

PUTNAM CSD

Instructional Technology Plan - Annually - 2025

LEA Information

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A. LEA Information

1. What is the total student enrollment based on the most recent BEDS Day submission?

1

2. What is the student enrollment by grade band based on the latest BEDS Day submission?

	Enrollment
Grades K-2	14
Grades 3-5	12
Grades 6-8	2
Grades 9-12	0

3. What is the name of the district administrator entering the technology plan survey data?

Matthew Boucher

4. What is the title of the district administrator entering the technology plan survey data?

Superintendent

4a. If the response to question four was "Other", please provide the title.

(No Response)

B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

Inspire and nurture students in the pursuit of knowledge that will enable them to make good life choices.

2. Please provide the executive summary of the instructional technology plan, including vision and goals.

Putnam Central School is a rural Pre K - 6 public school district located in northern Washington County, New York. It has an elementary student population of around 50 students. Every student at Putnam Central School receives individual attention to his/her academic strengths and needs.

The program is a comprehensive academic curriculum which is regularly enhanced by instruction in physical education, art and music. Speech therapy and psychological services are also regularly provided for all students. Special needs students are included in the mainstream classrooms. The school makes frequent use of community resources.

Putnam Central School has had exceptional academic achievement as demonstrated by performance on the New York State Assessment Tests in Reading, Writing and Mathematics and the Program Evaluation Tests in Science and Social Studies. The faculty and staff create a unique school community in which the school climate is positive and supportive of all students.

During the 1995-1996 academic year the district first embarked upon the development of this Technology Plan. Its implementation has ensured that the students of Putnam Central School have access to the information resources which are available through the latest technology. Every classroom has ample access to the Internet. The teachers have been trained in the use of digital cameras, internet search engines, and the use of PC converters for television to enable the use of united video streaming through outside sources. The school has installed a state of the art projector and large screen for presentations by staff and students in the gymnasium/stage area.

The future technology with which Putnam Central School students will interact as they move onto higher education and the world of work seems endless. The entire Putnam community will know, however, that their children will be prepared to be lifelong learners in the developing information age. Through the integration of new technology into every classroom, the Putnam Central School supports its mission.

3. Please summarize the planning process used to develop the instructional technology plan. Please include the stakeholder groups participating and outcomes of the instructional technology plan development meetings.

Putnam uses a technology committee to develop goals and objectives for the instructional technology planning within the district. Teachers, parents, administrative staff, library media specialist and computer technology employees are part of the committee. Recommendations are submitted to the office of the Superintendent for review and action if approved.

4. Please provide the source(s) of any gap between the current level of technology and the district's stated vision and goals.

Connectivity (Checked)
Network (Checked)

4a. Please specify if "Other" was selected in question four.

(No Response)

5. Based upon your answer to question four, what are the top three challenges that are causing the gap? If you chose "No Gap Present" in question four, please enter N/A.

Putnam uses an outdated T1 line that is furnished by NERIC. The district bandwidth is currently not adequate for all operating procedures, and a fiber line is needed to support instruction.

C. Technology and Infrastructure Inventory

1. **What is the available network broadband bandwidth? Please express speed in Mb (Megabits) or Gb (Gigabits). ***

	Minimum Capacity (Expressed in Mb or Gb)	Maximum Capacity (Expressed in Mb or Gb)
Network Bandwidth: Incoming connection TO district schools (WAN)	0.45 mb	1.45 mb
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	.45 mb	1.45 mb
Bandwidth: Connections WITHIN school buildings (LAN)	10 mbps	100 mbps

2. **What is the total contracted Internet access bandwidth for your district? Please express speed in Mb (Megabits) or Gb (Gigabits).**

10 GB

3. **What is the name of the agency or vendor that your district purchases its primary Internet access bandwidth service from?**

NERIC

4. **Which wireless protocols are available in the district? Of these, which are currently in use? Check all that apply.**

	Available/In Use
802.11a	Available (Checked) In Use (Checked)
802.11b	Available (Checked) In Use (Checked)
802.11g	Available (Checked) In Use (Checked)
802.11n	(No Response)
802.11ac	(No Response)
802.11ad	(No Response)
802.11af	(No Response)

5. **Do you have wireless access points in use in the district?**

Yes

5a. **What percentage of your district's instructional space has wireless coverage?**

85

6. **Does the district use a wireless controller?**

No

7. **What is the port speed of the switches that are less than five years old in use in the district?**

100 mbps

8. **How many computing devices less than five years old are in use in the district?**

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Instructional Technology & Infrastructure Inventory

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	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers/Virtual Machine (VM)	15	15
Laptops/Virtual Machine (VM)	15	15
Chromebooks	1	1
Tablets less than nine (9) inches with access to an external keyboard	0	0
Tablets nine (9) inches or greater with access to an external keyboard	0	0
Tablets less than nine (9) inches without access to an external keyboard	20	0
Tablets nine (9) inches or greater without access to an external keyboard	0	0
Totals:	51.00	31.00

9. Of the total number of students with disabilities in your district, what percentage of these students are provided with assistive technology as documented on their Individualized Education Programs (IEPs)?

2

10. From your technology needs assessment, please describe any additional assistance or resources that, if provided, would enhance the district's ability to provide improved access to technologies, including assistive technologies, for students with disabilities.

Our needs assessment identified internet speed as a major obstacle to providing any additional access to emerging technologies.

11. How many peripheral devices less than five years old are in use in the district?

	Number of devices in use that are less than five years old
Document Cameras	0
Flat Panel Displays	0
Interactive Projectors	0
Interactive Whiteboards	0
Multi-function Printers	0
Projectors	1
Scanners	0
Other Peripherals	0
Totals:	1.00

12. If a number was provided for "Other Peripherals" please specify the peripheral device(s) and quantities for each.

(No Response)

13. Does your district have an asset inventory tagging system for district-owned equipment?

Yes

14. Does the district allow students to Bring Your Own Device (BYOD)?

No

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14a. On an average school day, approximately how many student devices access the district's network?

(No Response)

15. Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?

Not Applicable

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Software and IT Support

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D. Software and IT Support

1. What are the operating systems in use in the district?

	Is this system in use?
Mac OS Version 9 or earlier	No
Mac OS 10 or later	Yes
Windows XP	Yes
Windows 7.0	Yes
Windows 8.0 or greater	No
Apple iOS 7 or greater	Yes
Chrome OS	No
Android	No
Other	No

2. Please provide the name of the operating system if the response to question one included "Other."

(No Response)

3. What are the web browsers, both available and supported, for use in the district?

	Web Browsers available and supported for use
Internet Explorer 7	No
Internet Explorer 8	Yes
Internet Explorer 9 or greater	Yes
Mozilla Firefox	No
Google Chrome	Yes
Safari (Apple)	Yes
Other	No

4. Please provide the name of the web browser if the response to question three included "Other."

(No Response)

5. Please provide the name of the learning management system (LMS) most commonly used in the district.

Blackboard

6. Please provide the names of the five most commonly used software programs that support classroom instruction in the district.

Engage NY
BrainPop
Internet for classrooms
Starfall

7. Please provide the names of the five most frequently used research databases if applicable.

N/A

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8. Does the district have a Parent Portal?

No

8a. Check all that apply to your Parent Portal if the response to question eight is "Yes."

(No Response)

8b. If 'other' was selected in question eight (a), please specify the other feature(s).

(No Response)

9. What additional technology-based strategies and tools, besides the Parent Portal, are used to increase parent involvement?

Website (Checked)

9a. Please specify if the response to question nine was "Other".

(No Response)

10. Please list title and FTE count (as of survey submission date) of all staff whose primary responsibility is technical support.

Title	Number of Current FTEs
NERIC on site coordinator	0.10
	0.10

E. Curriculum and Instruction

1. **What are the district's plans to use digital connectivity and technology to improve teaching and learning?**

Plans are to be able to provide the teachers with resources we are currently unable to due to less than adequate bandwith and speeds

2. **Does the district's instructional technology plan address the needs of students with disabilities to ensure equitable access to instruction, materials, and assessments?**

No

- 2a. **If "Yes", please specify.**

(No Response)

3. **Does the district's instructional technology plan address the provision of assistive technology specifically for students with disabilities to ensure access to and participation in the general curriculum?**

No

- 3a. **If "Yes", please provide detail.**

(No Response)

F. Professional Development

- 1. Please provide a summary of professional development offered to teachers and staff, for the time period covered by this plan, to support technology to enhance teaching and learning. Please include topics, audience, and method of delivery within your summary.**

Teachers professional development activities include data analysis, common core implementation and review, instructional practices etc. - internet
On-line direct Professional development webinars.

- 2. Please list title and FTE count (as of survey submission date) of all staff whose primary responsibility is technology integration training and support for teachers.**

Title	Number of Current FTEs
superintendent	0.10
	0.10

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Technology Investment Plan

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G. Technology Investment Plan

1. Please list the top five planned technology investments in priority order over the next three years.

	Anticipated Item or Service	Estimated Cost	Is Cost One-time or Annual	Potential Funding Source (May list more than one source per item.)
1	Broadband	220,000	One Time	District
2	Server/Network Software	2,500	One Time	District
3	Desktops	3,500	Annual	District
4	Laptops	6,000	Annual	District
5	Servers	3,500	One Time	District
Totals:		235,500.00		

2. If "Other" was selected in question one, please specify.

(No Response)

H. Status of Technology Initiatives and Community Connectivity

- 1. Please check any developments, since your last instructional technology plan, that affect the current status of the technology initiatives.**

Changes in District Enrollment (Checked)
Technology Plan Implementation (Checked)
Developments in Technology (Checked)

- 1a. Please specify if response to question one was other.**

(No Response)

- 2. In this section, please describe how the district plans to increase student and teacher access to technology, in school, at home, and in the community.**

Provided an Internet access night for middle- high school students who do not have home access.
This new Fiber (broadband) line that we are attempting to secure funds for will bring access to homes in the community.

- 3. Please check all locations where Wi-Fi service is available to students within the school district geographical boundaries.**

School (Checked)

- 3a. Please identify categories of available Wi-Fi locations within the community.**

(No Response)

I. Instructional Technology Plan Implementation

- 1. Please provide the timeline and major milestones for the implementation of the instructional technology plan as well as the action plan to integrate technology into curriculum and instruction to improve student learning.**

2015-16 - secure any additional funding for new fiber optic broadband to be installed at Putnam .

2016- enter into agreement with broadband supplier to bring new line.

2016-17 - integrate new technologies that are now possible into curriculum and instruction.

J. Monitoring and Evaluation

1. **Please describe the proposed strategies that the district will use to evaluate, at least twice a year, the effectiveness of the implementation of the district's instructional technology plan to improve teaching and learning.**

Teachers will evaluate effectiveness of instructional technologies as part of teacher evaluation process.
Superintendent will evaluate effectiveness of implementation of instructional technology plan on teaching and learning. These results will be discussed at the technology committee meetings and goals developed based on these results.

2. **Please fill in all information for the policies listed below.**

	Date of Public Forum (If applicable)	URL	Year Policy Adopted
Acceptable Use Policy -- AUP	(No Response)	www.putnamcsd.org	2010
Internet Safety/Cyberbullying	11/17/2015	www.putnamcsd.org	2012
Parents' Bill of Rights for Data Privacy and Security	(No Response)	www.putnamcsd.org	2014

3. **Does the district have written procedures in place regarding cybersecurity?**

No

K. Survey Feedback

Thank you for submitting your district's instructional technology plan (ITP) survey via the online collection tool. We appreciate the time and effort you have spent completing the ITP survey. Please answer the following questions to assist us in making ongoing improvements to the online survey tool.

1. Was the survey clear and easy to use

Yes

1a. If response was "No", please explain.

(No Response)

2. Was the guidance document helpful?

Yes

2a. If "No", please explain.

(No Response)

3. What question(s) would you like to add to the survey? Why?

(No Response)

4. What question(s) would you omit from the survey? Why?

(No Response)

5. Other comments.

(No Response)

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Appendices

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Appendices

1. Upload additional documentation to support your submission

(No Response)