



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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Deputy Commissioner  
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**TO:** District Superintendents  
Superintendents of Public Schools  
Public School Administrators  
Nonpublic School Administrators  
Charter School Administrators

**FROM:** Angélica Infante-Green

1. **Leverage all available funding streams to build and maintain infrastructure that will support increased technology integration.** \$2B is available to schools through the Smart Schools Bond Act to reimburse for expenditures in four categories, two of which relate directly to educational technology (School and Community Connectivity and Learning Technology Equipment). In addition, schools can leverage E-rate funds and other funding streams to ensure that a robust infrastructure and reliable hardware are available for students and teachers. An [Ed Tech Funding Matrix](#) is available to help districts leverage existing state and federal resources.
2. **Engage in comprehensive technology planning.** Per Part 100.12 of Commissioner's Regulations, all districts are required to submit an instructional technology plan. Plans should connect educational technology programs, initiatives, and spending with overall district goals for improving teaching and learning. New three-year instructional technology plans will be due in late 2018. [Updated guidance](#) on technology plans will be posted to the Office of Educational Design and Technology's website in November 2017.
3. **Plan for keyboarding instruction.** Keyboarding is an important skill that allows students to write with fluency. As schools prepare for the transition to the NYS Next Generation English Language Arts Learning Standards, and continue the transition to computer-based testing for 3-8 English Language Arts and