

# Instructional Technology Plan - Annually - 2016

LEA Information

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## A. LEA Information

### 1. 2014-2015 Student Enrollment

	Total Enrollment	Pre-K Enrollment	K-2 Enrollment	3-5 Enrollment	6-8 Enrollment	9-12 Enrollment	Ungraded Enrollment
Student Enrollment	123	7	23	26	25	41	1

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

Michael J. Miller

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

Other

#### 3a. If the response to question 3 was "Other", please provide the title.

Computer Coordinator

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Instructional Technology Vision and Goals

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### B. Instructional Technology Vision and Goals

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

The Indian Lake Central School will provide an academic environment rich in practical and cultural experiences that addresses the mental and physical needs of each student and will inspire: self-sufficiency, lifelong learning, creativity, responsibility, and citizenship within our Adirondack environment and beyond

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

The vision of the Indian Lake Central School technology plan is to continue to provide a foundation of up-to-date infrastructure, services and training to encourage and enable all learners to acquire the skills necessary to live, work and learn in a technologically based society.

The Indian Lake Central School district is dedicated to continuing to our practice of infusing our curriculum with appropriate technology. This technology plan is designed to keep our equipment, software and staff development aligned with district needs and current best practices. .

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## Instructional Technology Vision and Goals

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**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 starts with the Technology Committee meeting as a group to plan for the future and also deal with the day-to-day situations that crop up. The Committee includes administration, an IT department representative, teachers from elementary, middle school, high school, Music Department and Business Departments.

The members frequently contact other key stake holders for input. This includes our Shared Decision Making committee, teachers, Special Ed Dept., students, administration, Board members, parents, business representatives, and community members. Hearing their needs and ideas helps to guide our plans and priorities.

The Technology Committee meets monthly, and held monthly meetings about this plan beginning September 2015.

Current members of the Technology Committee are:

Superintendent - Mark Brand

Principal - David Snide

Computer Coordinator - Michael Miller

Librarian / Media Specialist - George DeChant

Elementary Teacher - Susan Norris

Middle School Teacher - Jim Pine

High School Teacher - Stephanie Bennett

Specials Teacher - Jason Dora

Specials Teacher - Jeff Reynolds

Date	Date	Participants	Outcome
March 2016	MS Technology Survey	Middle School Parents	Feedback on success of Chromebook roll out to all MS students, also collected statistics on household internet access.
Spring 2016	Various Shared Decision Committee Meetings	Shared Decision Committee Members	Solicited feedback and suggestions from members of the Shared Decision Committee.
Spring 2016	Multiple School Board Meetings	School Board and members of the public	Technology, in particular our 1:1 Middle School Chromebook initiative, were discussed at several meetings of the School Board.
Winter and Spring 2016	Tech Committee Meetings	Tech Committee members	The Tech Committee refined our tech plan over the course of multiple meetings. Among other things, based on the extremely positive feedback that we received after our MS Chromebook initiative, we decided to extend it to the High School in 2016-17

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

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**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.**

Funding for a couple of major capital improvements is the biggest hurdle that we'll face in the next three years.

We've reached the capacity of our existing cable plant. We need many more 120v circuits, a few fiber trunks, and to replace 20 year old Cat-3 ethernet cables to many of our classrooms.

In parallel with the other members of our rural consortium, we need to greatly expand our distance learning facilities.

Backup provisions for the data that we store in-house are still not adequate. We need an upgraded appliance and a contract for off-site backup and DR services.

# Instructional Technology Plan - Annually - 2016

Instructional Technology & Infrastructure Inventory

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## C. Technology and Infrastructure Inventory

1. Please identify the capacity of the telecommunications line coming into the district network hub. The district's Regional Information Center can provide the district with this information if needed.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

2. What is the total contracted Internet bandwidth access for the district? Choose one.

- Greater than 10 Gbps
- 10 Gbps
- 1 Gbps - < 10 Gbps
- 100 Mbps - < 1 Gbps
- 50 Mbps - < 100 Mbps
- 10 Mbps - < 50 Mbps
- Less than 10 Mbps

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

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 Gbps or Mbps
Minimum Capacity	<ul style="list-style-type: none"> <li><input type="checkbox"/> Greater than 10 Gbps</li> <li><input type="checkbox"/> 10 Gbps</li> <li><input type="checkbox"/> 1 Gbps - &lt; 10Gbps</li> <li><input checked="" type="checkbox"/> 100 Mbps- &lt; 1 Gbps</li> <li><input type="checkbox"/> 50 Mbps - &lt; 100 Mbps</li> <li><input type="checkbox"/> 10 Mbps - &lt; 50 Mbps</li> <li><input type="checkbox"/> Less than 10 Mbps</li> </ul>
Maximum Capacity	<ul style="list-style-type: none"> <li><input type="checkbox"/> Greater than 10 Gbps</li> <li><input type="checkbox"/> 10 Gbps</li> <li><input type="checkbox"/> 1 Gbps - &lt; 10Gbps</li> <li><input checked="" type="checkbox"/> 100 Mbps- &lt; 1 Gbps</li> <li><input type="checkbox"/> 50 Mbps - &lt; 100 Mbps</li> <li><input type="checkbox"/> 10 Mbps - &lt; 50 Mbps</li> <li><input type="checkbox"/> Less than 10 Mbps</li> </ul>

5. Please identify the minimum and maximum circuit speeds at which the classrooms in the district are connected to the school building wiring/network closet.

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Instructional Technology & Infrastructure Inventory

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	Please provide the speed at which classrooms are connected to building wiring/network closet.
Minimum Circuit Speed Within a School Building	<input type="checkbox"/> Greater than 10 Gbps <input type="checkbox"/> 10 Gbps <input type="checkbox"/> 1 Gbps - < 10Gbps <input checked="" 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 type="checkbox"/> 1 Gbps - < 10Gbps <input checked="" 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	1	<input type="checkbox"/> Mbps <input checked="" type="checkbox"/> Gbps
Maximum Capacity of Switches	1	<input type="checkbox"/> Mbps <input checked="" type="checkbox"/> Gbps

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

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?

95

9. Does the district use a wireless controller?

Yes

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

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Instructional Technology & Infrastructure Inventory

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	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers/Virtual Machine (VM)	0	0
Laptops/Virtual Machine (VM)	1	1
Chromebooks	75	75
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	3	3
<b>Totals:</b>	79.00	79.00

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)?**

20

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.**

We would also like more professional development for Special Ed teachers and classroom teachers on integrating all of the technologies our students use into the different devices that they now have available to them.

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

	Number of devices in use
Document Cameras	15
Flat Panel Displays	0
Interactive Projectors	0
Interactive Whiteboards	15
Multi-function Printers	0
Projectors	15
Scanners	3
Other Peripherals	0
<b>Totals:</b>	48.00

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

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Instructional Technology & Infrastructure Inventory

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

No

**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

Instructional Technology Plan - Annually - 2016

Software and IT Support

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**D. Software and IT Support**

1. **What are the operating system(s) in use in the district?**

	Is this system in use?
Mac OS Version 9 or earlier	No
Mac OS 10 or later	Yes
Windows XP	No
Windows 7.0	Yes
Windows 8.0 or greater	No
Apple iOS 7 or greater	Yes
Chrome OS	Yes
Android	No
Other	Yes

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

Linux

3. **What are the web browsers, both available and supported, for use in the district?**

	Web Browsers available and supported for use
Internet Explorer 7	No
Internet Explorer 8	No
Internet Explorer 9 or greater	Yes
Mozilla Firefox	Yes
Google Chrome	Yes
Safari (Apple)	Yes
Other	No

4. **Please provide the name of the web browser if the response to question three included "Other."**

(No Response)

5. **Please provide the name of the Learning Management System (LMS) most commonly used in the district. A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of online and blended learning courses.**

Google Classroom

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

Google Docs, Microsoft Office Suite, Adobe Photoshop, Audacity, Scratch

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

(No Response)

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Software and IT Support

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**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
Computer Coordinator	0.60
	<b>0.60</b>

## Instructional Technology Plan - Annually - 2016

Curriculum and Instruction

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### E. Curriculum and Instruction

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

Digital connectivity and technology are vital to the continuing process of improving teaching and learning in our district. Every classroom in our building is equipped with a SmartBoard and our teachers are continually training in their use. We are using Google Classroom and rolled out Chromebooks in the middle school for 15-16, with HS to follow in 16-17.

Some members of our elementary school will be using iPads to facilitate instruction this year. Our music and art departments are experimenting with a couple of new Macbooks to address their special requirements.

We are continually seeking to improve our basic connectivity to support our gradual move to various cloud based systems and technologies which allow teachers to use the most current apps for education. We expect this to increase interest, motivation in all subject areas and also participation since it streamlines the process of students working from home.

#### 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.

Our technology plan ensures access to and participation in the general curriculum for all students.

We receive recommendations from CPSE and CSE and provide additional hardware and software as needed for our disabled and special education students. Our programs include a huge investment in software programs that target specific areas of speech and language habilitation.

#### 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.

Our technology plan ensures access to and participation in the general curriculum. We receive recommendations from CPSE and CSE and provide hardware and software as needed. Our programs include a huge investment in software programs that target specific areas of speech and language habilitation.

In addition to software programs they use iPads that have a wide variety of special-purpose apps. The apps include Firefly by Kurzweil and Social Express, Overdrive, Youtube, Google images, and Brainpop as well language specific apps such as Phonics Studio, Lexico and TMAS.

One of the major assistive technologies that is used by specific students is Kurzweil 3000. This program addresses your question about access to the curriculum. It is used to read text books, handouts, tests, and the internet as well as for writing. Students use the ipad for speech to text (dictation via notes) which bypasses the need for a specific speech to text program (i.e. dragondictate) and our non-writers use Siri, and kurzweil to do web searches. There are also professional web based programs that are used almost on a daily basis such as IEP direct.

In the future the committee would like to get a device that syncs digital books and audio books. We would also like more professional development for Special Ed teachers and classroom teachers on integrating all of the technologies our students use into the different devices that they use.

#### 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

##### 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).

So far, our only English Language Learners have been foreign exchange students at the high-school level. As with all of our students, we plan on providing access to any assistive technology that seems appropriate for their situation.

In this case, access to online translation services has proven to be most useful.

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Professional Development

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**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.**

The district offers training for Google docs and Google classroom. One of our staff members has become a Google trainer so we are now able to provide much of this training in-house.

We also offer tech Tuesdays to offer various professional development to all staff interested in learning more about a technology topic. We have staff members in the district that are willing to teach various topics they are proficient in.

Teachers at ILCSD have access to the Grovo online training to learn wide variety of tech related skills.

We have training through BOCES model schools program. Teachers can earn PD credits through full and half day programs.

Teachers utilize the Engage NY website to keep up to date with all the latest in teacher development for Common Core.

Our computer coordinator spends approximately 1/4 of his time on training and various professional development-related activities as required (current major project is to help develop a K-12 programming/robotics curriculum.)

- 2. 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
Computer Coordinator	0.20
	<b>0.20</b>

**Instructional Technology Plan - Annually - 2016**

Technology Investment Plan

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**G. Technology Investment Plan**

1. **Please list the top five planned instructional technology investments in priority order over the next three years. Infrastructure is considered an instructional technology investment.**

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Technology Investment Plan

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	Anticipated Item or Service	Estimated Cost	Is Cost One-time, Annual or Both?	Funding Sources May choose more than one source
1	Servers	20,000	Both	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input checked="" 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
2.	Other	20,000	Both	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input checked="" 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
3.	Desktops	12,000	Annual	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input checked="" 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
4.	Chromebooks	6,000	Annual	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input checked="" 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.	Laptops	5,000	Annual	<input checked="" type="checkbox"/> BOCES Co-Ser Purchase <input checked="" 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
<b>Totals:</b>		63,000.00		

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Technology Investment Plan

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

The "other" item mentioned above refers to a more robust backup appliance and associated subscription to a cloud based off-site backup and disaster recovery service.

## Instructional Technology Plan - Annually - 2016

Status of Technology Initiatives and Community Involvement

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### H. Status of Technology Initiatives and Community Connectivity

1. Please check any developments, since your last instructional technology plan, that affect the current status of the technology initiatives.

- Changes in District Enrollment
- Changes in Staffing
- Changes in Funding
- Technology Plan Implementation
- Computer-based Testing
- Catastrophic Event
- Developments in Technology
- Changes in Legislation
- Other
- None

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

We are now a Google district, which means that staff and students have access to their work wherever they happen to be in the world.

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.

Most students have internet access via DSL at home, plus there is open WiFi access at our public library.

**Instructional Technology Plan - Annually - 2016**

Instructional Technology Plan Implementation

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**I. Instructional Technology Plan Implementation**

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Instructional Technology Plan Implementation

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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.

Major Milestone	Timeline	Desired Outcome
Chromebooks	Fall 2016	Purchasing and implementation of chromebooks to all students in the upper grade levels. This will allow us greater ease to incorporate online testing from the Common Core (PARC) and allow all students the ability to utilize the internet for instructional use in all classes.
Purchasing of new workstations	Summer 2017	This will update our current computer lab, which is used for all students K-12, to allow for the newest technologies available.
Backup (Cloud)	Summer 2017	As more technology becomes available and integrated into our current technology use, we will be looking to move our backup to an offsite web based storage. This will allow for our in-house servers to concentrate on physical storage of current information. Surveillance Cameras Fall 2017 With security becoming a greater priority
Surveillance Cameras	2016 - 2019	With security becoming a greater priority within schools, we will need to frequently upgrade and add to the current security apparatus that we have in place. This will allow us to keep up with future requirements for these systems.
Fiber Optic link	Summer 2017	We have a switch cabinet (termination point for all of our classroom ethernet cabling) and a server closet at the opposite end of the building. We should install a fiber link between the two locations.
Wifi on busses	Fall 2018	Due to the great distances involved, our students spend an inordinate amount of time riding school busses to school and sporting events. This would allow students to utilize the internet and give them the possibility of completing work while traveling.
Expand Distance Learning	2016 - 2019	In order to give students a better educational experience, we will be looking to add more classrooms to the current DL room than we have in the school. This would also allow multiple classes to be offered at the same time.
Software	2016-2019	Upgrading and additional purchasing of new software through the three years to keep up with the ever-changing needs and requirements of

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Instructional Technology Plan Implementation

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		technology.
Servicing	2016-2019	Services each year to maintain the current components that are housed within the school.

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Monitoring and Evaluation

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**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.**

We periodically survey our users (at least twice a year going forward) for feedback regarding the success of our efforts to provide them the IT support that they need to facilitate their teaching efforts.

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

	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	<a href="http://www.ilcsd.org/files/_GeA2c_/746eb1641dfa2dbc3745a49013852ec4/ILCS_Acceptable_Use_and_Contract_Form_2_1.pdf">http://www.ilcsd.org/files/_GeA2c_/746eb1641dfa2dbc3745a49013852ec4/ILCS_Acceptable_Use_and_Contract_Form_2_1.pdf</a>	1999
Internet Safety/Cyberbullying*	<a href="http://www.ilcsd.org/files/_sKKuN_/234179656f31877c3745a49013852ec4/DASA_brochure_IL_2.pdf">http://www.ilcsd.org/files/_sKKuN_/234179656f31877c3745a49013852ec4/DASA_brochure_IL_2.pdf</a>	2012
Parents' Bill of Rights for Data Privacy and Security	<a href="http://www.ilcsd.org/files/_3VKFU_/0e201c52726d43a63745a49013852ec4/Parents_bill_of_rights_for_data_security_8-20-14_2_.pdf">http://www.ilcsd.org/files/_3VKFU_/0e201c52726d43a63745a49013852ec4/Parents_bill_of_rights_for_data_security_8-20-14_2_.pdf</a>	2014

## Instructional Technology Plan - Annually - 2016

### Survey Feedback

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#### K. Survey Feedback

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

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

Yes

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

Yes

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

(No Response)

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

(No Response)

**5. Other comments.**

(No Response)

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Appendices

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**Appendices**

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

(No Response)