiFi

School, home, and community. Within the community wifi is available at the public libraries and the Rochester General Hospital Lab.

Internet Policies

- Acceptable Use Policy, Policy 3415 – 2017/08/22
<http://go.boarddocs.com/ny/hflcsd/Board.nsf/goto?open&id=BFQQZ86A9B50>
- Parents Bill of Rights, Policy 5673 – 2014/12/02
<http://go.boarddocs.com/ny/hflcsd/Board.nsf/goto?open&id=BFRSAJ6BC45F>

District Procedures to Insure Cyber Security

We use Symantec Antivirus on all workstations and server hardware. Workstations are automatically updated once a day as they check back to the servers that do checks twice a day.

BOCES network services monitors potential attacks and mitigates the issues. We are notified when an issue arises and when it is resolved.

For guest access to our wireless network, users need to register with a valid email address and reconnect daily to access the District's filtered internet.

For the BYOD, users connecting to the wireless network use their AD account credentials to register and allows them daily access to the Districts filtered internet.

BYOD Procedure: <http://www.hflcsd.org/departments.cfm?subpage=1359567>