

**Bridgehampton School**  
**Instructional Technology Plan**  
**July 1, 2018 – June 30<sup>th</sup>, 2021**



# **The Instructional Technology Plan of the Bridgehampton Union Free School District**

## **Fulfilling a Vision of Enhanced Education through Technology**

### **Board of Education**

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**Date**

**July 2018**

## **Overall District Mission –**

It is the mission of the Bridgehampton School to inspire lifelong intellectual curiosity and respectful individual expression by reaching beyond our school community and teaching all students the essential skills to actively participate in the global community and to flourish in the 21st Century.

Our District technology vision is to integrate technology within the fabric of curriculum development in the district and to maximize efficiency through the use of technology in our day-to-day workings, to encourage communication, sustainability, and environmentally sound practices. We work to encourage access to information for students, staff and the community, beyond the school day and walls.

With these mission statements in mind, Bridgehampton School District came up with the following three goals for the Instructional Technology Plan :

**Goal 1** - Creating opportunities for the use of contemporary technology as part of a positive, supportive, stimulating learning environment.

**Goal 2** - Encouraging teachers to master the technology savvy necessary to develop and maintain an integrated, project-based learning environment.

**Goal 3** - Providing training and awareness of current technologies for interested community members.

## **Strategic Planning Process :**

This plan was developed with input from staff, students and community members and was compiled and drafted for Board consideration by the members of our District Strategic Planning Committee, our Technology Committee and L.I. Computer Networks, Inc. Members consist of teachers, community members and parents. Further community, non-public school, and student/staff/family input is to be collected using Google Forms to create surveys for the different sets of stakeholders.

## Professional Development :

Professional Development is provided on and off site using Model Schools, BOCES resources, MyLearningPlan, etc. in alignment with the District Professional Development Plan.

The District also uses turn-key trainers as a follow up to training or implementing in-district staff development on technology topics.

## Evaluation :

Instructional technology goals will be measured and evaluated by data analysis of program usage and formative assessments measuring student achievement.

## Action Plan :

Goal #1 - Creating opportunities for the use of contemporary technology as part of a positive, supportive, stimulating learning environment.

This first goal aligns with NYSED's goal – Develop a strategic vision and goals to support student achievement and engagement through the seamless integration of technology and teaching and learning.

Our target student population for the goal is all students.

Goal 1	Description	Action Step	Responsible Stakeholder	Anticipated Month of Completion	Anticipated year of completion	Cost
Action Step 1	Planning	Determine the total number of devices and accessories we need to expand and maintain the District's 1:1 device program	Director of Technology	Feb	2018	n/a
Action Step 2	Budgeting	Budget appropriately for the total needed devices and accessories.	Business Official	Feb	2018	n/a
Action Step 3	Purchasing	Purchase the determined number of devices and accessories needed to successfully expand and maintain the District's 1:1 program	Business Official	July	2018	30,000
Action Step 4	Implementation	Configure and deploy devices to classrooms.	Director of Technology	Aug	2018	n/a
Action Step 5	Policy/Protocols	Institute a policy for device tracking, monitoring and reporting of status in regards to maintenance.	Director of Technology	Aug	2018	n/a
Action Step 6	Evaluation	Evaluate the success using surveys and student achievement.	Director of Technology	May	2019	n/a

Goal #2 - Encouraging teachers to master the technology savvy necessary to develop and maintain an integrated, project-based learning environment.

Our second goal aligns with NYSED’s goal - Provide access to relevant and rigorous professional development to ensure educators and leaders are proficient in the integration of learning technologies.

By training all of our teachers, we expect to affect all students.

Goal 2	Description	Action Step	Responsible Stakeholder	Anticipated Month of Completion	Anticipated year of completion	Cost
Action Step 1	Planning	Strategize which technologies and applications our staff require training with to best maximize their effectiveness in the classroom.	Curriculum and Instruction Leader	May	2019	n/a
Action Step 2	Planning	Schedule trainings in new and existing technologies and applications being used in the District leveraging either turn-key internal staff or outside instructors.	Assistant Superintendent	Aug	2019	8000
Action Step 3	Professional Development	Staff attend trainings to insure that they are current in their usage and application of tools in their instruction.	Assistant Superintendent	Sept	2019	n/a
Action Step 4	Collaboration	Follow up in the classrooms to assist in the proper execution of the techniques learned during professional development sessions.	Director of Technology	Oct	2019	n/a
Action Step 5	Evaluation	Evaluation of professional development success can be directly connected to the data analysis of student learning.	Assistant Superintendent	May	2020	n/a

Goal #3 - Providing training and awareness of current technologies for interested community members.

Our third goal aligns with NYSED goal - Provide technology-enhanced, culturally and linguistically responsive learning environments to support improved teaching and learning.

Goal	Description	Action Step	Responsible Stakeholder	Anticipated Month of Completion	Anticipated year of completion	Cost
Action Step 1	Communications	Share with the community the different programs available for public participation to generate interest in the community.	Building Principal	June	2018	n/a
Action Step 2	Community Partnerships	Build relationships with local businesses and community members to drive participation in school activities.	Assistant Superintendent	July	2018	n/a
Action Step 3	Collaboration	Work with community members to expose others to the technology at use in the district as well as in businesses in the community.	Assistant Superintendent	Sept	2018	n/a
Action Step 4	Evaluation	Evaluate the impact the collaboration with community members is having on student achievement.	Assistant Superintendent	Aug	2019	n/a

## Section IV – NYSED Initiatives Alignment

- 1) The District has found success in its implementation of a 1:1 Chromebook program at grades 6 through 12 (with students taking them home) and grades 1 through 5 (using them in class only). These devices paired with our professional development to train our staff to be proficient in integrating technology into their classes and curriculum support our students to achieve rigorous academic standards.

The integration of the devices and the applications that are made possible with their availability has transformed the classroom. The ease with which teachers and students, as well as students with other students, communicate and collaborate has been vastly improved. This change in practice has created the opportunity to focus more on task and creativity, increasing their performance and granting a better opportunity for success.

- 2) General Education and Special Education teachers make use of our district's 1:1 chromebook program to differentiate instruction for students with disabilities in various ways. For students with reading decoding, reading fluency, attention deficit or vision deficits there are various text

to speech programs to facilitate comprehension of written information. As well there are speech to text applications to facilitate these students ability to demonstrate their knowledge of a topic or question in writing. Depending on the student's deficit area speech to text can be used to overcome obstacles involving spelling, syntax, and legibility. Teachers are able to make use of various websites such as nearpod to create interactive lessons which utilize features such as 3D objects, virtual field trips, polls and quizzes. Access to this type of technology also allows teachers to synchronize and control lessons across all student devices which assists students with maintaining attention to tasks and responding to questions without having to be called on by the instructor. This technology allows teachers to obtain real-time feedback on how well these students are acquiring or retaining information presented. This is useful for making adjustments to subsequent lesson plans. Teachers can use google classroom to make lessons and materials readily available for students before, during and after class. This provides support to those students that require pre-teaching, practice, re-teaching and organizational assistance.

- 3) The district utilizes technology to address the needs of Students with Disabilities to ensure equitable access to instruction, materials and assessments by using the following :

Class lesson plans, materials, and assignment instructions are available to students and families for 'anytime, anywhere' access (such as through class website or learning management system).

Technology is used to provide additional ways to access key content, such as providing videos or other visuals to supplement verbal or written instruction or content.

Text to speech and/or speech to text software is utilized to provide increased support for comprehension of written or verbal language.

Technology is used to increase options for students to demonstrate knowledge and skill.

Learning games and other interactive software are used to supplement instruction.

- 4) The professional development that will be offered to teachers of Students with Disabilities that will enable them to differentiate learning to increase their student language and content learning with the use of technology consists of :

Using technology to differentiate instruction in the special education classroom

Using technology to increase options for students with disabilities to demonstrate their knowledge and skills

Multiple ways of assessing student learning through technology

Electronic communication and collaboration

Promotion of model digital citizenship and responsibility

## Integrating technology and curriculum across core content areas

- 5) The district utilizes technology to address the needs of English Language Learners/Multilingual Learners to ensure equitable access to instruction, materials, and assessments using the following :

Class lesson plans, materials, and assignment instructions are available to students and families for 'anytime, anywhere' access (such as through class website or learning management system)

Technology is used to provide additional ways to access key content, such as providing videos or other visuals to supplement verbal or written instruction or content.

Text to speech and/or speech to text software is utilized to provide increased support for comprehension of written or verbal language.

Home language dictionaries and translation programs are provided through technology.

Hardware that supports ELL/MLL student learning, such as home-language keyboards, translation pens, and/or interactive whiteboards, is utilized.

Technology is used to increase options for students to demonstrate knowledge and skill, such as through the creation of a product or recording of an oral response.

Learning games and other interactive software are used to supplement instruction.

Lesson materials that have been found to not be available via software in their native language are translated by staff members fluent in that language and scanned to make it available electronically.

- 6) The district's instructional technology plan does address the needs of the English Language Learners/Multilingual Learners to ensure equitable access to instruction, materials and assessments in multiple languages. The district supports the 5 most spoken languages.
- 7) Professional Development that will be offered to teachers of English language learners / multilingual learners that will enable them to differentiate learning with the use of technology :

Technology to support writers in the elementary classroom

Technology to support writers in the Secondary classroom

Writing and technology workshop for teachers

Enhancing Children's Vocabulary Development with technology

Writer's workshop in the Bilingual classroom

Reading strategies for English Language Learners

The power of technology to support language acquisition

Using technology to differentiate instruction in the language classroom

Electronic communication and collaboration



Promotion and model digital citizenship and responsibility

Web authoring tools

- 8) The district uses instructional technology to facilitate culturally-responsive instruction and learning environments by using :

The district uses instructional technology to strengthen relationships and connections with families to assist in building a culturally responsive learning environment to enhance student learning.

The district uses instructional technology to facilitate classroom projects that involve the community.

The district uses instructional technology to develop and organize coherent and relevant units, lessons, and learning tasks that build upon students' cultural backgrounds and experiences.

The district uses instructional technology to assist in varying teaching approaches to accommodate diverse learning styles and language proficiencies.

The district uses instructional technology to enable students to communicate and collaborate with students in different schools or districts in New York State, the United States, or with different countries.

The district uses instructional technology to facilitate collaborative classroom projects among heterogeneous student groups.

## Section V – Administrative Management Plan

Current Full-time district support is as follows :

Title	Full-time Equivalent
District Technology Leadership	0.2
Instructional Support	0.2
Technical Support	0.6
Totals	1

## Instructional Technology Investment Plan

	Anticipated Item or Service	Estimated Cost	Cost Type	Potential Funding Source
1	Professional Development	8000	Annual	District Operating Budget
2	End User Computing Devices	6000	Annual	District Operating Budget
3	Instructional and Administrative Software	3600	Annual	District Operating Budget

Bridgehampton School has not had any requests for equipment for non-public schools within the district.

Bridgehampton School District had a new website designed by SyntaxNY in 2016. It can be found at [www.bridgehamptonschool.com](http://www.bridgehamptonschool.com) or [www.bridgehampton.k12.ny.us](http://www.bridgehampton.k12.ny.us)

The Director of Technology has been assigned the responsibility for Information Security.

The Assistant Superintendent of Curriculum has been assigned the responsibility of Information Privacy.

The school district has not had a formal district-wide information security and/or privacy audit as of July 2018.

Bridgehampton School has partnered with our local Police Department as well as BOCES to arrange for presenters to educate our students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. This includes educating on the topics of cyberbullying awareness and response.

The district has an Internet Safety Policy, found at [http://bridgehampton.k12.ny.us/Assets/4000\\_Series/45261\\_Internet\\_Safety.pdf?v=978](http://bridgehampton.k12.ny.us/Assets/4000_Series/45261_Internet_Safety.pdf?v=978)

A Cyberbullying Policy :

[http://bridgehampton.k12.ny.us/Assets/0000\\_Series/0115\\_Student\\_Bullying\\_Prevent\\_and\\_Intervent-February\\_28\\_2018.pdf?v=262](http://bridgehampton.k12.ny.us/Assets/0000_Series/0115_Student_Bullying_Prevent_and_Intervent-February_28_2018.pdf?v=262)

The Parents' Bill of Rights for Data Privacy was first published in 2014 and has been updated since.

[http://www.bridgehampton.k12.ny.us/district/parents\\_bill\\_of\\_rights](http://www.bridgehampton.k12.ny.us/district/parents_bill_of_rights)

Bridgehampton School has an Information Security Breach and Notification Policy, as of 7/2/2014.

When this Instructional Technology Plan for 2018-2021 is posted, it will be found at :

[http://bridgehampton.k12.ny.us/Assets/District\\_Links/Bridgehampton\\_School\\_Instructional\\_Technology\\_Plan\\_2018-2021.pdf?v=16](http://bridgehampton.k12.ny.us/Assets/District_Links/Bridgehampton_School_Instructional_Technology_Plan_2018-2021.pdf?v=16)