New York State Education Department
Instructional Technology Plan Submissions – Checklist for Review by RIC Certifiers

Name of RIC Reviewer: _____   Date of Review: _____

Name of Regional Information Center: _____

District Information	
District Name	
District Address (Street, City, Zip Code)	
Name – Primary District Contact	
Title – Primary District Contact	
Phone Number	
E-mail Address	
Date of Initial Tech Plan Submission to RIC	

General Review Criteria:

1. Check that all required questions have been completed.

2. Check to make sure that the questions have been fully answered. Example: If a question asks for dates, categories and responsible stakeholders, and any of these elements are missing, ask the district to more fully and completely answer the question. This is critically important when the question is linked* to the Smart Schools Bond Act (SSBA) application.

    * Linked means that the instructional technology plan questions are listed within the SSBA application/guidance. Applicants are instructed by the Smart Schools office to make sure that their Smart Schools Investment Plan (SSIP) answers align with the answers to specific questions found within the instructional technology plan survey.

    Questions that are linked to the SSBA application are:
    Section II: Strategic Technology Planning: Question 7, Professional Development. Linked to questions 8 and 10 in the Classroom Technology section of the SSIP.
    Section V: NYSED Initiatives Alignment. Question 1 and questions 3-8.See Framework and Guidance document for details on which SSIP questions link to these ITP questions.

3. Identify typos, grammatical errors or answers that are not consistent with your knowledge of the district and of educational technology practices in general.

4.   Make sure that the answers are internally consistent and consistent with the services that are provided to the district by the RIC and/or BOCES, if any .

Reminders for Reviewers:
1. Districts must respond completely to all required questions.
2. Refer to the Framework and Guidance Document to determine whether districts have sufficiently responded to each question.
3. All incomplete or incorrect responses should be noted/flagged within the SEDMON application, and the plan should be unsubmitted to the District.

Section I - District LEA Information				
#	Question	S	NS	Comments
1	What is the name of the district administrator responsible for entering the Instructional Technology Plan data?			
2	What is the title of the district administrator responsible for entering the Instructional Technology Plan data?			
2a	If 'Other' was selected in Question 2 above, please identify the title. *Note: Question 2a only appears, and is required, if 'Other' is chosen in Question 2.*			

Section II - Strategic Technology Planning				
#	Question	S	NS	Comments
1	What is the overall district mission?			
2	What is the vision statement that guides instructional technology use in the district?			The vision statement for the use of instructional technology in the district answers the following question: What is the aspiration for the use of instructional technology in the district? If the vision statement does not answer this question, please address this with the district.
3	Summarize the planning process used to develop answers to the Instructional Technology Plan questions and/or your district comprehensive Instructional Technology Plan (ITP). Include the stakeholder groups participating and the outcomes of the ITP development meetings.			It is important that the district consults with internal and external stakeholders when responding to the ITP survey. Examples are individual parents, parent groups, community organizations, libraries, etc.
4	**New:** How does the district's ITP build upon, continue the work of, and improve upon the previous three-year plan?			Review the prior three-year plan to determine if this question has been answered accurately and thoroughly.
5	**New:** How does the district ITP reflect experiences during the pandemic?			
6	**New:** Is your district currently fully 1:1? Yes or No..			
6 (a)	If response to 6 was no: what are your plans to become a fully 1:1 district? (Short answer**)**			6a and 6 b should be consistent: The response to (a) should support the achievement of the deadline that is put forth in (b).
6 (b)	When will the District become fully 1:1?			If the response is "unknown", make sure that the response to 6 (a) has an explanation for this lack of specificity.

| 7 | Please describe the professional development plan for building the capacity of educators and administrators in the attainment of the instructional technology vision as stated in response to question 2. | | | Responses should include a description of the following:
• How the technology professional development aligns with the district's overall goals to improve learning and instruction
• How the district determined the current capacity of educators
• How the district will provide targeted, needs-based, and personalized professional development based on each teacher's capacity and interest
• How the effectiveness of the professional development plan will be evaluated
• Plans for implementation support or follow-up, if any |

Section III – Goal Attainment
NEW: In this section, the District is asked to outline the extent to which they have achieved, at the local level, goals put forth in the Statewide Learning Technology Plan. Responses are multiple choice: Minimally, Moderately, Significantly, or Fully.

#	Question	S	NS	Comments
1	Digital Content: The District uses standards-based, accessible digital content that supports all curricula for all learners.			
2	Digital Use: The District's learners, teachers, and administrators are proficient in the use of technology for learning			
3	Digital Capacity and Access: The District's technology infrastructure supports learning and teaching in all of the District's environments			
4	Leadership: The District Instructional Technology Plan is in alignment with the Statewide Learning Technology Plan vision.			Review the Statewide Learning Technology Plan vision statement, Attachment A, to determine if the district's plan is in alignment
5	Accountability: District-level information is posted on the District website, is easy to access, and is easily understood. Information provided includes the results achieved by the District in their efforts to enable students to build knowledge, master skills, and grasp opportunities for a better life.			

Section IV - Action Plan In this section, the district must list a minimum of 3 goals. Each goal requires specific action steps and should be aligned with curriculum and instruction goals. Each goal has its own page in SEDMON.				
#	Question	S	NS	Comments
1	Goal #1			
2	Select the NYSED goal that best aligns with this district goal.			Make sure the goal chosen is the one that best aligns with the district goal.
3	Target Student Population(s)			
3a	If 'Other' was selected in Question 3 above, please identify target student population(s). *Note: Question 3a only appears, and is required, if 'Other' is chosen in Question 3.*			
4	Additional Target populations (optional)			
5	How will this goal be measured and evaluated during and after implementation? Be sure to include any tools and/or metrics that are part of this evaluation process.			Examples might be formative data, local, state, and/or national LEA benchmarks, metrics from instructional software, other technology evaluation programs, etc. Responses should include a description of the following: • The evidence and/or data to be collected, how it will be collected, and which benchmarks will be utilized. • How the evidence will be analyzed and utilized. • How you will know if the goal has been accomplished. It is important to make sure that this question is answered with sufficient specificity. Vague responses such as "surveys" do not meet the criteria outlined here for the responses to this question.
6	List the action steps that correspond to Goal #1 from question 1 above. If you have less than four action steps for this goal, enter N/A in columns 2,3,4,5 and 7. Choose June 30,2021 in the date column for all unneeded rows in the table.			
7	The district may add up to four more action steps if desired. This question is entirely optional, so all the cells in the table do not need to be populated.			

Section V - NYSED Initiatives Alignment				
#	Question	S	NS	Comments
1	Explain how the district use of instructional technology will serve as a part of comprehensive and sustained effort to support rigorous academic standards attainment and performance improvement for students. **(Must align with the District SSIP if one exists)**			Responses should include a description of the following: • How technology is integrated into teaching and learning throughout the district • Explain the extent to which technology is used by teachers to facilitate their practice • The extent to which technology is used by students to demonstrate understanding of skills and concepts • The extent to which technology is used to provide multiple pathways to access and participate in learning. **When reviewing the plan, make sure that the response is specific (the "how" question") and quantitative (The term "extent to which")
2	**NEW**: Explain the strategies the district plans to implement to address the need to provide equitable learning "everywhere, all the time". Include both short and long-term solutions, such as device access, human capacity, infrastructure, partnerships, etc.			This question gets at the need for all districts to provide a variety of mechanisms to ensure that all students have access to equitable learning no matter the circumstances (i.e in person, remote, or hybrid instructional models; access to high speed internet or not)
3	Students with disabilities may be served through the use of instructional technology as well as assistive technology devices and services to ensure access to and participation in the general education curriculum. Describe how instruction using technology is differentiated to support the individual learning needs of students with disabilities.**(Must align with the District SSIP if one exists)**			This question is referring to the intentional application of technologies and instructional strategies that are specifically used for students with disabilities. The response should address specifically the various technologies and instructional strategies that are used with students with disabilities, not the general population. Example: A district who has a 1:1 program should include how those devices are specifically being used with students with disabilities; not simply that they have access to the same devices as all students.
4	How does the district utilize technology to address the needs of students with disabilities to ensure equitable access to instruction, materials, and assessments? Please check all that apply from the provided options and/or check 'Other' for options not available on the list. **(Must align with the District SSIP if one exists)**			If a district checks all options in response to this question, it is possible that the district did not give the question adequate consideration. Ask the district for additional information, if needed, in order to determine if the response to this question is accurate. For this question, it is acceptable to check options that are provided to all students, not just those with disabilities.

4a	If 'Other' was selected in Question 4 above, please explain here. **Note: Question 4a only appears, and is required, if 'Other' is chosen in Question 4.**			
5	Please select the professional development that will be offered to teachers of students with disabilities that will enable them to differentiate learning and to increase student language and content learning through the use of technology. Please check all that apply from the provided options and/or check 'Other' for options not available on the list. (Must align with the District SSIP if one exists)			If a district checks all options in response to this question, it is possible that the district did not give the question adequate consideration. Ask the district for additional information, if needed, to determine if the response to this question is accurate. For this response, it is acceptable to check options that are provided to all students, not just those with disabilities.
5a	If 'Other' was selected in Question 5 above, please explain here. *Note: Question 5a only appears, and is required, if 'Other' is chosen in Question 5.*			
6	How does the district utilize technology to address the needs of English Language Learners to ensure equitable access to instruction, materials, and assessments? Please check all that apply from the provided options and/or check 'Other' for options not available on the list.			If a district checks all options in response to this question, it is possible that the district did not give the question adequate consideration. Ask the district for additional information, if needed, to determine if the response to this question is accurate. For this question, it is acceptable to check options that are provided to all students, not just English Language Learners.
6a	If other was selected in Question 6, please explain here. *Note: Question 6a only appears, and is required, if "other" is chosen in Question 6.*			
7	The district's Instructional Technology Plan addresses the needs of English Language Learners to ensure equitable access to instruction, materials, and assessments in multiple languages. Yes/No.			
7a	If 'Yes" was selected in question 7 above, please check one: *• In the 5 languages most commonly spoken in the district • In the 10 languages most commonly spoken in the district • In the 15 languages most commonly spoken in the district Other (please explain in Question 7b*			

7 b	If other was selected in 7 a, please explain here.			
8	Please select the professional development that will be offered to teachers of English Language Learners that will enable them to differentiate learning and to increase their student language development and content learning with the use of technology. Please check all that apply from the provided options and/or check 'Other' for options not available on the list.			If a district checks all options in response to this question, it is possible that the district did not give the question response adequate consideration. Ask the district for additional information, if needed, to determine if the response to this question is accurate. For this, it is acceptable to check options that are provided to all students, not just English Language Learners
8a	If 'Other' was selected in Question 8 above, please explain here. *Note: Question 8a only appears, and is required, if 'Other' is chosen in Question 8.*			
9.	**NEW:** How does the district utilize technology to address the needs of students experiencing homelessness and/or housing insecurity to ensure equitable access to instruction and learning? Please check all that apply from the provided options and/or check 'Other' for options not available on the list			If a district checks all options in response to this question, it is possible that the district did not give the question adequate consideration. Ask the district for additional information, if needed, to determine if the response to this question is accurate. For this question, it is acceptable to check options that are provided to all students, not just students experiencing homelessness and/or housing insecurity.
9 (a)	If 'Other" was selected in question 9, explain here			
10	How does the district use instructional technology to facilitate culturally responsive instruction and learning environments? Please check all that apply from the provided options and/or check 'Other' for options not available on the list.			
10(a)	If 'Other' was selected in Question 10, please explain.			

Section VI - Administrative Management Plan				
#	Question	S	N/S	Comments
1	Staff Plan: Provide the Full-Time Equivalent (FTE) count, as of plan submission date, of all staff whose primary responsibility is delivering technology integration training and support and/or technical support. Titles include District technology Leadership, Instructional Support, and Technical Support.			Note the emphasis on *primary* responsibility. If the same individual staff member supports multiple categories, such as leadership, technology integration (instructional support), and/or technical support, they should allocate their time between the functions. Total FTE count for any one individual should not exceed 1.0. Do not include contractors unless paid as an FTE.

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2	Investment Plan: Provide a three-year investment plan to support the vision and goals. All costs must be calculated for the entire three year-period, not annualized. For example, if a cost occurs annually, the estimated cost should include the annual cost times three.			Check to make sure that the investment plan supports the vision in Section II and the Goals in Section IV (action plan). Make sure that the district has provided funding sources, not funding mechanisms, when the response is "other" in the funding sources column. Check with the district to make sure that the costs have been calculated accurately.
3	Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?			If the district checks 'N/A', please make sure that there are no religious or independent schools in the district. It is a legal requirement that districts loan technology to students who attend nonpublic schools within their district boundaries.
4	NEW(revised) Districts are required to post either the responses to this survey or a more comprehensive technology plan that includes all of the elements in this survey. Please provide the URL here. The URL must link to a public website where the survey or plan can be easily accessed by the community.			Make sure that the link works and that it leads to a web page where the plan resides, *not* directly to the plan itself. We want to see that it has been posted publicly.

Section VII: Sharing Innovative Educational Technology Programs (OPTIONAL)
The questions in this section are optional and do not require a response. The responses will be entered into a database in order to share, upon request, the topics and contact names with other districts interested in learning about your innovative program(s). Contact information will not be posted publicly. There is no requirement to review this section as part of the tech plan review process.

#	Question	S	NS	Comments
1	Please choose one or more topics that reflect an innovative educational technology program that has been implemented for at least two years at a building or district level. Use "other" , A, B, Or C, to share a category that is not on the list.			
1a	If you selected 'Other Topic A' above, please describe in a few words the topic of your district's innovative program. *Note: Question 1a only appears, and is required, if 'Other Topic A' is chosen in Question 1.*			
1b	If you selected 'Other Topic B' above, please describe in a few words the topic of your district's innovative program. *Note: Question 1b only appears, and is required, if 'Other Topic B' is chosen in Question 1.*			

1c	If you selected 'Other Topic C' above, please describe in a few words the topic of your district's innovative program. *Note: Question 1c only appears, and is required, if 'Other Topic C' is chosen in Question 1.*			
2	Provide the name, title, and e-mail of the person to be contacted in order to obtain more information about the innovative program(s) at your district. *Note: Question 2 is optional .If you want to provide individual contact points for each program, skip question 2 and only reply to question 3.*			
3	If you want to list multiple contact points for the innovative programs above, please provide the names, titles, and e-mail addresses of the people to be contacted in order to obtain more information about the innovative programs at your district. *Note: Question 3 is optional.*			