

Frequently Asked Questions

2022 Instructional Technology Plan

Last updated April 27, 2022

Access to the Plan/Technical Issues

1. **Question:** How do I obtain access to the Business Portal to enter my plan? How do I obtain my username and password?

Answer: The Superintendent or his/her designee(s) provides the access. The Superintendent of the School District or his/her designee will create user accounts (permissions) in the State Education Department Delegated Account System (SEDDAS). For additional information, please see [SEDDAS User Guide](#) and [SEDDAS Quick Guide](#).

2. **Question:** I have been trying to gain access to the Instructional Technology Plan in the SED Monitoring (SEDMON) system, but nothing my superintendent does seems to be working. Please help.

Answer: The Superintendent or their SEDDAS designated administrators (called DA or EA) should follow the steps outlined below. If these steps are carefully followed and you still do not have access, contact edtech@nysed.gov and include a screen shot where appropriate.

- a. Make sure that the designated administrator has access to SEDMON so they can entitle you.
 - b. When entitling you, the administrator needs to select SED Monitoring on the entitlement screen.
 - c. In order to access the tech plan, the user must have a SEDDAS account at the district level. Building level accounts are unable to access to the tech plan.
 - d. The next and final step is for the DA or the EA to assign the role of Data Access for Data View and Data Entry. Make sure that access was granted to your district level account. For further information, please see the [SEDDAS Mini Guide page 6](#).
3. **Question:** I am having trouble accessing the Business Portal. I have entered my username and password, but it won't open. What should I do?

Answer: The password to access the Business Portal must be changed every six months. If a user hasn't changed the password recently, the first thing that the user should do is click the Reset Password button on the top right of the Business Portal. If logging in with a new password doesn't work, then contact [Ed Tech](#).

4. **Question:** Why do unusual symbols such as dollar signs sometimes show up within the short answer responses I have submitted?

Answer: This often occurs when you have copied and pasted content from another document. If you type the information into the plan rather than copy and paste, this should resolve the issue. You may also allow the symbols to remain as part of your plan as long as the symbols do not interfere with the response. In other words, if the symbols don't remove text and were not inserted in place of text.

Contact Information

5. **Question:** We are having trouble completing our Tech Plan. How could we get help completing it?

Answer: There are several ways to get help completing the Tech Plan. We suggest that you start by contacting the first entity on this list.

- Contact your [RIC reviewer](#) or your [Model Schools Tech Plan Coordinator](#) for assistance.
 - The Big 5 School Districts should contact [NYSED](#) directly.
- Go to the [2022-2025 Resources for Districts](#) and look for information on your issue.
- Send an email with your question to [Ed Tech](#).

Plan Submission

6. **Question:** Is approval by the School Board required before a District submits its technology plan?

Answer: Commissioner's Regulation 100.12 does not require that the school district board approve the plan prior to submission. It is up to the school district superintendent to follow locally established protocols prior to submitting the instructional technology plan to the state.

7. **Question:** Are BOCES or Charter Schools required to submit an instructional technology plan?

Answer: [Part 100.12](#) of the Commissioner's Regulations does not require BOCES nor Charter School to submit instructional technology plans.

Clarification of Plan Questions

8. **Question:** Would the FTE count in Question 1 of Section VI, Administrative Management Plan, change if the employees are 10-month or 12-month employees? In other words, would a full-time 10-month employee have a different FTE count than a full-time 12-month employee?

Answer: No. In answering these questions, what is important is how much of the staff person's time is spent on technology. Any full-time employee who spends 100% of their time on technology is 1.0 FTE.

9. **Question:** Does Question 1 of Section VI, Administrative Management Plan, refer to the FTE count for staff as of July 1, 2022?

Answer: No. It refers to the FTE count as of the date the plan is submitted.

10. **Question:** In question 1, Section VI, do FTE counts only apply to District employees, or should it include staff provided through a vendor such as a BOCES or RIC?

Answer: The FTE count can include contracted services if those services are for an FTE, or portion of an FTE, for the entire year and not for a limited specific task.

11. **Question:** If the district chooses to respond to a question in the plan that is optional and is in table format, such as the table in Section IV, Action Plan, question 7, does the district need to complete the entire table?

Answer: No, the entire table does not need to be completed. However, every column in a row must be completed for each row that the district chooses to complete. If the table is required rather than optional, such as the table in the same section, question 6, all cells in the table must be completed. Instructions on how to complete mandatory questions in a table are provided in the [Instructional Tech Plan Guidance document](#).

12. **Question:** When completing the investment plan in Section VI, question 2, and the anticipated cost in Section IV, Action Plan, Question 6, how should the estimated cost figure be calculated?

Answer: The guidance document states: *"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."*

- Example of cost calculation: If a district estimates a one-time cost of \$100,000 and an annual cost of, on average, \$100,000, the dollar amount in the estimated cost column would be \$400,000 ($\$100,000 + (\$100,000 \times 3 \text{ years})$).
- This cost figure should include all estimated costs for the item over the three-year period covered by the plan. If there is no cost to complete an action beyond normal operating costs, a cost of zero should be indicated.
- If teachers or other staff are being asked to perform tasks that are necessary to accomplish a goal but are not being paid extra dollars beyond their normal salary, then the salary should not be included as a cost in the investment plan or

the action plan/goals. If they are paid extra to do those tasks, then the extra amount should be included as a cost.

13. Question: When the district provides the URL to its Instructional Technology Plan, should it link to the plan that is being submitted now, the prior approved plan, or a more comprehensive technology plan that has been implemented by the district?

Answer: The URL should lead to a web page that houses either the submitted plan, a NYSED-approved plan from the prior cycle, or a district-created comprehensive technology plan that is currently in place. A district could also link to a page where the plan is listed as “coming soon” as a placeholder for when this plan is approved and able to be posted. NYSED leaves this up to the district, keeping in mind that once this plan is approved it should replace the approved plan from the last cycle on the district’s website.

14. Question: In Section IV, Action Plan Question 6: When entering "Anticipated Completion" if a goal is to maintain a fleet of Chromebooks and interactive displays, can the district enter "ongoing" rather than a date?

Answer: The response to this question must be an actual date.

15. Question: Can a district include a goal that is identical to one of the NYSED Goals listed on page 1 of the Information and Guidance document?

Answer: District goals need to be targeted, specific and measurable and not as broad and all-encompassing as the NYSED goals. Therefore, the goals provided in the plan should not be identical to the NYSED Goals.

16. Question: Does a district have to submit an instructional technology plan to receive Smart Schools Bond funds?

Answer: Yes, if the district wishes to use those funds for purchases in the Classroom Learning Technology, School Connectivity, or Community Connectivity categories. According to the [SSBA Guidance](#): “*Districts that include educational technology purchases as part of their Smart Schools Investment Plan must have a submitted and approved Instructional Technology Plan survey on file with the New York State Education Department, and their Smart Schools Investment Plan must be consistent with their instructional technology plan,*” p. 6. The [Instructional Tech Plan Guidance document](#) contains information on which tech plan questions must match the Smart Schools Investment Plan.

17. Question: When responding to questions 4,6,7 and 9 in Section V, NYSED Initiatives Alignment, regarding the description of practices to ensure equitable learning for SWD (Students with Disabilities), ELL (English Language Learners), MLL (Multi-Language Learners), and those experiencing housing insecurity, should the response reflect what districts are currently doing, what they would like to put in

place during the three-year period covered by the plan, or both?

Answer: Equity-related questions in Section V of the Instructional Technology Plan that are multiple choice should be answered based upon what is already being done in the district as of the plan submission date. The plan to address identified areas of weakness should be addressed in the short answer to question 2 in the same section.

18. Question: Is it acceptable to list goals that are related to the continuation of an existing practice or program?

Answer: Goals should be specific and measurable, and not simply the continuation of an existing program/effort. Ideally, the goals would be the result of a comprehensive technology planning process that involved multiple stakeholders within and outside of the district (such as parents or other community members).

If a district lists as a goal the continuation of ongoing efforts such as device and infrastructure replacement, the goal should be stated in such a way that it can have an estimated completion date prior to June 30, 2025, and that the results can be measured.