

Instructional Technology Plan - 2026-2029 Instructional Technology Plan

I. District LEA Information

Page Last Modified: 12/09/2025

I. District LEA Information

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

Justin Gardner

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

Superintendent

For help with completing the plan, please visit ITP Resources on our website, contact your district's RIC, or email edtech@nysed.gov.

Instructional Technology Plan - 2026-2029 Instructional Technology Plan**II. Strategic Technology Planning**

Page Last Modified: 03/24/2026

II. Strategic Technology Planning**1. What is the overall district mission?**

The Willsboro Central School District provides a safe and supportive community to instill students with PRIDE: PREPARED for the future that they choose, RESPECTED and valued for who they are, INSPIRED to make their community and world a better place, DETERMINED to overcome challenges, EMPOWERED to engage with a changing world.

2. What is the vision statement that guides instructional technology use in the district?

At Willsboro CSD, we envision a learning community where technology empowers every student to think critically, communicate effectively, and engage responsibly in a digital world, ensuring equitable access to tools and skills that prepare all learners for the future they choose.

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

Yes

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Instructional Technology Plan - 2026-2029 Instructional Technology PlanIII. Goal Attainment

Page Last Modified: 03/24/2026

1. Digital Content – The District uses standards-based, accessible digital content that supports all curricula for all learners.
The district has met this goal:
Moderately
2. Digital Use – The District's learners, teachers, and administrators are proficient in the use of technology for learning.
The district has met this goal:
Moderately
3. Digital Capacity and Access – The District's technology infrastructure supports learning and teaching in all of the District's environments.
The district has met this goal:
Fully
4. Leadership – The District Instructional Technology Plan is in alignment with the Statewide Learning Technology Plan vision.
The district has met this goal:
Significantly
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.
The district has met this goal:
Significantly

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Instructional Technology Plan - 2026-2029 Instructional Technology Plan

IV. Action Plan - Goal 1

Page Last Modified: 03/24/2026

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

The district will conduct an audit of all currently licensed digital tools and distribute a resource guide to all staff to ensure awareness of available platforms and resources, in addition to ongoing, annual technology-focused professional development to support the effective integration of available technology resources into instruction. Additionally, the district will research and pilot at least one new low-cost or no-cost digital platform or tool each year, in order to continuously expand instructional options and ensure that technology resources are being used to their fullest potential.

2. **Choose the topic that best aligns to your instructional technology goal.**

Professional Development

3. **Target Student Population(s). Check all that apply.**

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

4. **Additional Target Population(s). Check all that apply.**

- ☒ Teachers/Teacher Aides
- ☒ Administrators
- ☐ Parents/Guardians/Families/School Community
- ☐ Technology Integration Specialists
- ☐ Other

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

3,000.00

6. **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.***

- | | |
|---|--|
| ☒ BOCES Co-Ser purchase | ☐ Instructional Aid Materials |
| ☐ Capital Project | ☐ Instructional Resources Aid |
| ☐ District Public Bond | ☐ Smart Schools Bond Act |

Instructional Technology Plan - 2026-2029 Instructional Technology Plan

IV. Action Plan - Goal 1

Page Last Modified: 03/24/2026

☒ District Operating Budget☐ Technology Reserve Fund☐ E-Rate☐ Title Funds☒ Grants☐ Other

7. Optional: If you would like to add an action plan for this goal list the action steps below.

	Action Step	Action Step - Description
Action Step 1	Evaluation	Compile a comprehensive inventory of all currently licensed and subscribed digital tools and platforms used across the district.
Action Step 2	Planning	Create and distribute a staff resource guide summarizing available digital tools, how to access them, and suggested instructional uses.
Action Step 3	Planning	Identify opportunities for annual technology-focused professional development and incorporate sessions into the existing district PD calendar.
Action Step 4	Evaluation	Survey staff after initial PD sessions to assess usefulness and identify areas for future training.
Action Step 5	Research	Research and evaluate at least one new low-cost or no-cost digital platform per year.
Action Step 6	Implementation	Pilot selected new tool(s) with willing teachers and collect feedback on instructional impact.
Action Step 7	Evaluation	Report findings from tool pilots to administration and make recommendations for broader adoption or discontinuation.
Action Step 8	(No Response)	(No Response)

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Instructional Technology Plan - 2026-2029 Instructional Technology Plan

IV. Action Plan - Goal 2

Page Last Modified: 03/24/2026

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

The district will develop and adopt a comprehensive K-12 digital fluency scope and sequence that clearly outlines grade-level technology skills, expectations, and benchmarks for all students. This framework will serve as a guiding document to ensure that technology skills are taught intentionally and consistently across all grade levels and subject areas, providing a structured progression that prepares students to use technology confidently and effectively for learning, communication, and problem-solving throughout their academic career and beyond.

2. Choose the topic that best aligns to your instructional technology goal.

Other

- 2B. If you chose Other, please describe.

Curriculum Planning

3. Target Student Population(s). Check all that apply.

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

4. Additional Target Population(s). Check all that apply.

- ☒ Teachers/Teacher Aides
- ☒ Administrators
- ☒ Parents/Guardians/Families/School Community
- ☐ Technology Integration Specialists
- ☐ Other

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

1,000.00

6. 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.*

☒ BOCES Co-Ser purchase☐ Instructional Aid Materials

Instructional Technology Plan - 2026-2029 Instructional Technology Plan

IV. Action Plan - Goal 2

Page Last Modified: 03/24/2026

- | | |
|---|--|
| ☐ Capital Project | ☐ Instructional Resources Aid |
| ☐ District Public Bond | ☐ Smart Schools Bond Act |
| ☒ District Operating Budget | ☐ Technology Reserve Fund |
| ☐ E-Rate | ☐ Title Funds |
| ☐ Grants | ☐ Other |

7. Optional: If you would like to add an action plan for this goal list the action steps below.

	Action Step	Action Step - Description
Action Step 1	Research	Research existing frameworks for K-12 digital fluency, including ISTE standards and NYSED guidance, to inform scope and sequence development.
Action Step 2	Collaboration	Draft the K-12 digital fluency scope and sequence.
Action Step 3	Curriculum	Align scope and sequence to existing subject area curricula to identify natural integration points at each grade level.
Action Step 4	Evaluation	Present the draft scope and sequence to faculty and administration for feedback and revision.
Action Step 5	Policy/Protocols	Formally adopt the finalized scope and sequence and distribute to all instructional staff.
Action Step 6	Evaluation	Review and update the scope and sequence annually to reflect changes in technology, student needs, and district goals.
Action Step 7	(No Response)	(No Response)
Action Step 8	(No Response)	(No Response)

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Instructional Technology Plan - 2026-2029 Instructional Technology Plan

IV. Action Plan - Goal 3

Page Last Modified: 03/24/2026

1. In 1-2 sentences provide a third instructional technology goal for your district.

All students in grades K-12 will receive annual, grade-appropriate instruction in digital literacy. Instruction will include keyboarding and productivity software proficiency using Google Workspace tools (grades 3-8), cyber safety topics such as phishing awareness, personal data protection, and digital footprint, as well as critical thinking skills related to evaluating online sources, identifying bias, and understanding the responsible and ethical use of AI tools.

2. Choose the topic that best aligns to your instructional technology goal.

Other

2B. If you chose Other, please describe.

Student Digital Literacy

3. Target Student Population(s). Check all that apply.

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

4. Additional Target Population(s). Check all that apply.

- ☒ Teachers/Teacher Aides
- ☒ Administrators
- ☐ Parents/Guardians/Families/School Community
- ☐ Technology Integration Specialists
- ☐ Other

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

1,000.00

6. 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.

- | | |
|--|---|
| ☐ BOCES Co-Ser purchase | ☐ Instructional Aid Materials |
| ☐ Capital Project | ☒ Instructional Resources Aid |

Instructional Technology Plan - 2026-2029 Instructional Technology Plan

IV. Action Plan - Goal 3

Page Last Modified: 03/24/2026

- | | |
|---|--|
| ☐ District Public Bond | ☐ Smart Schools Bond Act |
| ☒ District Operating Budget | ☐ Technology Reserve Fund |
| ☐ E-Rate | ☐ Title Funds |
| ☐ Grants | ☐ Other |

7. Optional: If you would like to add an action plan for this goal list the action steps below.

	Action Step	Action Step - Description
Action Step 1	Research	Identify grade-appropriate digital literacy lessons for each grade band (K-2, 3-5, 6-8, 9-12).
Action Step 2	Planning	Assign responsibility for delivering digital literacy instruction at each grade level, embedding lessons into existing classes where possible.
Action Step 3	Planning	Develop a tracking method to document completion of digital literacy lessons across classrooms.
Action Step 4	Implementation	Incorporate cyber safety topics (phishing, digital footprint, personal data) into annual lessons at all grade levels.
Action Step 5	Implementation	Integrate AI literacy and online source evaluation into existing units at the secondary level (grades 6-12), in coordination with ELA or Social Studies teachers.
Action Step 6	Implementation	Introduce structured keyboarding and Google Workspace productivity instruction for students in grades 3-8, utilizing existing Chromebook devices.
Action Step 7	Evaluation	Review digital literacy instruction annually and adjust lessons to reflect emerging technology trends and student needs.
Action Step 8	(No Response)	(No Response)

8. Would you like to list a fourth goal?

No

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Instructional Technology Plan - 2026-2029 Instructional Technology Plan**V. NYSED Initiatives Alignment**

Page Last Modified: 03/24/2026

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)?

Willsboro CSD's 2026-2029 Instructional Technology Plan supports equitable, sustained improvement in student performance through three interconnected goals. By conducting a district-wide audit of digital tools and providing annual staff professional development, the district ensures that all teachers, regardless of subject area or grade level, have the knowledge and resources to integrate technology effectively into their instruction. The development of a K-12 digital fluency scope and sequence creates a consistent, intentional framework for building technology skills across all grade levels, ensuring that no student falls behind due to inconsistent exposure. Finally, annual grade-appropriate digital literacy instruction ensures that all students develop foundational skills in productivity, cyber safety, and critical thinking with technology, which are skills essential for academic success and lifelong learning. Together, these goals reflect the National Technology Plan's vision of equitable access and opportunity for every learner in the district.

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

- ☐ 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

3. 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.

The district does not have an active SSIP.

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Instructional Technology Plan - 2026-2029 Instructional Technology PlanVI. Administrative Management Plan

Page Last Modified: 12/09/2025

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.

	District Employed Staff (FTE)	Staff Contracted Through Vendor or BOCES (FTE)
District Technology Leadership	0.00	0.00
Instructional Support	0.00	0.00
Technical Support	1.00	0.00
Totals:	1.00	0.00

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?

Not Applicable

3. Districts are required to post an Instructional Technology Plan on their website. Please provide the URL link as evidence of this requirement.<https://www.willsborocsd.org/district/legal-notices/>

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Instructional Technology Plan - 2026-2029 Instructional Technology Plan**VII. Established Educational Technology Programs**

Page Last Modified: 12/09/2025

VII. Established EdTech 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 | ☐ Digital Equity Initiatives | ☐ Special Education |
| ☐ Advanced Computer Science or Technology Courses | ☐ Digital Fluency | Instruction and Learning with Technology |
| ☐ Artificial Intelligence (AI) | ☐ Engaging School Community through Technology | ☐ STEAM/STEM |
| ☒ Assistive Technology | ☐ Flexible Learning Spaces | ☐ Student Technology Support/Helpdesk |
| ☐ Blended and/or Flipped Classrooms | ☒ Instruction and Learning with Technology | ☐ Virtual/Online Learning |
| ☐ Broadcasting or Podcasting | ☐ Media Literacy | ☐ Other Topic A |
| ☐ Culturally Responsive Instruction with Technology | ☐ OER and Digital Content | ☐ Other Topic B |
| ☐ Digital Citizenship | ☐ Personalized Learning | ☐ Other Topic C |

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