2026-2029 Instructional Technology Plan (ITP) Survey
Information and Guidance

Overview

This document is intended to provide guidance for districts on the creation and submission of the District Instructional Technology Plan Survey. The following pages outline the specific information that districts will need to enter into the SED Monitoring system survey. Responses must address any bulleted items that pertain to that district to fully answer the question. Please do not copy and paste text from other sources, as it can cause issues with extra characters in the response. Please do not include links in responses other than Section VI, Question #3.

Regulation

Per Part 100.12 of Commissioner's Regulations, all New York State public school districts are required to develop and maintain instructional technology plans. Plans must cover three school years, and key components of the Plans must be submitted to NYSED for approval every three years. The method by which NYSED collects information on District Instructional Technology Plans is a survey through the [SED Monitoring and Vendor Reporting System](#).

NYSED Vision for District Instructional Technology Plans

District Instructional Technology Plans, required by Commissioner's Regulation 100.12, will support the mission of the NYS Board of Regents, which is to ensure that every child has equitable access to the highest quality educational opportunities, services, and supports in schools that provide effective instruction aligned to the state's standards, as well as positive learning environments, so that each child is prepared for success in college, career, and citizenship.

NYSED Goals

Through District Instructional Technology Plans and related data collections, districts will address how they are meeting the Educational Technology expectations of the Board of Regents, as articulated in the [Statewide Learning Technology Plan.](#)

Timeline

The three-year plan covers July 1, 2026, to June 30, 2029.
The deadline to submit the plan to NYSED is June 30, 2026.
Interim deadlines will be set by the District's Regional Information Center.

Submission Process

1. As in years past, public school district superintendents or their designees will submit essential information about the District Instructional Technology Plan through a survey issued through the [SED Monitoring and Vendor Reporting System](#).

2. Districts will complete the sections and enter answers into the survey. Districts are encouraged to work Regional Information Center (RIC) and/or BOCES Model Schools staff, as appropriate and applicable.

3. For Rest-of-State districts, once the District CEO submits the survey, the survey will be sent to your local RIC, where NYSED-certified RIC Reviewers will review the submitted plans for thoroughness and completeness. Once the RIC Reviewer and the District agree that the answers are complete, the RIC Reviewer will submit the plan to NYSED.
   - Buffalo, New York City, Rochester, Syracuse, and Yonkers (the Big Five) will work directly with NYSED staff for certification and approval.

4. NYSED will review plans and may communicate with RIC Reviewers or the Big 5 Districts if answers are not complete or thorough. The RIC Reviewer may be required to communicate with the District for clarification or additional information. Once any concerns are addressed, plans will be approved.

Access to the Survey

To access the SED Monitoring and Vendor Performance System:
1. Go to the [NYSED Business Portal](#);
2. Click on the "Log In" button;
3. Enter your username and password;
4. Click on "SED Monitoring and Vendor Performance System" under My Applications;
5. Select "View Surveys for Ed Tech;"
6. Find the 2026-2029 Instructional Technology Plan;
7. Click on 'view' to begin/continue to input information.

The superintendent will have automatic access to the plan. The superintendent will need to delegate access to the person or persons completing the plan through SEDDAS, the SED Delegated Account System, which manages access to SED web-based applications through the Application Business Portal. Granting these permissions will NOT provide access to any other information in the portal. The superintendent is the only individual that has submit/certify rights and will therefore need to submit the plan when it is ready to be reviewed. For questions regarding the entitlement process, please see the [EdTech SEDDAS mini guide](#) for entitling users to SED Monitoring.

Changes to District Instructional Technology Plan Survey for 2026-2029

The following changes have been made from the previous plan:
- Question about plan development summary removed.
- Question about 1:1 or dedicated devices updated.
- Question about PD plan removed (districts are encouraged to continue to keep including technology planning in their PD plans).
- District Technology Goals Section IV updated to include goal topic, cost, and funding source.
- Action plans are now optional.
- Question about investment plans removed and included in specific goals.
- Questions about targeted populations removed (although these questions have been removed from this plan survey, districts are encouraged to include these populations in their full comprehensive plan that they release to their community and/or in Section IV of this survey).
- Question added about virtual learning opportunities added.
- Question about Smart Schools Investment Plan alignment added.
- Updated question about staffing plan.
- Section VII is required with one question.

The survey questions are organized into the following categories:

  I. **District LEA Information:** Name and title of administrator responsible for entering information in the survey.

 II. **Strategic Technology Planning:** Mission, vision, and mobile device access.

III. **Goal Attainment:** District-level attainment of the goals in the 2010 Statewide USNY technology plan.

 IV. **District Technology Goals:** Goals, goal topic, alignment with NYSED goals, target populations, (optional) additional target population, cost, funding, and (optional) action plan.

  V. **NYSED Initiatives Alignment:** Meeting academic standards, strategies to ensure equitable learning "everywhere, all the time," virtual instruction programs and SSIP alignment.

 VI. **Administrative Management Plan:** Staffing plan, loan of instructional computer hardware to students attending nonpublic schools, and the link to the Technology Plan information posted on district website.

VII. **Educational Technology Programs:** Identify the district's innovative programs.

Instructional Technology Plan Overview

The Districts Instructional Technology Plan (ITP) Survey should reflect a shared vision of the district stakeholders and demonstrate how teaching and learning will be impacted equitably and in alignment with state and local standards through strategic planning, implementation, and evaluation of the plan.

The questions below provide a framework for comprehensive technology planning and provide relevant information to support the development of programs and policy for school districts and NYSED. Responses should be thorough, as they can be used as a framework for a comprehensive District Instructional Technology Plan. The information collected through the SED Monitoring meets the requirement for compliance with Commissioner's regulation's part 100.12; however, a more comprehensive plan is a best practice that will serve districts well for planning and implementation with stakeholders. Districts are encouraged to work with local technology committees, Regional Information Center (RIC), and/or BOCES Model Schools staff as appropriate and applicable to develop more comprehensive technology plans. It is a requirement that districts post a link to their technology plan for parents and the school community.

Section I – District LEA Information

1. What is the name of the district administrator responsible for entering the Instructional Technology Plan survey?

    NYSED will consider this person to be the point of contact for questions about the plan.

2. What is the title of the district administrator responsible for entering the Instructional Technology Plan data?

    Please select one from drop down menu:
    - Superintendent
    - Director of Technology
    - Chief Information Officer
    - Deputy Superintendent
    - Assistant Superintendent
    - Other (please identify in Question 2a, below)

    2a. If "Other" was selected in Question 2 above, please identify the title.

Section II – Strategic Technology Planning

1. What is the overall district mission?

    The district mission is usually approved by the district board of education and can be located in the district strategic plan.

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?

3. **NEW** At the start of the 2026-27 school year, will the district provide a dedicated mobile device for every student in all grades?

    A "dedicated mobile device" is a device that is assigned to only one student, capable of running necessary software, AND portable enough to be sent home (even if only done in the case of an emergency closure for the purpose of conducting emergency remote instruction).

    - Yes.
    - No. If not, then 3a chart.

3a. <mark>NEW</mark> <u>Choose one device access option per grade level</u> based on the district plan for supplying students with a dedicated mobile device at the start of the 2026-27 school year.

Dropdown of options for each grade level:
- Provide all students with a district-owned dedicated device
- Students will use shared district devices as needed (ex. classroom cart)
- Students will not use district devices
- Multiple levels of device access
- No students enrolled in grade level

- *A "dedicated mobile device" is a device that is assigned to only one student, capable of running necessary software, AND portable enough to be sent home (even if only done in the case of an emergency closure for the purpose of conducting emergency remote instruction).*
- *UGE = Ungraded elementary students*
- *UGS = Ungraded Secondary students*
- *Choose "Multiple levels of device access" if the district plan features a mixed level of access for students in that particular grade. EX: 4th grade at Building A has dedicated devices for each student, but 4th grade at Building B has a laptop cart that they all share.*
- *Choose "No students enrolled in grade level" if your district does not have any students enrolled in the grade level listed.*

Section III – Goal Attainment

Overview: 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 2010 Statewide Learning Technology Plan.

1. Digital Content – The District uses standards-based, accessible digital content that supports all curricula for all learners.

   Response: The district has met this goal…
   - Minimally – Initial stages; limited implementation or adoption.
   - Moderately – Some implementation across buildings or programs.
   - Significantly – Broad adoption with measurable outcomes.
   - Fully – Fully integrated districtwide with clear outcomes and sustainability.

2. Digital Use – The District's learners, teachers, and administrators are proficient in the use of technology for learning.

   Response: The district has met this goal…
   - Minimally – Initial stages; limited implementation or adoption.
   - Moderately – Some implementation across buildings or programs.
   - Significantly – Broad adoption with measurable outcomes.
   - Fully – Fully integrated districtwide with clear outcomes and sustainability.

3. Digital Capacity and Access – The District's technology infrastructure supports learning and teaching in all of the District's environments.

   Response: The district has met this goal…
   - Minimally – Initial stages; limited implementation or adoption.
   - Moderately – Some implementation across buildings or programs.
   - Significantly – Broad adoption with measurable outcomes.
   - Fully – Fully integrated districtwide with clear outcomes and sustainability.

4. Leadership – The District Instructional Technology Plan is in alignment with the Statewide Learning Technology Plan vision.

   Response: The district has met this goal…
   - Minimally – Initial stages; limited implementation or adoption.
   - Moderately – Some implementation across buildings or programs.
   - Significantly – Broad adoption with measurable outcomes.
   - Fully – Fully integrated districtwide with clear outcomes and sustainability.

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.

   Response: The district has met this goal…
   - Minimally – Initial stages; limited implementation or adoption.
   - Moderately – Some implementation across buildings or programs.
   - Significantly – Broad adoption with measurable outcomes.
   - Fully – Fully integrated districtwide with clear outcomes and sustainability.

<u>**Section IV – District Technology Goals**</u>

Overview: In this section, the district is required to list a minimum of three goals. The survey allows up to five goals. Instructional technology goals should align with district curriculum and instruction goals. Each goal will have its own page.

Goal 1

1. In 1 – 2 sentences provide an instructional technology goal for your district.

2. <mark>NEW</mark> Choose the topic that best aligns to your instructional technology goal.

    Dropdown options allow for only one choice:
    - Professional Development
    - End User Computing Devices (ex. iPads, Chromebooks)
    - Instructional and/or Administrative Software
    - Classroom Technology (ex. interactive boards, 3D printers, robotics, etc.)
    - Internet Connectivity
    - Network and Infrastructure
    - Staffing
    - Cybersecurity
    - Other

    2a. If you chose Other, please describe.

3. Target Student Population(s). Check all that apply:
    - All students
    - Early Learning (Pre-K -3)
    - Elementary/intermediate
    - Middle School
    - High School
    - Students with Disabilities
    - English Language Learners
    - Students who are migratory or seasonal farmworkers, or children of such workers
    - Students experiencing homelessness and/or housing insecurity
    - Economically disadvantaged students
    - Students between the ages of 18-21
    - Students who are targeted for dropout prevention or credit recovery programs
    - Students who do not have adequate access to computing devices and/or high-speed internet at their places of residence
    - Students who do not have internet access at their place of residence
    - Students in foster care
    - Students in juvenile justice system settings
    - Other (please identify in Question 5a, below)

3a. If "Other" was selected in Question 4 above, please identify target student population(s).

4. Additional Target Populations. Check all that apply. (*optional*)
- Teachers/Teacher Aides
- Administrators
- Parents/Guardians/Families/School Community
- Technology Integration Specialists
- Other

5. <mark>NEW</mark> Estimated cost of this goal/priority over the three-year plan? Round to the nearest thousand if exact figures are not yet known.

6. <mark>NEW</mark> What is the potential funding source(s) and/or purchasing mechanism(s) for this expenditure over all three years of the plan? *Can check multiple options.*

Check box list of funding sources:
- BOCES Co-Ser purchase
- Capital Project
- District Public Bond
- District Operating Budget
- E-Rate
- Grants
- Instructional Materials Aid
- Instructional Resources Aid
- Smart Schools Bond Act
- Technology Reserve Fund
- Title Funds
- Other (please identify)

7. <mark>NEW</mark> *Optional:* If you would like to add an action plan for this goal list the action steps below.

The list of action steps may extend across the three-year period of the technology plan. List up to 8 action steps.

Action Step: Number	Action Step: Select one category from the drop-down menu	Action Step: Description
1		

2		
3		
4		
5		
6		
7		
8		

Action Step Categories Dropdown:
Category options: Budgeting, Collaboration, Communications, Community
Partnerships, Curriculum, Cybersecurity, Data Privacy, Evaluation, Implementation,
Infrastructure, Learning Spaces, Planning, Policy/Protocols, Professional Development,
Purchasing, Research, Staffing, Other (please identify in Column 3, Description), N/A

District Technology Goals: Goal 2
This page will be the equivalent to the above page, but for Goal 2.

District Technology Goals: Goal 3
This page will be the equivalent to the above page, but for Goal 3 with an additional question giving the option to include a fourth goal.

8. Would you like to list an optional fourth goal?
- Yes or No

District Technology Goals: Goal 4 *(optional)*
If yes from previous page, this page will be the equivalent to the above page, but for Goal 4 with an additional question giving the option to include a fifth goal.

9. Would you like to list an optional fifth goal?
- Yes or No

District Technology Goals: Goal 5 *(optional)*
If yes from previous page, this page will be the equivalent to the above page, but for Goal 5.

Section V – NYSED Initiatives Alignment

1. How will the district's use of instructional technology support a comprehensive and sustained effort to improve student performance and academic standards, while also addressing the need to provide equitable learning opportunities "everywhere, all the time" (National Technology Plan)?
   Responses can include the following:
   - *How technology is integrated into teaching and learning throughout the district;*
   - *The extent to which technology is used by teachers to facilitate their practice and how this is measured;*
   - *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;*
   - *Short and long-term solutions such as device access, internet access, human capacity, infrastructure, partnerships, etc.*

2. <mark>NEW</mark> At the start of the 2026-27 school year, will the district offer full-time virtual instruction to any students? (*Select all that apply*)

   For the purposes of this question, a "full-time virtual instruction program" is defined as an organized program of standards-based instruction delivered online, with regular and substantive synchronous interaction between students and appropriately certified teachers, and with <u>students enrolled full-time</u>.

   - Yes. Our district operates a full-time virtual instruction program.
   - Yes. One or more of our students will attend a program operated by a BOCES or another public school district.
   - None of our students will participate in a full-time virtual instruction program.
   - Other – Please explain.

3. <mark>NEW</mark> If the district files or has filed a Smart Schools Investment Plan (SSIP) to apply for Smart Schools Bond Act funds, all responses in this survey align with the district's response to any related question(s) in the SSIP.
   - Yes
   - No
   - The district does not have an active SSIP

Section VI – Administrative Management Plan

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.

Title	District Employed Staff (FTE)	Staff Contracted Through Vendor or BOCES (FTE)
District Technology Leadership		
Instructional Support		
Technical Support		

Enter the FTE for each title, even if it is zero. Responses are limited to two decimal points. Relevant staff would include the following:

- **District Technology Leadership** – Examples of roles in this category include district level positions such as Director/Coordinator of Technology, Chief Technology Officer, Director of Innovation, Director/Coordinator of Instructional Technology, etc.
- **Instructional Support** – Examples of roles in this category include staff whose primary responsibility is the integration of technology in curriculum to support teachers and students.
- **Technical Support** – Examples of roles in this category include network engineers, system administrators, computer support and repair, computer aides, whose primary role is technical support, etc.

If the same individual staff member supports multiple categories, such as leadership, technology integration, and/or technical support, they should allocate their time between the functions. **Total FTE count for any individual should not exceed 1.0.**

2. Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?
   - Yes
   - No
   - Not Applicable
     Only select 'Not Applicable' if there are no non-public schools in the district.

3. Districts are required to post an Instructional Technology Plan on their website. Please provide the URL link as evidence of this requirement.
   - *The URL must link to a public website where this survey or plan can be easily accessed by the community.*
   - *Do not provide a link directly to a PDF or document.*
   - *NYSED will allow the previous year's plan or a placeholder for the current plan to be posted until the 2026-29 plan is approved.*
   - *A more comprehensive technology plan that includes all of the elements in this survey can be posted in lieu of this survey/plan.*

Section VII - Established Educational Technology Programs

1. Please choose one or more topics that reflect an innovative educational technology program that has been implemented with and for students for **at least two years** at a building or district level. Use "Other" to share a topic that is not on the list.
   - Active Learning Spaces/Makerspaces
   - Advanced Computer Science or Technology courses
   - Artificial Intelligence (AI)
   - Assistive Technology
   - Blended and/or Flipped Classrooms
   - Broadcasting or Podcasting
   - Culturally Responsive Instruction with Technology
   - Digital Citizenship
   - Digital Equity Initiatives
   - Digital Fluency
   - Engaging School Community through Technology
   - Flexible Learning Spaces
   - Instruction and Learning with Technology
   - Media Literacy
   - OER and Digital Content
   - Personalized Learning
   - Special Education Instruction and Learning with Technology
   - STEAM/STEM
   - Student Technology Support/Helpdesk
   - Virtual/Online Learning
   - Other Topic A
   - Other Topic B
   - Other Topic C

   These sub-questions will only appear if you chose "Other Topic"

   1a. If you selected 'Other Topic A' above, please describe in a few words the topic of your district's innovative program.

   1b. If you selected 'Other Topic B' above, please describe in a few words the topic of your district's innovative program.

   1c. If you selected 'Other Topic C' above, please describe in a few words the topic of your district's innovative program.