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	

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 most 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.
    Section IV: NYSED Initiatives Alignment. Questions 2, 3 and 4 (Students with Disabilities); Questions 5, 6 and 7 (English Language Learners)

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

Reminders for Reviewers:
1. Districts must respond completely to all required questions.
2. Check Satisfactory (S) or Not Satisfactory (NS) for all required responses. Use Satisfactory (S) for non-required questions where the district chose not to respond.
3. Use the official Guidance Document to determine whether districts have sufficiently responded to each question.
4. All "Not Satisfactory" responses should be returned to the district for revision and re-submission.

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?			
3	List three goals that will drive the attainment of the vision.			
4	Do you want to list a fourth goal that will drive attainment of the vision? *Optional.*			
4a	List Goal #4 *Note: Question 4a only appears, and is required, if 'Yes' is chosen in Question 4.*			
5	Do you want to list a fifth goal that will drive attainment of the vision? *Optional.*			
5a	List Goal #5 *Note: Question 5a only appears, and is required, if 'Yes' is chosen in Question 5.*			
6	Summarize the planning process used to develop answers to the Instructional Technology Plan questions and/or your district comprehensive instructional technology plan. Please include the stakeholder groups participating and the outcomes of the instructional technology development meetings.			
7	Please describe the professional development plan for building the capacity of educators and administrators in the attainment of the instructional technology vision.			

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| 8 | How will the instructional technology goals be measured and evaluated during and after implementation? Be sure to include any tools or metrics that are part of this evaluation process. | | | |

Section III - Action Plan – Goal 1				
#	Question	S	NS	Comments
1	Goal #1			
2	Select the NYSED goal that best aligns with this 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	List the action steps that correspond to Goal #1 from your answer to Question 1, above.			
5	If more action steps are needed, continue to list the action steps that correspond to Goal #1 from your answer to Question 1, above. *Note: Question 5 is optional.*			

Section III - Action Plan – Goal 2				
#	Question	S	NS	Comments
1	Goal #2			
2	Select the NYSED goal that best aligns with this 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	List the action steps that correspond to Goal #2 from your answer to Question 1, above.			
5	If more action steps are needed, continue to list the action steps that correspond to Goal #2 from your answer to Question 1, above. *Note: Question 5 is optional*			

#	Question	S	NS	Comments
	Section III - Action Plan – Goal 3			
1	Goal #3			
2	Select the NYSED goal that best aligns with this 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	List the action steps that correspond to Goal #3 from your answer to Question 1, above.			
5	If more action steps are needed, continue to list the action steps that correspond to Goal #3 from your answer to Question 1, above. *Note: Question 5 is optional.*			

#	Question	S	NS	Comments
	Section III - Action Plan – Goal 4 *Note: Section III - Action Plan – Goal 4 only appears, and is required, if 'Yes' is chosen in Section II, Question 4.*			
1	Goal #4			
2	Select the NYSED goal that best aligns with this 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	List the action steps that correspond to Goal #4 from your answer to Question 1, above.			
5	If more action steps are needed, continue to list the action steps that correspond to Goal #4 from your answer to Question 1, above. *Note: Question 5 is optional.*			

#	Question	S	NS	Comments
	Section III - Action Plan – Goal 5 *Note: Section III - Action Plan – Goal 5 only appears, and is required, if 'Yes' is chosen in Section II, Question 5.*			
1	Goal #5			
2	Select the NYSED goal that best aligns with this 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	List the action steps that correspond to Goal #5 from your answer to Question 1, above.			
5	If more action steps are needed, continue to list the action steps that correspond to Goal #5 from your answer to Question 1, above. *Note: Question 5 is optional.*			

Section IV - 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.			
2	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 curriculum. Describe how instruction is differentiated using technology to support the individualized learning needs of this student group.			
3	How does the district utilize technology to address the needs of Students with Disabilities to ensure equitable access to instruction, materials, and assessments?			
3a	If 'Other' was selected in Question 3 above, please explain here. *Note: Question 3a only appears, and is required, if 'Other' is chosen in Question 3.*			
4	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 their student language and content learning with the use of technology.			
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	How does the district utilize technology to address the needs of English Language Learners/Multilingual Learners to ensure equitable access to instruction, materials, and assessments? *This response should align with the District's Comprehensive ELL Education Plan (CEEP). The CEEP is required by CR Part 154. (added 1-18-18)*			
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	The district's instructional technology plan addresses the needs of English Language Learners/Multilingual learners to ensure equitable access to instruction, materials, and assessments in multiple languages.			
6a	If Yes, check one. *Note: Question 6a only appears, and is required, if 'Yes' is chosen in Question 6.*			
6b	If 'Other' was selected in 6a above, please explain here. *Note: Question 6b only appears if 'Yes' is chosen in Question 6. This question should only be answered if 'Other' was chosen in 6(a)*			
7	Please select the professional development that will be offered to teachers of English language learners/multilingual learners that will enable them to differentiate learning and to increase their student language and content learning with the use of technology.			
7a	If 'Other' was selected in question 7 above, please explain here. *Note: Question 7a only appears and is required if 'Other" is chosen in question 7.*			
8	How does the district use instructional technology to facilitate culturally-responsive instruction and learning environments?			
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.			

Section V - Administrative Management Plan				
#	**Question**	**S**	**N/S**	**Comments**
1	Staff Plan			
2	Investment Plan			
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?			
4	Please indicate whether or not the district has a public website.			
4a	Provide the URL of the district's public website. *Note: Question 4a only appears, and is required, if 'The district has a public website' is chosen in Question 4.*			
5	Please indicate whether or not the district has assigned a specific person with responsibility for Information Security.			
5a	If 'Yes' was selected in Question 5 above, please identify the responsible person's title. *Note: Question 5a only appears, and is required, if 'Yes' is chosen in Question 5.*			
6	Please indicate whether or not the district has assigned a specific person with responsibility for Information Privacy.			
6a	If 'Yes' was selected in Question 6 above, please identify the responsible person's title. *Note: Question 6a only appears, and is required, if 'Yes' is chosen in Question 6.*			
7	Has a district-wide information security and/or privacy audit ever been performed in the district?			
7a	If 'Yes' was selected in Question 7 above, please identify how often a security and/or privacy audit has been performed? *Note: Question 7a only appears, and is required, if 'Yes' is chosen in Question 7.*			
7b	If 'Yes' was selected in Question 7 above, please indicate whether the audit(s) was/were performed by an independent 3rd party contractor.			

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	Note: Question 7b only appears, and is required, if 'Yes' is chosen in Question 7.			
8	Does the school district provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms?			
9	Does your school district provide for educating minors about cyberbullying awareness and response?			
10	Does the district have an Internet Safety Policy?			
10a	Please upload the district's Internet Safety Policy. *Note: Question 10a only appears, and is required, if 'Yes and I will upload the policy.' is chosen in Question 10.*			
10b	Please provide the URL to the district's Internet Safety Policy. *Note: Question 10b only appears, and is required, if 'Yes and I will provide the URL to the policy.' is chosen in Question 10.*			
11	Does the district have a Cyberbullying Policy?			
11a	Please upload the district's Cyberbullying Policy. *Note: Question 11a only appears, and is required, if 'Yes and I will upload the policy.' is chosen in Question 11.*			
11b	Please provide the URL to the district's Cyberbullying Policy. *Note: Question 11b only appears, and is required, if 'Yes and I will provide the URL to the policy.' is chosen in Question 11.*			
12	Does the district have a Parents' Bill of Rights for Data Privacy and Security?			
12a	What year was the Parents' Bill of Rights for Data Privacy and Security policy first posted? *Note: Question 12a only appears, and is required, if 'Yes and I will provide a URL to the Parents' Bill of Rights for Data Privacy and Security.' is chosen in Question 12.*			
12b	Please provide the URL to the district's Parents' Bill of Rights for Data Privacy and Security. *Note: Question 12b only appears, and is required, if 'Yes and I will provide a URL to the*			

	Parents' Bill of Rights for Data Privacy and Security.' is chosen in Question 12.			
12c	Please upload the district's Parents' Bill of Rights for Data Privacy and Security. *Note: Question 12c only appears, and is required, if 'Yes. The district does have a Parents' Bill of Rights for Data Privacy and Security, but it is not posted online. I will upload it.' is chosen in Question 12.*			
12d	What year was the Parents' Bill of Rights for Data Privacy and Security policy first made available to the public? *Note: Question 12d only appears, and is required, if 'Yes. The district does have a Parents' Bill of Rights for Data Privacy and Security, but it is not posted online. I will upload it.' is chosen in Question 12.*			
13	Does the district have an information breach policy that addresses the district's planned response to an information breach?			
13a	Please upload the policy that addresses the district's planned response to an information breach. *Note: Question 13a only appears, and is required, if 'Yes and I will upload the policy.' is chosen in Question 13.*			
13b	Please provide the URL to the policy that addresses the district's planned response to an information breach. *Note: Question 13b only appears, and is required, if 'Yes and I will provide the URL to the policy.' is chosen in Question 13.*			
14	Please provide a direct link to the district's technology plan as posted on the district's website.			

Section VI: Sharing Innovative Educational Technology Programs (OPTIONAL)				
#	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" to share a category that is not on the list.			

	Note: Question 1 is optional.			
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.*			
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.*			