

G R E A T H I G H S C H O O L S M A D E G R E A T E R

GREATER EGG HARBOR
REGIONAL HIGH SCHOOL DISTRICT



Absegami High School



Oakcrest High School



Cedar Creek H.S.

District 2010-2013 Technology Plan



A Vision of Education for the Twenty First Century

**Prepared for:
Greater Egg Harbor Regional High School District Board of Education**

**By:
David M. Berrét**

District Technology Three -Year Plan

July 2010 - June 2013

GREATER EGG HARBOR REGIONAL HIGH SCHOOL DISTRICT

**Steven Ciccariello, Ed.D.
Superintendent of Schools**

**Thomas P. Grossi
Board Secretary/Business Administrator**

**David Berrét
District Supervisor of Technology**

**Margaret Doran
Director of Special Projects**

**Dr. Jeri-Lynn Gatto, Ed.D.
Principal, Absegami**

**Anthony Mongelluzzo
Principal, Oakcrest**

Board of Education

John R. Houck, Sr., President

Margaret Guenther, Vice President

**William Cheatham
Lois Garrison
Vicki Hood
Richard Zappy**

**Carol Houck
Maripat Perone
Robert Ross**

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II. EXECUTIVE SUMMARY

A. Statement of the Goal

To provide an integrated, interdisciplinary, globally connected environment for learning through state-of-the-art technologies and services that support the needs of our students, staff and communities now and for the future.

Using technology changes the way teachers teach. Some use technology in the traditional “teacher-centered” ways, such as drill and practice for mastery of basic skills, or to supplement teacher-controlled activities. Others use technology to support more student-centered approaches to instruction, so that students can conduct their own scientific inquiries and engage in collaborative activities while the teacher assumes the role of facilitator or coach. Technology is particularly suited to this student-centered kind of instruction.

B. District Mission Statement

The goals, objectives and activities of this plan are consistent with the Mission Statement adopted by the Board of Education, which is:

“The mission of the Board shall be to provide each pupil the educational opportunity and support that will enable him or her to develop the skills necessary to function politically, economically and socially as a responsible and contributing citizen in a democratic society. The Board will provide a planned program of learning that incorporates into its curriculum the lessons and experiences, within and without the classroom, needed to allow each pupil to achieve his or her full potential.”

C. District Technology Vision

In keeping with its mission statement, the Greater Egg Harbor Regional High School District is committed to continually improving the educational process of its students by providing the opportunity to actively participate through skillful use of technology in all of its forms. Appropriately integrated technology that empowers staff in every classroom to enhance the instructional practices across the curriculum should contribute to critical thinking, problem solving, collaboration, the creative process, and essential skills for today's education and tomorrow's global job market.

The district is committed to the ongoing development of infrastructure, hardware, software, and quality professional development related to these resources in order to implement all of these efforts successfully within the learning environments of our children. Staff will be able to prepare students to effectively and efficiently communicate, problem solve, and function in the 21st century.

In a student-centered, project-based environment where students are active, purposeful learners they will acquire the skills to compete effectively in the future. To be prepared for active leadership roles in the ever-changing technological society of the 21st century

students must be able to access information, manipulate data, synthesize concepts, communicate intelligently and express ideas through multimedia presentations. They also need to develop lifelong learning practices since technology will continue to reinvent our world.

D. System of Beliefs

In order to clarify the district vision for a technology plan, it became important to identify a consensus regarding basic beliefs, as educators, towards technology and its impact on the entire learning process. These belief statements are consistent with the philosophy of education and the mission of the district.

1. What We Believe

- a. We believe that students need to be able to use a wide variety of technological tools to enhance their future success as students and workers.
- b. We believe that it is imperative to all students to have access to information via technology as a basis for lifelong learning.
- c. We believe that it is essential for all learners, including educators, to process and manage information through the skillful and ethical use of technology, while respecting issues of the personal privacy rights of others.
- d. We believe that skillful use of technology supports the development of process skills such as flexibility, adaptability, critical thinking, problem solving and collaboration, which are essential to success in our rapidly changing information age.
- e. We believe that technology allows us to better serve the diverse learning styles of our students.
- f. We believe that access to technologies, like other learning experiences in our schools, must be provided on an equitable basis and that all students must have opportunities to learn to use technology to the best of their personal ability.

III. TECHNOLOGY OVERVIEW

A. Technology Inventory

The current inventory of computers for each school assists us in the implementation of the technology plan. Comparisons need to be taken into account for the various funding opportunities, the purchasing practices

of each school over the past several years, and the disparity of student population, which will account for some variation in the current status.

1. **Technology Equipment and Networking Capacity**

Currently every faculty member in the district has been issued a laptop for their use in the completion of their job responsibilities. These laptops are configured in such a way as to provide wireless access to network resources, network printers, and the internet. In addition a laptop docking station has been placed in each classroom so as to provide a connection to the television or LCD projector that is installed in each room. Either device can be used to project classroom presentations and instructional videos from the teacher laptop. The laptops are also equipped with DVD-ROM drives to allow the faculty member to play a DVD for his or her class through their laptops.

The district continues to utilize the video streaming systems to display video feeds such as the student run morning TV programs. These can also be used to display on-demand programming for videos stored on the servers in either building.

There are also 28 computer labs between the two high schools. Out of the 28 computer labs 11 are mobile wireless computer labs. These labs are also connected to the network and have Internet access. The labs are utilized throughout the day by both students and faculty. The computers in the labs are some of the newest computers in the district and have a wide range of software installed to help assist instruction for all curricular areas.

Each high school also has a distance-learning lab. The labs are equipped with interactive Smart Boards, wireless laptop computers and video conferencing equipment. The labs have been extremely successfully and have been utilized for numerous programs. The two high schools have shared classes, participated in college classes using the rooms and many other educational programs have been conducted in these labs.

The media centers have kept pace with electronic card catalog systems and on-line indexes of magazine and newspaper articles, full text SIRS resources, full text wire services, and other electronic on-line offerings. The media centers also have 30 computers for access to the district network, Internet access and library services.

TV/Media production is taught in both high schools utilizing the schools TV studios. Students learn to produce video on both sides of the camera. Some of the individual projects and high school programs are aired on the local access TV channels.

Many other uses of technology have been wide spread throughout the district. Teachers use computers with video projectors, scanners, interactive SmartBoards and presentation software. School newspapers and other publications produced with desktop publishing software, teacher-produced projects and WebQuests teaching a variety of topics, and many teachers making extensive use of the Internet and Blackboard are just some other examples of how far reaching technology is incorporated into the daily instructional process.

The district network capabilities offer a wide range of services. The district is committed to maintaining and upgrading the network infrastructure when needed. Each faculty member and district personnel is provided with an e-mail account. Also, students, faculty and staff have network space available to save their work. There are many shared directories on the network for departments to share files and submit lesson plans.

The district has a stable and reliable telecommunication network. All office areas have telephones and access to fax machines. Each school has a main number that is answered by a live person and an automated menu system. Many office areas also have direct lines. Each school has an intercom system reaches every classroom. Also, cell phones are issued to key personnel, with a number of the administrator phones also able to receive their work email through their phone for an additional layer of communication.

2. Technology Inventory Needed to Improve Student Academic Achievement

Technology Equipment and Networking Capacity

Over the next three years the district will continue to maintain the current technology but also expand on services and implement new technologies. The district will continue to work to increase the available network space for safe storage of data, records, and files for students, staff, and administration. In addition, the servers and computers in the district will continue to be upgraded and replaced over the next three years to deal with the increasing requirements being placed on them by the district users and their software. The network infrastructure both wired and wireless will continue to be upgraded as needed to not only maintain its proper function but to be able to handle the increasing bandwidth required for student learning and instruction. The television in each classroom will continue to be phased out and replaced with Interactive Whiteboards with LCDs. The televisions in each classroom have served the district well, however the student learning experiences

that are facilitated by the Interactive Whiteboards necessitate that they be replaced.

The district has continued to be very successful over last six years creating and implementing distance learning programs and activities. To continue this success the district needs to look to not only align the offerings with the current educational needs of the district but also to modernize and upgrade the distance learning equipment in those rooms to maximize their positive educational impact on the students.

The district continues to have excellent media programs. While both schools continue to produce quality programs some of the equipment is starting to become outdated. It is important to continue to support these programs by staying current with related media technology to offer students the best opportunities possible.

Software Used for Curricular Support and Filtering

The district has accumulated numerous software programs since technology has been used in the district. Software is being utilized in all areas of the curriculum to assist in the educational process. There are also many software programs being used to assist teachers with administrative tasks. All faculty, staff, and administration are using the Genesis Student Information System to maintain, input, and track all student relevant information including grades, attendance, and all student records.

The guidance centers at both high schools have been very successful in implementing a program to help students research careers, plan for college, get scholarship information, become more aware as to the level of skills needed for specific occupations, helps students assess skills and identify areas for improvement, and identifies unique and hard-to-find scholarships, as well as transmitting information to the colleges of their choice. They continue to utilize several web based software program to assist students.

Course management and course assessment programs are being used in the district. These types of software have been implemented for several years and have become increasingly invaluable tools for student achievement and instruction.

The district continues to progress forward in providing opportunities for students to learn and use current equipment and technologies for graphics and video editing and creation. Due to the nature of these technologies efforts will have to be made to continue maintain and update this equipment and software.

District technology staff continues to work with staff on a daily basis to fine tune the hardware and software they use in order to maximize its educational value to the students.

During the next three years the district will continue to work to provide a safe, secure, environment for the students, faculty, and staff while enabling them to make the most of the technologies available to them.

Efforts are going to continue to be made to improve and support electronic document management systems in a number of areas both old and new in an effort to continue to increase efficiency and reduce waste. The district will also continue to support and update software that provides students technology skills as well as software that enhances instruction in all content areas.

The district is also going to continue to evaluate all types of open source software in an effort to work within shrinking budgets with rising technology costs.

Technology Maintenance Policy and Plans

The district currently has a detailed computer regulation and policy. These documents outline the proper use for faculty, staff and students for computers. All employees and students must follow these documents when using district computers and services. All faculty members and students also must sign an acceptable use form before they are permitted to use a computer. The form outlines the guidelines for acceptable use. **(The guideline, policy and acceptable use form can be found in Appendix A)**

The district will continue to follow these documents to maintain the current inventory. The district will continue to make changes to these documents as needed.

Telecommunications Services

Over the past three years the district has begun the complex and lengthy process of upgrading and replacing the antiquated phone systems in each building. They are both near end of life, and although they both currently operate reliably, support, replacement parts, and cost optimization is becoming more and more challenging. The district has begun in earnest to take the steps necessary to transition both existing buildings over to a full Voice over IP solution that will not only reduce costs but allow for seamless connectivity with the new high school building. Currently all office areas (business office, board office, district office, main office, guidance office, child study team, supervisors office and

several other areas) have phones and voice mail. Both schools have a switchboard and the service is currently acceptable but functionality is limited by the nature and age of the technology.

In the district office areas the IP phone system has been in place for the past eight years. The system has been very reliable and will continue to be expanded and implemented district wide as a replacement for the existing phone switchboards.

The district has also implemented an auto-dialer program. The program allows the schools to make thousands of calls to inform parents about student attendance and upcoming events. This program has been very reliable and a great communication tool for the district. The program will remain supported by the district.

Cell phones are also available to essential district personnel. These phones will continue to be supported for security and administrative reasons.

Technical Support

Maintaining and supporting technology is a daily issue that requires a great deal of concentration for technology staff and advanced teachers. Currently there is a network administrator, an assistant network administrator and two PC specialists that support both high schools. These four employees are constantly working and resolving problems in classrooms, computer labs and offices. The district has implemented an electronic system for users to report problems. Any problems related to computers, software, phones and fax machines must get reported electronically. This provides better service for the user and automatically keeps a log of repair requests. Also, each department has identified advanced computer users to help other staff members with computer related issues. These teachers mostly focus on assisting with software issues (like Genesis, Blackboard, E-mail, Interactive Whiteboard software, etc). This has been successful in taking some of the burden off of the technical staff.

The district also has a data processing department that consists of a data processing manager, an assistant data processing manager and two data clerks. The data processing department is responsible for managing the student information system and all related data manipulation. This department also is responsible for conducting training programs to ensure the faculty and staff of the district is comfortable when working with the various software programs.

The technology department will continue to service all of the computers in the district while the data processing staff meets the various informational requests. As the district continues to implement new technologies and more computers and printers the demand for more technical support will continue to increase. This will be felt most dramatically when the new high school building opens. While it is difficult for the district to hire additional technical staff the need for more support exists. A great deal of effort will need to be spent on optimizing the roles and responsibilities of the technology department staff so as to increase redundancy and efficiency as much as possible. Over the next three years the district will need to utilize the advance computer users for more support.

Facilities Infrastructure

Technology is present everywhere you turn in the school district. Both high schools have Internet-enabled computers in every classroom, have numerous computer labs, contain libraries equipped with workstations available to connect to the Internet for research and have computer networks for sharing data. The computer labs in the district also are capable of connecting to the network and accessing the Internet. The labs are utilized daily by computer and business classes. They are also available to all students as well as the library for research and to work on projects. The labs also function as training centers for staff development or for adult school classes offered to the community.

Both buildings are maintained and repaired on a regular basis. Oakcrest High School was built in 1960 and Absegami High School was built in 1982. Both buildings have been added on to meet the ever-increasing student population. The most recent addition was to Absegami in 2001. The construction added 16 classrooms and a performing arts center. Both schools are once again reaching maximum capacity and need room for growth. It was for this reason that our third high school was designed and built. Cedar Creek High school will open its doors to students for the first time in the fall of 2010. The electrical and mechanical systems in both existing schools are adequate and are upgraded and repaired as necessary.

All three high schools are equipped with comprehensive security systems. Multiple video cameras are located throughout the schools and each camera is recorded. The video is stored and can be retrieved to playback the video. Access to the buildings is controlled by a card reader system. Faculty ID cards also function as a key to the building.

As the student population continues to grow and equipment keeps rolling in to the high schools it is imperative to keep up with the every growing demands. As needs for additional electric service arise, we have addressed those needs individually and plan to continue in that manner. The district also has recently upgraded all electric panels in the two high schools and has an extensive facilities planning document.

3. **Assistive Technology Inventory Needed to Improve Student Academic Achievement**

The district has an action plan for students for whom assistive technology has been determined to be necessary.

The student's action plan is consistent with program, district and assistive technology guidelines.

- Define a student-centered team which will develop a plan for implementation.
- Identify student and facilitator strategies.
- Identify individual responsibilities, and proposed timelines.
- Identify training needs.
- Identify support personnel needed to assist the student and staff in accomplishing the curriculum goals and activities.

The effective integration of technology into curriculum-oriented efforts requires support and assistance. Assistive technology should be incorporated into the instructional setting in such a way that education is facilitated without calling undue attention to the technology being used, or to its user. It is recommended that an assistive technology strategy bank be developed and maintained to assist educators with examples of methods and ideas.

4. **How educators have access to educational technology in their instructional areas such as using desktops, mobile laptops, and wireless units, PDAs**

Each faculty member in the district has been issued a district laptop for their use during the school year. It has been configured with all needed software and is setup to connect to not only the school's wireless network, but also to their home network if needed. Thus, they are able to utilize their laptop to not only connect wirelessly to the internet but also to the majority of school resources whether they are home or at work.

5. **How administrators have access to technology in their workplace (such as using desktops, mobile laptops, and wireless units, PDAs).**

Each administrator in the district has been issued a district laptop for their use during the school year. It has been configured with all needed software and is setup to connect to not only the school's wireless network, but also to their home network if needed. Thus, they are able to utilize their laptop to not only connect wirelessly to the internet but also to the majority of school resources whether they are home or at work.

Also, a number of the district's administrator have also been supplied with district cell phones that have been configured to not only receive their work email wherever they are but also to access our student information system when they are not near a district computer.

Administrators that have not been issued district cell phones have been issued Cisco Wi-Fi VOIP phones which allow them to place and receive office phone calls from nearly anywhere inside the two high schools building utilizing our wireless LAN.

6. **District Web Site Accessible to All**

Over the years the district has incorporated many features into the district websites in order to increase accessible to all stakeholders. Those features range from making sure that it is viewable on any speed of Internet connection, to making sure the pages are legible if the font size is increased. Also, an effort is made to make certain that the pages do not rely on color to convey information and that text generally accompanies images on the web pages. In addition, the web pages are viewed in different web browsers to make sure that they are accessible. The district will continue to look for new and better ways to make the web sites more informative, accessible, and useful to the community as a whole.

7. **Plan for Replacing Obsolete Computers/Technology**

The district continually purchases and installs new computers throughout the school district. Computer labs are generally kept up to date and the existing computers from the labs are disbursed to the classrooms. Most computers in the labs are replaced after 4 or 5 years to allow for increased memory, speed, and new features. The older computers are rotated into the classrooms to support the

curriculum. These computers may function as a stand-alone computer, which will extend the life of the computer.

Computers will be considered obsolete when they can no longer provide a "basic level of service" to the user. Basic level of service is defined as being able to use efficiently the most current versions of the operating system(s) and software provided through the district network. Basic level of service should also include having direct access to a printer that is located in the general vicinity of each user's office or classroom. Processor speed, memory requirements, and other computer parameters have tended to increase significantly over relatively short periods of time. Consequently, Supervisor of Technology, in consultation with the Board of Education, will annually establish a set of standards (i.e., processor speed, memory and hard drive capacity) to define what is minimally required to deliver basic service. If computer technology continues to develop at its current rate, it is anticipated that computers will have to be replaced or upgraded every four years.

An inventory, listing all computers is maintained by the Supervisor of Technology. The inventory should be updated to include the following information: (1) its location; (2) processor speed; (3) amount of RAM; (4) capacity of hard drive; and (5) date of purchase. At the end of each academic year, the Technology Supervisor should review this database for computers that are obsolete and if they are in need of replacement or can be upgraded and the estimated cost of replacing or upgrading them.

All computers that are replaced and cannot be used as a stand-alone computer should be removed. If a computer is determined to have no useful purpose anywhere in the district, it will be sent out for disposal either by auction or recycling.

B. Cyber Safety

1. Filtering Method

All computers in the district, faculty and student, have filtered access to the Internet. The district currently uses an Internet filtering product from Bluecoat that delivers content and traffic protection from Internet threats. This is used in conjunction with our white-listing software and antivirus software to provide comprehensive protection against the multitude of everyday threats to the integrity of the district network and computers. They also work together to prevent district faculty and students from being exposed to harmful, obscene, or inappropriate sites and content.

The technology department and faculty members work together to adjust filtering program to make sure appropriate sites are being allowed and inappropriate sites are being blocked.

2. Acceptable Use Policies

The district currently has a detailed computer regulation and policy. These documents outline the proper use for faculty, staff and students for computers. All employees and students must follow these documents when using district computers and services. All faculty members and students also must sign an acceptable use form before they are permitted to use a computer. The form outlines the guidelines for acceptable use. **(The guideline, policy and acceptable use form can be found in Appendix A)**

The district will continue to follow these documents to maintain the current inventory. The district will continue to make changes to these documents as needed.

3. Describe the district's Internet Safety Policy that addresses the

- a) Technology protection measure that protects against access through computers with Internet access to visual depictions by adults or minors that are
 - i. obscene; or
 - ii. child pornography; or
 - iii. harmful to minors; and

All computers in the district, faculty and student, have filtered access to the Internet. The district currently uses an Internet filtering product from Bluecoat that delivers content and traffic protection from Internet threats. This is used in conjunction with our white-listing software and antivirus software to provide comprehensive protection against the multitude of everyday threats to the integrity of the district network and computers. They also work together to prevent district faculty and students from being exposed to harmful, obscene, or inappropriate sites and content.

- b) Process for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as required by the Protecting Children in the 21st Century Act.

Teachers in the district advise and instruct students about the details of appropriate online behavior and of the dangers using the Internet both prior to using the computers for class and at the beginning of the school year. They also review the ethics portion of the curriculum with the students. The business and computer teachers stress this more because they are always using the computers and thus have more opportunities to instruct the students regarding these items.

C. Needs Assessment

1. Needs Assessment for Education Technology

In order to facilitate the most complete picture of needs assessment within the district a number of feedback routes were utilized to assess district teacher's needs for Educational Technology. They include but were not limited to feedback through our online document system, the Technology Committee in each building, the Technology Plan Committee, as well as formative assessment of the faculty. All this information was compiled in order to determine the educational needs, prioritize the identified needs of the plan for necessary changes through goals and objectives.

a. Educators' Current Practices in Integrating Technology

Currently, the district educators are using technology in a variety of areas. They use email to communicate on a daily basis both inside the district and out. Various software programs that are used include the Student Information System, online document system, Microsoft Office applications, Interactive Whiteboard applications, streaming video applications, course management and assessment software, anti-plagiarism software, as well as the program for reporting problems with computers and buildings and much more. In addition a dramatic increase in the classroom utilization of Internet based educational resources due to the availability of classroom LCD projectors and interactive whiteboards.

b. Educator's proficiency in the use of technology within the district

Based upon the compiled feedback obtained the majority of the educator's in the district consider themselves to be comfortable and proficient with the majority of the tools available to them. A small percentage feel that they need significant additional training, while an equally small percentage feel they are proficient at the level of instructor with the majority of the technology tools at their disposal.

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Current Educational Environment and Barriers

See chart below:

Descriptors	Current Educational Environment	Barriers
i. Educators are assured access to technology to facilitate technology integration across the curriculum	Each teacher has a computer and projection device available to them in the classroom. Each classroom has Internet and Intranet access.	Technology is constantly changing and because of budget restraints, it is difficult to upgrade our equipment every three years.
ii. Often students have access to technology to support the use of 21 st century skills in their learning environment	Our media centers are equipped with desktop (multimedia) computers, numerous computer labs and laptop labs for teachers to use in their classroom.	Not enough access to computers for the teachers to use, many times our teachers have to sign up for the lab two weeks in advance.
iii. The needs of the educators are evaluated	Through a number of feedback mechanisms, including technology committees, online documentation, and through their supervisors.	Getting teachers to make use of at least one of the many avenues to provide feedback as to their current technology needs.
iv. The needs of the students are evaluated	Through evaluation done by teachers in the classroom.	Getting all of the students to provide accurate feedback to their teachers.
v. Past professional development addressed the staff and students' needs for technology integration	Blackboard training, creating web pages, using WebMail, data analysis, discovering virtual field trips, dynamic Abode PDFs, Integrate training, ClassXP training, intermediate databases, intermediate spreadsheets, word processing, MOS training, TurnItIn.com training, cybercheating, WebQuests, using technology to enhance Algebra instruction, emailing progress reports, wireless lab training	Making time available for teachers to attend the training.
vi. Past professional development for all <u>administrators</u> was provided to further the effective use of technology in the classroom or	Blackboard training, using WebMail, data analysis, discovering virtual field trips, dynamic Abode PDFs,	Making time available for administrators to attend the training.

<p>library media center</p>	<p>Integrate training, ClassXP training, intermediate databases, intermediate spreadsheets, word processing, TurnItIn.com training, cybercheating, WebQuests, using technology to enhance Algebra instruction, emailing progress reports, Student Tracker Training</p>	
<p>vii. Ongoing, sustained professional development was provided in 2009-2010 for all <u>educators</u> to further the effective use of technology in the classroom or library media center</p>	<p>TurnItIn.com, Blackboard training, Smartboard training, Student Tracker training, Webquests, Discovery Education training, Genesis Training, Webpages, PowerPoint, Photoshop, Email training, Impero computer supervision training, Parent Portal training</p>	<p>Making time available for staff to attend the training.</p>
<p>viii. Current ongoing, sustained professional development was provided in 2009-2010 for administrators to further the effective use of technology in the classroom or library media center</p>	<p>TurnItIn.com, Blackboard training, Smartboard training, Student Tracker training, Webquests, Discovery Education training, Genesis Training, Webpages, PowerPoint, Photoshop, Email training, Impero computer supervision training, Parent Portal training</p>	<p>Making time available for administrators to attend the training.</p>
<p>ix. Supports were provided for educators other than professional development</p>	<p>Through ongoing technical support and informal training sessions with Technology staff to help users with daily tasks.</p>	
<p>x. Professional development needs and barriers related to using educational technology as part of instruction have been identified</p>	<p>Through a number of feedback mechanisms, including technology committees, online documentation, through their supervisors as well as meeting regularly with school level and board level technology meetings.</p>	

2. **Needs of the District to Improve Academic Achievement for All Students through the Integration of Technology Across all curricular areas.**

The list below has been prioritized.

- a. Professional development funds to train our staff to support ongoing sustained training, to include substitute pay, teacher stipends and workshop costs.
- b. Purchase the necessary software to support our infrastructure and to keep current with industry standards
- c. Purchase the software needed to support our curriculum.
- d. Teachers are required to post assignments, grades and attendance on-line so parents will be able to check their student's progress. This will require ongoing training and allowing time for teachers to complete this task.
- e. Training and instructional strategies for the use of video streaming technology.
- f. Instruction on current technology hardware, such as mobile labs and electronic probes to increase students' performance levels in the collection of data, interpretation of data, analysis of data to make and support programs.

IV. THREE-YEAR GOALS AND OBJECTIVES

A. History of Goals from 2007-2010 Plan.

1. Goal 1:

All learners and educators will have equitable access to learning opportunities through a wide range of information resources and educational technologies, regardless of economic status, geographic location or special needs.

- This goal has been successful as we have worked to increase the availability of computers, as well as multimedia resources within the district. It is of utmost importance that we continue to make this a priority by exploring ways to provide expanded opportunities for students to access educational technology.

2. Goal 2:

All students will demonstrate competency in technology and information literacy skills identified in the Core Curriculum Content Standards to assist the students to succeed in the workplace of the 21st century.

- The district curriculums as they have been rewritten have been thoroughly interwoven with the technology and information literacy skills that are identified in the CCCS.
- Course management environments have been increasingly used throughout the district to enhance the academic standards in each course.

3. Goal 3:

All educators will have the opportunity and support to develop, maintain and broaden skills in the effective application of educational technology.

- Over the past three years a tremendous amount of effort and energy has been expended to provide comprehensive training for all teachers on the appropriate applications for technology and acceptable use.
- In addition the lines of communication between faculty, staff, and the Technology Department has dramatically improved.

4. Goal 4:

The district will maintain and expand networked applications and digital content to enhance instruction for all students and increase the effectiveness and efficiency of administration.

- The District has continued to make every effort to increase the availability of both networked applications and digital content while still maintaining a safe learning environment for students.
- The increase in digital content allows faculty to make classroom instruction much more relevant to today's student body. It is important that we continue to focus on this area.

5. Goal 5:

Implement a variety of tools to increase staff productivity, assist in the assessment of programs and support the assessment process of student progress.

- The district has continued to be successful in providing productivity tools to continue to increase staff productivity and to assist with not only course management and assessment, but also student data.
- Administrators and staff have continued to use on-line resources to improve communication and collaboration.

6. Goal 6:

The district will provide public access to hardware, software and technology.

- The district operated night school program has continued to utilize district technology and be open to the public.
- The night school programs have been expanded as much as has been possible or practical thus far.

B. Goals and Objectives for 2010-2013

1. Goal 1:

All learners and educators will have equitable access to learning opportunities through a wide range of information resources and educational technologies, regardless of economic status, geographic location or special needs.

1. Objective 1A:

Identify and eliminate barriers to equitable access and use of educational technology.

2. Objective 1B:

Monitor the acquisition and utilization of educational technology so as to minimize disparities and ensure access by all learners and educators.

2. Goal 2:

All students will demonstrate competency in technology and information literacy skills identified in the Core Curriculum Content Standards to assist the students to succeed in the workplace of the 21st century.

1. Objective 2A:

Revise curriculum guides and course outlines, aligned with the Core Curriculum Content Standards which include information literacy and educational technology standards.

2. Objective 2B:

Design learning environments that enhance and challenge students to use information technologies to meet high academic standards.

3. Goal 3:

All educators will have the opportunity and support to develop, maintain and broaden skills in the effective application of educational technology.

1. Objective 3A:

Provide a comprehensive training program for all teachers and support staff on the appropriate applications for technology and acceptable use.

2. Objective 3B:

Increase communication between the Technology Department and the School Technology Committees.

3. Objective 3C:

Provide support and maintenance services for hardware, software, curriculum design, clerical and network applications of technology.

4. **Goal 4:**

The district will maintain and expand networked applications and digital content to enhance instruction for all students and increase the effectiveness and efficiency of administration.

1. Objective 4A:

Continue to ensure that all instructional and administrative areas are networked and accessible to relevant resources and monitor and update computers and related devices as needed.

2. Objective 4B:

Enable students to interact with a variety of effective software, media and web-based technologies that will provide instruction, support and collaborative opportunities as an integral part of the curriculum.

3. Objective 4C:

Continue to maintain, implement and utilize technology equipment, technical support, software and resources to ensure the district maintains current with all relevant technologies.

5. **Goal 5:**

Implement a variety of tools to increase staff productivity, assist in the assessment of programs and support the assessment process of student progress.

1. Objective 5A:

Administrators and staff will utilize on-line resources to assist in assessing student progress.

2. Objective 5B:

Administrators and staff will use information resources to collect, analyze and report data.

3. Objective 5C:

Administrators and staff will use on-line resources to improve communication and collaboration.

6. Goal 6:

The district will provide public access to hardware, software and technology.

1. Objective 6A:

Develop a plan to provide for the public access to the district hardware, software and resources, encouraging participation.

2. Objective 6B:

Establish programs that encourage access to the district technology resources while showcasing many of the excellent programs throughout the district.

V. THREE-YEAR IMPLEMENTATION STRATEGIES/ACTIVITY TABLES

A. Implementation Strategies/Activities That Relate to the Goals and Objectives

- A1. During the next three years, educational technology will be infused into the curriculum through various instructional activities.
- A2. Our school district will review our present curricula and make changes that will include technology.
- A3. Through prescribed rubrics, our students will demonstrate proficiency in using technology, which will promote learning and increased productivity.
- A4. Equitable access for all students will include content software, online resources and databases that will become an integral part of the curriculum. Universal design will be considered to ensure that the needs of students with disabilities will be met.
- A5. All students will have access to the Internet and video conferencing capabilities which will help to foster collaboration, as well as interaction with their peers from all over the world.
- A6. All students will use technology for solving problems that will lead to project-based learning and authentic assessment.

Goal 1: All learners and educators will have equitable access to learning opportunities through a wide range of information resources and educational technologies, regardless of economic status, geographic location or special needs.

Objective 1A: Identify and eliminate barriers to equitable access and use of educational technology.

Objective 1B: Monitor the acquisition and utilization of educational technology so as to minimize disparities and ensure access by all learners and educators.

District Goal and Objective Number	Activity	Timeline	Person Responsible	Person Facilitating Activity (if applicable)	Evaluation
Goal 1 Objective 1A	Review policy on equitable access.	July 2010 To June 2011	Board of Education and Administration	District Supervisor of Technology	Policy in Place has been Reviewed
Objective 1A	Create a committee to identify barriers and recommend strategies to eliminate them.	July 2011 To June 2012	Administration and Supervisors	District Supervisor of Technology	Report of Committee
Objective 1B	Schedule meetings with principals, supervisors and director of technology to discuss hardware and software purchasing.	July 2010 To June 2013	Principals and Director of Technology	District Supervisor of Technology	Report of Meetings
Objective 1B	Revise all curriculum guides and course outlines to include reference to the district equal access policy.	July 2010 To June 2013	Superintendent	District Supervisor of Technology and Supervisors	Curriculum Guides and Documents
Objective 1B	Supervisors will refer to integration of technology practices in the professional evaluation process, Professional Improvement Plans and annual evaluations.	July 2010 To June 2013	Supervisors	Supervisors	PIPs and Annual Evaluations

Goal 2: All students will demonstrate competency in technology and information literacy skills identified in the Core Curriculum Content Standards to assist the students to succeed in the workplace of the 21st century.

Objective 2A: Revise curriculum guides and course outlines, aligned with the Core Curriculum Content Standards which include information literacy and educational technology standards.

Objective 2B: Design learning environments that enhance and challenge students to use information technologies to meet high academic standards.

District Goal and Objective Number	Activity	Timeline	Person Responsible	Person Facilitating Activity (if applicable)	Evaluation
Goal 2 Objective 2A	Students will use technology-based resources to enhance their understanding of skills as required in the Core Content Standards.	July 2010 To June 2013	Supervisors and Teachers	Teachers	Policy in Place and Lesson Plans
Objective 2A	Students will use technology-based resources to develop process skills in all content areas.	July 2010 To June 2013	Supervisors and Teachers	Teachers	Report of Committee, Policy in Place and Lesson Plans
Objective 2A	Students will use technology-based resources to develop strategies for problem-solving, critical and creative thinking.	July 2010 To June 2013	Supervisors and Teachers	Teachers	Report of Meetings, Policy in Place and Lesson Plans
Objective 2A	Students will use computer applications to create high quality products and demonstrate creativity and innovation.	July 2010 To June 2013	Supervisors and Teachers	Teachers	Curriculum Guides, Documents and Student Projects

Objective 2B	Staff will continue to have access to training opportunities so they can be knowledgeable and use technology as a valued part of the educational process.	July 2010 To June 2013	Administration	Administration and Supervisors	Professional Development Plan Goals, ETTC Hours and Local Training Center Participants
Objective 2B	As new technologies are acquired and applications are implemented, staff will examine their potential to shape and enhance the learning and teaching environment.	July 2010 To June 2013	Supervisors and Teachers	Teachers	Professional Development Plan Goals, ETTC Hours and Local Training Center Participants
Objective 2B	Staff will have access to technology at school to improve communications and work efficiency.	July 2010 To June 2013	Administration	District Supervisor of Technology	Available Technology and Training for New Staff

Goal 3: All educators will have the opportunity and support to develop, maintain and broaden skills in the effective application of educational technology.

Objective 3A: Provide a comprehensive training program for all teachers and support staff on the appropriate applications for technology and acceptable use.

Objective 3B: Increase communication between the Technology Department and the School Technology Committees.

Objective 3C: Provide support and maintenance services for hardware, software, curriculum design, clerical and network applications of technology.

District Goal and Objective Number	Activity	Timeline	Person Responsible	Person Facilitating Activity (if applicable)	Evaluation
Goal 3 Objective 3A	Develop a comprehensive training program providing specific applications of technology-infused instruction for each curriculum.	July 2010 To June 2013	Director of Technology and Supervisors	District Supervisor of Technology	List of Resources and Participants from ETTC
Objective 3A	Engage outside resources, such as the ETTC, to provide curriculum-based training opportunities.	July 2010 To June 2013	Administration	High School Level Professional Development Committee Director	List of Resources and Participants
Objective 3A	Provide opportunities in the form of information, demonstrations, technology fairs, workshops, etc. to inform staff of new and emerging technologies.	July 2010 To June 2013	Administration	Administration	List of Resources and Participants and Summer In-Service Participants

Objective 3A	Use a variety of methods, video, manuals, online resources and hands-on training directed to staff relevant to hardware and software.	July 2010 To June 2013	District Supervisor of Technology	District Supervisor of Technology	List of Resources and Participants, Available Online Resources and Manuals
Objective 3B	Continue to conduct school technology committee meetings on a regular basis.	July 2010 To June 2013	District Supervisor of Technology and Administration	District Supervisor of Technology	Schedule of Meetings and Meeting Minutes
Objective 3B	Continue to communicate available programs and upcoming events for distance learning.	July 2010 To June 2013	District Supervisor of Technology and Distance Learning Technician	Distance Learning Technician	Copies of E-Mails and Distance Learning Logs
Objective 3C	Identify and train a technology resource person in each department to assist with implementing and supporting technology.	July 2010 To June 2013	Administration and Principals	District Supervisor of Technology and Technology Committees	Logs of Training
Objective 3C	Continue to provide technical support to repair and troubleshoot hardware and software issues.	July 2010 To June 2013	District Supervisor of Technology	District Supervisor of Technology	Problem Reports from Trouble Trackker

Goal 4: The district will maintain and expand networked applications and digital content to enhance instruction for all students and increase the effectiveness and efficiency of administration.

Objective 4A: Continue to ensure that all instructional and administrative areas are networked and accessible to relevant resources and monitor and update computers and related devices as needed.

Objective 4B: Enable students to interact with a variety of effective software, media and web-based technologies that will provide instruction, support and collaborative opportunities as an integral part of the curriculum.

Objective 4C: Continue to maintain, implement and utilize technology equipment, technical support, software and resources to ensure the district maintains current with all relevant technologies.

District Goal and Objective Number	Activity	Timeline	Person Responsible	Person Facilitating Activity (if applicable)	Evaluation
Goal 4 Objective 4A	Continue to provide support to ensure a secure, reliable network for all staff members and students.	July 2010 To June 2013	District Supervisor of Technology	District Supervisor of Technology	Reliability of Network and Trouble Tracker Reports
Objective 4A	Upgrade and replace outdated technology as needed.	July 2010 To June 2013	District Supervisor of Technology and Administration	District Supervisor of Technology	Log of Replaced Technology and Updated Inventory
Objective 4A	Continue to provide wide area network capabilities throughout the district.	July 2010 To June 2013	District Supervisor of Technology	District Supervisor of Technology	Existence of a Wide Area Network
Objective 4B	Continue to provide on-line resources required for meeting standards.	July 2010 To June 2013	District Supervisor of Technology and Supervisors	Supervisors	Availability of Effective On-Line Resources

Objective 4B	Decentralize technology by bringing the technology to the classroom through mobile labs and video projection.	July 2010 To June 2013	District Supervisor of Technology and Administration	Director of Technology	Decentralization of Technology
Objective 4B	Use staff members to review and evaluate new software to determine effectiveness.	July 2010 To June 2013	Supervisors and Teachers	Teachers	Implementation of Effective Software
Objective 4C	Identify the needs of the district to infuse technology into the curriculum to enhance instruction.	July 2010 To June 2013	District Supervisor of Technology and Supervisors	District Supervisor of Technology	Implementation of Effective Technology
Objective 4C	Continue to make funds available in the budget to replace outdated technology	July 2010 To June 2013	Board of Education and Administration	Board of Education	Available Funds

Goal 5: Implement a variety of tools to increase staff productivity, assist in the assessment of programs and support the assessment process of student progress.

Objective 5A: Administrators and staff will utilize on-line resources to assist in assessing student progress.

Objective 5B: Administrators and staff will use information resources to collect, analyze and report data.

Objective 5C: Administrators and staff will use on-line resources to improve communication and collaboration.

District Goal and Objective Number	Activity	Timeline	Person Responsible	Person Facilitating Activity (if applicable)	Evaluation
Goal 5 Objective 5A	Continue to provide support and training on Genesis Student Information System for teachers and administrators.	July 2010 To June 2013	District Supervisor of Technology	District Supervisor of Technology	List of Resources and Participants
Objective 5A	Provide professional development opportunities for new faculty members prior to the opening of school.	July 2010 To June 2013	District Supervisor of Technology and Administration	District Supervisor of Technology	List of Resources and Participants
Objective 5B	Provide professional development opportunities for administrators and staff on Genesis Student Information System regarding the analysis of data.	July 2010 To June 2013	District Supervisor of Technology	District Supervisor of Technology	List of Resources and Participants
Objective 5B	Utilize available resources in the district to help assess student progress.	July 2010 To June 2013	District Supervisor of Technology and Supervisors	Supervisors	Number of Data Driven Progress Reports

Objective 5C	Support on-line Genesis Parent Portal to facilitate communication with staff and parents about student progress and assignments.	July 2010 To June 2013	District Supervisor of Technology and Administration	District Supervisor of Technology	Implementation of On-Line Genesis Parent Portal
Objective 5B	Maintain a software program to utilize electronic forms and digital signatures.	July 2010 To June 2013	Supervisors and Teachers	Teachers	Implementation of Effective Software

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Goal 6: The district will provide public access to hardware, software and technology.

Objective 6A: Develop a plan to provide for the public access to the district hardware, software and resources, encouraging participation.

Objective 6B: Establish programs that encourage access to the district technology resources while showcasing many of the excellent programs throughout the district.

District Goal and Objective Number	Activity	Timeline	Person Responsible	Person Facilitating Activity (if applicable)	Evaluation
Goal 6 Objective 6A	Provide activities and events that allow access to the district's technology resources to the public.	July 2010 To June 2013	Board of Education and Administration	District Supervisor of Technology	List of Resources and Participants
Objective 6A	Make the distance learning labs available to local businesses and community groups for video conferencing.	July 2010 To June 2013	Board of Education and Administration	District Supervisor of Technology	List of Resources and Participants
Objective 6B	Develop more opportunities to showcase the many excellent district programs and resources related to technology.	July 2010 To June 2013	Director of Technology and Supervisors	District Supervisor of Technology	List of Resources and Participants
Objective 6B	Publish the latest news and events related to technology in the district newsletter and on the public access channels.	July 2010 To June 2013	Director of Technology and Supervisors	District Supervisor of Technology	Number of Published Articles and Programs

B. Develop strategies to ensure that the technology plan addresses the use of technology, including assistive technology, to support 21st century learning communities.

- B1. All students will have the opportunity to use technology to achieve the New Jersey Core Content Standards and will have access to all the district student resources in the classroom, the media center and any other technology access area (for students) that is located throughout the school. Universal design standards will be considered to assure equal access for all, including students with disabilities. Equitable access for all students will include content software, online resources and databases that will become an integral part of the curriculum.
- B2. Use methods and strategies for teaching concepts and skills that support integration of technology productivity tools.
- B3. Use and apply major research findings and trends related to the use of technology in education to support integration throughout the curriculum.
- B4. Use methods and strategies for teaching concepts and skills that support integration of research tools.
- B5. Use methods and strategies for teaching concepts and skills that support the use of media-base tools such as television, audio, print media and graphics.
- B6. The Greater Egg Harbor Regional High School District has a distance-learning program that provides activities for all students.
- B7. The Greater Egg Harbor Regional High School District has at least one computer in every classroom and has numerous computer labs and mobile labs that are accessible to all students.
- B8. Use methods and classroom management strategies for teaching technology concepts and skills in individual, small group, classroom and/or lab settings.
- B9. Use methods for teaching concepts and skills that support use of web-based and non web-based authoring tools in a school environment.
- B10. Use methods and strategies for teaching concepts and skills that support integration of problem solving/decision-making tools.

B11. Continue relationship with New Jersey's Educational Technology Training Centers to ensure high quality technology professional development.

C. Provide details of the process for meeting the NCLB requirement that all students be technologically literate by the end of grade eight.

The Greater Egg Harbor Regional High School District is a 9-12 school district.

D. Identify specific telecommunication and information technologies and any other specific resources that are useful to reach the stated goal.

D1. The Greater Egg Harbor Regional High School District currently has two video conferencing units that are located in our high schools, and two distant learning centers. Each high school also has its own technology training programs and computer labs. Starting in the fall of 2010, that those numbers will each increase to three with the addition of our new high school.

D2. Our computers are connected through a high-speed network gigabit backbone.

D3. Our video conferencing equipment is connected through an IP connection, as well as through our phone lines, via ISDN. The Greater Egg Harbor Regional High School District has the capability of providing a bridge so more than one school can connect.

D4. Locating, selecting, capturing and integrating video and digital images in varying formats for use in presentations, publications and/or other products.

D5. The Greater Egg Harbor Regional High School District uses specific-purpose electronic devices (such as graphing calculators) in content areas.

D6. The use of instructional design principals to develop multimedia projects to support personal and professional development.

D7. The use of technology to communicate and collaborate with peers, parents and the larger community in order to nurture student learning.

- D8. The district maintains web sites that communicate between school and community.
- D9. The district will continue to identify, classify and recommend adaptive/assistive hardware and software for students and teachers with special needs and assist in procurement and implementation.
- D10. The district maintains an automated dialing system to communicate between school and community.

VI. FUNDING PLAN

A. Anticipated Costs

Over the next three years of our technology plan, we will be addressing ways to best optimize and improve the infrastructural makeup of our two older high schools to bring them up to the functional level of our new high school. The previous technology plans addressed upgrading the infrastructure. The district successfully installed new switches and servers and now runs voice, video and data on the network. This is still an ongoing process as the lines between data and voice continue to blur. In order to maximize the educational effectiveness of all areas we will need to continue to work to update and replace the voice, data, and computer equipment in a number of areas in both Oakcrest and Absegami.

Over the next three years the district will need to continue to focus on purchasing and integrating hardware and software that can enhance the educational process in each classroom. The district will also work to continue to increase access to computers for all district students. Distance Learning will continue to be funded and supported in order to facilitate not only student learning but district professional development as well. The distance learning equipment in our two older buildings is nearing end of life and funds will need to be spent to update and modernize it.

The district will continue to work within the annual school budget for technology when acquiring equipment and software. The district also utilizes various funding source to help with the expenses. The district will utilize Perkins, Title II, local professional development funding, ETTC and NCLB resources when appropriate.

Supporting Resources	JULY 2010 To JUNE 2011	JULY 2011 To JUNE 2012	JULY 2012 To JUNE 2013
	PROJECTED COSTS	PROJECTED COSTS	PROJECTED COSTS
Network Upgrades	\$50,000.00	\$50,000.00	\$50,000.00
Computer Replacement Strategy	\$175,000.00	\$175,000.00	\$175,000.00
Data Wiring	\$25,000.00	\$25,000.00	\$25,000.00
Distance Learning	\$12,000.00	\$12,000.00	\$12,000.00
Computer License Fees	\$105,000.00	\$105,000.00	\$105,000.00
Telephone Replacement	\$10,000.00	\$25,000.00	\$7,000.00
Software Purchase	\$120,000.00	\$120,000.00	\$120,000.00
Library Software	\$30,000.00	\$30,000.00	\$30,000.00
Telecommunication/ISP Fees	\$80,000.00	\$80,000.00	\$80,000.00

B. Funding Sources

Funding Source	DESCRIBE FOR 2010-2011	DESCRIBE FOR 2011-2012	DESCRIBE FOR 2012-2013
Carl D. Perkins State Funding	Technology services, student desktops and laptops, peripherals, printers and supplies, scanners, client licenses, instructional material, MCAS training and testing for teachers and students, vocational testing software and prep software for vocational testing	Technology services, student desktops and laptops, peripherals, printers and supplies, scanners, client licenses, instructional material, MCAS training and testing for teachers and students, vocational testing software and prep software for vocational testing	Technology services, student desktops and laptops, peripherals, printers and supplies, scanners, client licenses, instructional material, MCAS training and testing for teachers and students, vocational testing software and prep software for vocational testing
Local Professional Development Funding	Professional development and training, 2 day math/science/special ed workshop to ensure faculty knows how to utilize technology	Professional development and training, 2 day math/science/special ed workshop to ensure faculty knows how to utilize technology	Professional development and training, 2 day math/science/special ed workshop to ensure faculty knows how to utilize technology
Local Funds	Used across the curriculum to support the network infrastructure, hardware, software, online resources, streaming video and instructional material	Used across the curriculum to support the network infrastructure, hardware, software, online resources, streaming video and instructional material	Used across the curriculum to support the network infrastructure, hardware, software, online resources, streaming video and instructional material
E-Rate Federal Funding	Telecommunications and Internet	Telecommunications and Internet	Telecommunications and Internet
Title II Funding	Professional development targeted for math and science teachers, new and non-tenured workshops in August and 1 full day all faculty workshop	Professional development targeted for math and science teachers, new and non-tenured workshops in August and 1 full day all faculty workshop	Professional development targeted for math and science teachers, new and non-tenured workshops in August and 1 full day all faculty workshop
ETTC Funding	Professional development and training for all teachers	Professional development and training for all teachers	Professional development and training for all teachers

C. Funding Sources

See Appendix for copy of board approval.

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VII. PROFESSIONAL DEVELOPMENT

- A. Provide the name and title of the person responsible for coordinating the professional development activities as stated in the district's professional development plan and noted in this plan.**

David Berrét., District Supervisor of Technology - GEHRHSD
Brenda Callaghan – Absegami High School

- B. Describe planned professional development activities for teachers, administrators and school library media personnel that include:**

1. How ongoing sustained professional development for all administrators will be provided to further the effective use of technology in all learning environments.
 - a. Every administrator has a desktop workstation or a laptop computer.
 - b. Several administrators have been issued PDAs
 - c. A large portion of the administration in the district has access to their work email via their district cell phones.
2. How ongoing, sustained professional development for all educators will be provided that furthers the effective use of technology, models 21st century skills and demonstrates global outreach and collaboration in the classroom or library media center.
 - a. Each classroom teacher has access to a laptop assigned specifically to them which can connect to a television or an LCD in each classroom.
 - b. Teachers have access to interactive SmartBoards and ENO boards.
 - c. Our media centers have 30 multimedia desktop computers.
 - d. Teachers have access to numerous computer labs and wireless computer labs.
 - e. Teachers can access any faculty computer to check email and work on productivity activities.
 - f. Teachers and library media personnel have access to various sources of digital media.

3. How ongoing, sustained professional development for all administrators will be provided to further the effective use of technology in the classroom or library media center.
 - a. Numerous technology related training sessions are provided throughout the school year for administrators.
 - b. The school administrators will continue to attend and participate in technology training sessions on the effective use of technology.
 - c. Professional development opportunities for administrators will be provided at in-district workshops by technology staff and by attending workshops at the ETTC.
4. How ongoing, sustained professional development for all staff will be provided to further the effective use of technology in the classroom or library media center.
 - a. Professional development days contain several technology training sessions.
 - b. The local ETTC is utilized throughout the school year to assist with technology training.
 - c. The technology department is constantly helping individuals one-on-one and provide numerous technology training sessions during the school year.
 - d. Each department area has advanced users who assist others when needed.
5. The professional development opportunities and resources that exist for technical staff.
 - a. The technology staff utilize webinars when available.
 - b. When funding is available the technology staff attend formal training sessions.
 - c. The technology staff attend local ETTC training session when available.
6. How professional development is provided to all staff on the application of assistive technologies to support all students in their learning.
 - a. An action plan will be developed for a student for whom assistive technology has been determined to be necessary.
 - b. The student's action plan should be consistent with program, district and assistive technology guidelines.

- c. Teachers and support staff will be trained in using assistive technology.

C. Based on educators' proficiency and identified needs for professional development, describe only the ongoing, sustained high-quality professional development opportunities planned for 2010-2011 as it relates to the infusion of technology into the curricular process. Include a description of in-class support, such as coaching, that is used to ensure effective use of technology to improve learning. Also, include a description of the involvement of all partners associated with professional development for the district.

Educators' proficiency/ Identified Need	Ongoing, sustained, high-quality professional development planned for 2010-2011	Support
Integrating adaptive devices in the classroom.	A technology training course on integrating adaptive devices in the classroom will be offered.	Ongoing training and support will be provided to ensure successful implementation of adaptive devices. The district will stay current on what types of devices are available and utilized outside training, like ETTC when needed.
Utilizing existing course management program.	A technology training course on utilizing Blackboard or other Course Management Software to enhance communication with existing courses.	Ongoing training and support will be provided to help teachers learn and fully utilize Course Management Software programs in each class. Outside training will be utilized, like ETTC, when needed.
Integrating Interactive Whiteboards into the classroom environment	A technology training course on integrating Interactive Whiteboards in the classroom will be offered.	Ongoing training and support will be provided to help teachers learn and fully utilize their Smartboards and Eno boards in each class. Outside training will be utilized, like ETTC, when needed.
Data analysis for Math, Science, Special Ed, and English teachers as it relates to the HSPA test results.	A technology training course on analyzing data for Math, Science, Special Ed, and English teachers.	Ongoing training and support will be provided to assist faculty and staff analyze various data related to the HSPA and their student's performance in various areas as it relates to the curriculum.
Genesis Training	A number of technology training courses on utilizing the Student Information System for grading, student records, and data analysis.	Ongoing training and support will be provided to ensure all teachers can successfully use the Genesis Student Information System.
Cybercheating	A technology training course on identifying cybercheating will be offered.	Ongoing training and support will be provided to ensure faculty and staff members can use TurnItIn.com as one way to help identify cybercheating.
WebQuests in the classroom	A technology training course covering WebQuests will be offered.	Ongoing training and support will be provided to expose faculty members to WebQuests. Outside training organizations, like ETTC, will be used when needed.

D. Identify the financial and time resources to keep staff current in learning about new technologies.

1. Our professional development and newly acquired technology will be dependent upon our district's ability to secure funding from our local budget and from NCLB funding allocation.

- a. Professional development funds to train our staff to support ongoing sustained training, to include substitute pay, teacher stipends and workshop costs.
- b. Purchase the necessary software to support our infrastructure and to keep current with industry standards
- c. Purchase the software needed to support our curriculum.
- d. Training and instructional strategies for the use of video streaming technology.
- e. Instruction on current technology hardware, such as mobile labs and electronic probes to increase students' performance levels in the collection of data, interpretation of data, analysis of data to make and support programs.

E. Project professional development activities that will continue to support identified needs through 2013, including all partners.

As our district needs evolve and change over the next three years, our district is committed to train all necessary personnel.

1. The district will continue to train all staff members on data analysis. The district has identified that data driven decisions is needed to help improve student achievement. The district will provide data analysis workshops focusing on Mathematics, Social Studies, Special Education and English. The district will utilize district personnel and the ETTC to provide training.
2. The district will also continue to provide training on software that is used in the district. It is important that the district can fully utilize all available resources to improve the educational process. The district will offer professional development on the Microsoft Office Suite, presentation programs, data banks and instructional software. The district will utilize district personnel, the ETTC to provide training and appropriate software vendors.
3. The district will also continue to provide training on hardware that is used in the district. It is important that the district can fully utilize all

available resources to improve the educational process. The district will offer professional development on the appropriate use of computers and laptops. Training will also be available for Smart Boards, digital cameras, scanners and many other technical devices used to assist with instruction. The district will utilize district personnel, the ETTC to provide training and appropriate software vendors.

4. The district also needs to provide professional development on Internet use. Training for Internet use will revolve around how to effectively research accurate information and educate staff on proper ethics when using the Internet. The district will utilize district personnel and the ETTC to provide training.
5. Technology workshops also need to be available for the maintenance of student records. The district has available resources to record and maintain all student information and it is imperative that all staff has a strong understanding how to use these resources. The district will utilize district personnel to provide training.
6. The district provides various opportunities for staff members to receive training related to technology.
 - a. **In-service Days**
Technology training is provided to staff according to their needs.
 - b. **Out-of-District Workshops**
Technology training sessions offered during County In-service days, along with course offerings at the Southern Regional ETTC and institutions of higher education will continue to be posed. These resources continue to provide training opportunities on the effective use of technology integration of the State Core Curriculum Standards within the classroom.
 - c. **Annual Technology Conferences**
The district administrators will continue to attend annual technology conferences to provide information on the latest technology trends and issues.
 - d. **After School Technology Training**
Technology training programs offered in the district are held after school by the Technology Department to instruct all staff on the proper use of district resources.
 - e. **Tuition Reimbursement**
Teachers who desire to take a college course in

technology that relates to their area of employment will be reimbursed by the district for the tuition (according to contract).

VIII. EVALUATION PLAN

The Technology Committee will be responsible for monitoring and evaluating the progress of the Technology Plan. In order to do so, the committee will meet at least three times a school year, at the beginning of school, in mid-year, and at the end of the year to assess the implementation of the Technology Plan. The evaluation must focus also focus on how effectively telecommunication services on improving the instruction process in the district.

1. Reassess goals and activities of the Technology Plan in order to ensure that it reflects the current situation
2. Review and update inventory of equipment and software.
3. Assess the progress of staff development with regard to faculty and student computer literacy.
4. Assess access to telecommunication services and the service that is being provided.
5. Assess the degree to which technology has been integrated into normal classroom teaching.
6. Assess the degree to which technology has enhanced communication between the school and the community.
7. Assess the district's progress toward revising instructional guidelines, revising graduation requirements, and developing a district-wide technology plan.
8. Assess the students' technology needs, technology access and technology knowledge.
9. Assess student achievement related to the Core Content Standards and their ability to succeed in the workplace of the 21st century.
10. Assess annual the district technology budget to ensure adequate funds are available to meet the goals of the district.

APPENDIX – A

Greater Egg Harbor Regional High School District Staff Acceptable Use Agreement

Introduction

Computer information systems and networks are an integral part of education and business at the Greater Egg Harbor Regional High School District. The district has made a substantial investment in human and financial resources to create these systems.

The enclosed guidelines and directives have been established in order to:

- Enhance the educational process.
- Protect this investment.
- Safeguard the information contained within these systems.
- Increase the efficiency of the business operations.

Violations

Violations may result in disciplinary action in accordance with district procedures. Failure to observe these guidelines may result in disciplinary action by the district depending upon the type and severity of the violation, whether it causes any liability or loss to the district, and/or the presence of any repeated violation(s).

Administration

The superintendent is responsible for the administration of this agreement.

Contents

The topics covered in this document include:

- Statement of responsibility
- The Internet and e-mail
- Computer viruses
- Access codes and passwords
- Physical security
- Copyrights and license agreements
- Reporting problems
- Classroom computers
- Lab computers
- Network availability

Statement of responsibility

General responsibilities pertaining to this policy are set forth in this section. The following sections list additional specific responsibilities.

Supervisor responsibilities

Supervisors must:

- Ensure that all appropriate personnel are aware of and comply with this policy.
- Create appropriate performance standards, control practices, and procedures designed to provide reasonable assurance that all employees observe this policy.

IT manager responsibilities

The IT manager must:

- Develop and maintain written standards and procedures necessary to ensure implementation of and compliance with these policy directives.
- Provide appropriate support and guidance to assist employees to fulfill their responsibilities under this directive.

The Internet and e-mail

The Internet is a very large, publicly accessible network that has millions of connected users and organizations worldwide. One popular feature of the Internet is e-mail.

Access to the Internet is provided to employees for the benefit of the district and its students to improve the educational process. Employees are able to connect to a variety of educational information resources around the world.

Conversely, the Internet is also replete with risks and inappropriate material. To ensure that all employees are responsible and productive, the following guidelines have been established regarding the usage of the Internet and e-mail.

Acceptable use

Employees using the Internet are representing the district, therefore responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Examples of acceptable use are:

- Using Web browsers to obtain educational information from commercial Web sites.
- Accessing databases for information as needed.
- Using e-mail for business contacts.

Unacceptable use

Employees must not use the Internet for purposes that are illegal, unethical, harmful to the district, or nonproductive. Examples of unacceptable use are:

- Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.
- Conducting a personal business using company resources.
- Transmitting any content that is offensive, harassing, or fraudulent.

Downloads

Downloading from the Internet has been restricted from every computer in the district. Any download request must be sent through TroubleTrakker. This is to ensure that the computer can handle what is being downloaded and to eliminate any unnecessary problems. The ability to open and read text files from the Internet is still available.

Employee responsibilities

Any employee who uses the Internet or le-mail shall:

- Ensure that all communications are for professional reasons and that they do not interfere with his/her productivity.
- Be responsible for the content of all text, audio, or images that (s)he places or sends over the Internet. All communications should have the employee's name attached.
- Not transmit copyrighted materials without permission.
- Know and abide by all applicable district policies dealing with security and confidentiality of district records.
- Run a virus scan on any executable file(s) received through the Internet.
- Avoid transmission of nonpublic student information. If it is necessary to transmit nonpublic information, employees are required to take steps reasonably intended to ensure that information is delivered to the proper person who is authorized to receive such information for a legitimate use.

Copyrights

Employees using the Internet are not permitted to copy, transfer, rename, add, or delete information or programs belonging to others unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by the district and/or legal action by the copyright owner.

Monitoring

All messages created, sent, or retrieved over the Internet are the property of the district and *may be regarded as public information*. The district reserves the right to access the contents of any messages sent over its facilities.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. **This means don't put anything into your e-mail messages that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law.**

Computer viruses

Computer viruses are programs designed to make unauthorized changes to programs and data. Therefore, viruses can cause destruction of district resources.

Background

It is important to know that:

- Computer viruses are much easier to prevent than to cure.
- Defenses against computer viruses include protection against unauthorized access to computer systems, using only trusted sources for data and programs, and maintaining virus-scanning software.

IT responsibilities

IT shall:

- Install and maintain appropriate antivirus software on all computers.
- Respond to all virus attacks, destroy any virus detected, and document each incident.

Employee responsibilities

These directives apply to all employees:

- Employees shall not knowingly introduce a computer virus into company computers.
- Employees shall not load diskettes, CDs, or Flash storage drives of unknown origin.
- Incoming files shall be scanned for viruses before they are read.
- Any associate who suspects that his/her workstation has been infected by a virus shall IMMEDIATELY POWER OFF the workstation and call the IS manager.

Access codes and passwords

The confidentiality and integrity of data stored on the district computer systems must be protected by access controls to ensure that only authorized employees have access. This access shall be restricted to only those capabilities that are appropriate to each employee's job duties.

Passwords are issued to assist in securing the network and the information that is stored and shared within the school district's computer system. Faculty and staff are responsible for maintaining their passwords. For the majority of staff and faculty there are three different passwords that must be maintained. They are:

- Windows Network Login
- Genesis (Student Information System)
- K12 Email System

Each password should be unique and be changed on a regular basis. Passwords must also be at least **10** characters in length and should not be your name. Passwords should not be left where someone can find them. You may be prompted to change your password at different times. Please keep in mind that K12 will not remind you to change your password, however, it should still be changed periodically.

Passwords are only issued to district employees. Substitute teachers and other individuals who work in the building from time to time are prohibited from accessing the district's computer network. Substitutes who are hired on a long-term basis will be issued computer accounts if that individual is recognized by the Board of Education as an employee and the administration deems it necessary.

Our student information system (Genesis) is web based, so it is particularly important for each staff and faculty member to safeguard their passwords to it to prevent third parties from accessing the system from remote locations.

IT responsibilities

- The administration of access controls to all district computer systems.
- Will process adds, deletions, and changes upon receipt of a written request from the end user's building principal.

Employee responsibilities

Each employee:

- Shall be responsible for all computer transactions that are made with his/her User ID and password.
- Shall not disclose passwords to others. Passwords must be changed immediately if it is suspected that they may have become known to others. Passwords should not be recorded where they may be easily obtained.
- Will change passwords at least once every 40 days.
- Must use passwords that will not be easily guessed by others.
- Must log out when leaving a workstation for an extended period.

Principal's responsibility

Principals should notify the IT manager promptly whenever an employee leaves the district or transfers to another school so that his/her access can be revoked. Involuntary terminations must be reported concurrent with the termination. Principals are also responsible for informing the IT manager of new employees so the appropriate accounts can be created.

Physical security

It is district policy to protect computer hardware, software, data, and documentation from misuse, theft, unauthorized access, and environmental hazards.

Employee responsibilities

The directives below apply to all employees:

- Storage media such as flash drives, DVDs, CDs, and diskettes should be stored out of sight when not in use. If they contain highly sensitive or confidential data, they must be locked up.
- Storage media should be kept away from environmental hazards such as heat, direct sunlight, and magnetic fields.
- Critical computer equipment, e.g., file servers, must be protected by an uninterruptible power supply (UPS). Other computer equipment should be protected by a surge protector.
- Environmental hazards to hardware such as food, smoke, liquids, high or low humidity, and extreme heat or cold should be avoided.
- Since the IT manager is responsible for all equipment installations, disconnections, modifications, and relocations, employees are not to perform these activities. This does not apply to temporary moves of portable computers for which an initial connection has been set up by IT.
- Employees shall not take shared portable equipment such as laptop computers out of the school without the informed consent of their department supervisor. Informed consent means that the supervisor knows what equipment is leaving, what data is on it, and for what purpose it will be used. If a faculty or staff member has been assigned a laptop as part of the faculty laptop initiative then it is understood that they will follow all of the district computer use guidelines even when not on school grounds.
- Employees should exercise care to safeguard the valuable electronic equipment assigned to them. Employees who neglect this duty may be accountable for any loss or damage that may result.

Copyrights and license agreements

It is district policy to comply with all laws regarding intellectual property.

Legal reference

The district and its employees are legally bound to comply with the Federal Copyright Act (Title 17 of the U. S. Code) and all proprietary software license agreements. Noncompliance can expose the district and the responsible employee(s) to civil and/or criminal penalties.

Scope

This directive applies to all software that is owned by the district, licensed to the district, or developed using district resources by employees or vendors.

IT responsibilities

The IT manager will:

- Maintain records of software licenses owned by the district.
- Periodically (at least annually) scan company computers to verify that only authorized software is installed.

Employee responsibilities

Employees shall not:

- Install software unless authorized by IT. Only software that is licensed to or owned by the company is to be installed on company computers.
- Copy software unless authorized by IT.
- Download software unless authorized by IT.

Civil penalties

- Violations of copyright law expose the company and the responsible employee(s) to the following civil penalties:
- Liability for damages suffered by the copyright owner.
- Profits that are attributable to the copying.
- Fines up to \$100,000 for each illegal copy.

Criminal penalties

- Violations of copyright law that are committed “willfully and for purposes of commercial advantage or private financial gain (Title 18 Section 2319(b)),” expose the company and the employee(s) responsible to the following criminal penalties:
- Fines up to \$250,000 for each illegal copy.
- Jail terms of up to five years.

Reporting problems

Any technical problems regarding a computer or printer must be reported through TroubleTrakker. If you cannot access TroubleTrakker at the computer in your room, you can either see your supervisor, go to another computer or ask a co-worker to report the problem. This process is extremely important in aiding the Technology department in prioritizing and solving district technology problems in a timely and effective manner. Do not submit a second TroubleTrakker ticket for an existing problem. Technical problems will not be handled properly unless received through TroubleTrakker, therefore do not stop a technician in the hallway or call in problems.

Classroom/office computers

Classroom/office computers are district property and are assigned to specific classrooms/offices. They are to be utilized as instructional aides and to assist with administrative tasks such as grading and attendance. Students are permitted to use those computers as long as there is constant faculty supervision. Computers should never be moved from the classroom or office area. Computers are to stay in their assigned classroom even if the teacher’s room assignment should be changed.

Lab computers

Computer labs (both stationary and mobile) are the primary computers for student use. Every student has a unique student ID number and password assigned to them. Faculty and staff accounts will not work in the computer labs because of steps taken to increase the security of the computer network.

IT Responsibility

- Install and maintain appropriate software on all computers.
- Respond to any hardware or software problems with the computers.

Supervisor Responsibility

- Maintain a schedule of the availability of the computer labs.
- Ensure that all appropriate personnel are aware of and comply with this policy.

Employee Responsibility

- It is the teacher's responsibility to assure that no food or drink is brought into the vicinity of any district computer lab.
- Submit a lesson plan (brief description of activity) at least two days in advance, but no more than 2 weeks in advance, for evaluation and approval by supervisor.
- Provide a seating chart for students. For mobile labs each student should be assigned a specific laptop.
- Sign-up for the room you want to use and include the number of students you believe will be participating.
- Provide a list of any special equipment needed.
- Teachers must provide paper needed for the room.
- All teachers must be in the lab with students at all times.
- If absent, provide alternative plans for substitute other than going to the computer lab.
- For mobile lab use appropriate time should be allotted in each lesson to handout and collect the laptops and examine them for damage and vandalism. The laptops should be signed out by each student and distributed by the teacher in the beginning of class and then signed back in and collected by the teacher at the conclusion of the lesson. At no time should students be in charge of the dissemination and collection of the laptops, it is the sole responsibility of the faculty member who has signed out the mobile lap. Any faculty member unable to follow these guidelines may have his/her mobile lab privileges revoked.
- Faculty should check all equipment before and after student use and notify the Technology Dept and their supervisor immediately if any damage has occurred. If the damage is the direct result of malicious student behavior the responsible student should be identified and disciplined in accordance with district policy. Some of the items to look for are as follows:
 - Check computer for any indication of graffiti.
 - Check for any visible damage to the computer screen.
 - Check for damage to the keyboard & mouse.

Network availability

The availability of the network is as follows:

Monday - Friday 6:00 AM - 10:00 PM

Saturday & Sunday 6:00 AM - 10:00 PM

The network is also available on holidays. *The network will be unavailable during scheduled outages for maintenance.

Faculty Laptops

As part of the faculty laptop initiative laptops have been assigned to all teachers for their professional use. By signing the acceptable usage agreement each teacher accepts personal responsibility for their assigned laptop. The assigned laptops will be distributed at the beginning of the school year and will be regarded to be returned at its conclusion. The laptop should always be secured regardless of where it has been utilized. If a teacher is unable to properly secure their assigned laptop his/her computer privileges may be revoked by the technology department. At no time should unsupervised students, teacher aides, or substitute teachers make use of a faculty member's assigned laptop for any reason. For all other items the agreement for the use of laptops follows the same guidelines as district computers as stated in this agreement.

IT responsibilities

- Install and maintain appropriate software on all laptops.
- Respond to any hardware or software issues with the laptops.
- Maintain records of sign outs and damage reports.

Supervisor responsibility

- Submit initial request for faculty member to sign out the laptop.
- Ensure that all appropriate personnel are aware of and comply with this agreement.

Employee responsibility

- Follow the proper procedures for signing out a laptop.
- Return the laptop in the same condition it was in when it was signed out.
- Follow district policy pertaining to computers.

Exclusive use prohibited

Although the computers have been purchased by departments using department budget allocations, this does not give the departments, which submitted the requisition, the right to exclusive use of the equipment. All equipment is district property and must be made available to all instructional areas.

Inventory management

Management of the computer inventory is very difficult because there are so many components to the systems, which are small and easy to carry. Further, when a drive or monitor goes out, it is relatively simple to move a unit from another system and get the defective system operational. This creates confusion and has resulted in many problems. Everyone using the computer systems must

be aware of the difficulty and make every effort to maintain the integrity of the inventory. Computers and computer peripherals (printers, scanners, etc.) must not be moved from their location. All computers and computer equipment are inventoried by their location within the district. Supervisors may request to move computers, but all relocations must be approved by the IS department.

IS Responsibility

Maintain an accurate inventory of all computers and computer equipment.

Supervisors Responsibility

- Submit requests for any necessary relocations to the IS department.
- Ensure that all appropriate personnel do not move computers or computer equipment.

Employee Responsibility

Do not move any computers or computer related equipment.

Personal Computers and Peripherals

This section addresses the issue of staff bringing personal computers, peripherals and software to school. While the school district does not expressly prohibit the use of personal computers, the school district does not permit the use of personal peripherals and software connected to our network or to our district computers.

Personal Computers

Any computer that is not district property will not be supported by the school district. These computers are not permitted to connect the network, run district owned programs or use district owned peripherals like printers, scanners or LCD projectors. The technology department cannot support these computers in any capacity; the district will not be responsible for any personal computer or equipment that is stolen or damaged.

Personal Peripherals

Faculty and staff are not permitted to bring any computer peripherals to connect to district owned computers. That means no printers, scanners, projectors, cameras or any other device not owned by the district is permitted to be connected and installed on any district computer.

Personal Software

Faculty and staff are not permitted to bring any software to school and load it on district owned computers.

The district cannot support personal computers and peripherals. With the limited technology staff available, time is needed to maintain district property. Also, personal computers and peripherals may not be compatible with the districts network and computers. Faculty and staff are permitted to donate computers and peripherals to the district. Any computers or peripherals accepted by the district will be utilized and tagged as inventory.

Please remove any printers, scanners or other devices you may have brought from home or make arrangements to donate the equipment to the school district.

FACULTY AND STAFF

I have read the Computer/Network Agreement; I understand and will abide by the Computer Network/Policy Guidelines. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense and/or result in disciplinary action. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Name (print): _____

Signature: _____ Date: _____

DRAFT

Greater Egg Harbor Regional High School District Student Acceptable Use Agreement

General Information:

The Greater Egg Harbor Regional High School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The "system administrators" referred to herein are employees of the Greater Egg Harbor Regional High School District. They are the administrators of the computer system, and, as such, reserve the right to monitor all activity on network facilities.

Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The district may modify these rules at any time by publishing modified rule(s) on the system. The signatures of the students and/or parents on the district-approved permission form are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under this policy.

Students are responsible for good behavior on school computers and networks, just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given only to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - it is not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate material. Older students will have more responsibility for locating appropriate materials. As outlined in the Board policy and procedures on student rights and responsibilities, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws

- Using another person's account
- Trespassing in another person's files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior (in addition to district level penalties).

Information Content and Uses of the System:

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to disclose or post personal contact information about themselves or other people (address, telephone number, etc). The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.

Because Greater Egg Harbor Regional High School District provides, through connection to the Internet, access to other computer systems around the world, students and their parents understand that the District and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The District will permit Internet access by students only in supervised environments, but potential dangers do remain. Students and their parents / guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Greater Egg Harbor Regional High School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials and should monitor future home usage of the District's resources. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the District and such activities may result in the termination of student network accounts and privileges.

On-line Conduct and Expectations:

Any action by a student or other user (member) of the computer network that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of the offending member's account and other action in compliance with the District's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information, or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions.

Users and their parents / guardians specifically agree to indemnify the Greater Egg Harbor Regional High School District and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach of this section (On-Line Conduct) by the user.

Network resources are to be used by the user for his/her person only; commercial uses are strictly prohibited. Each user is personally responsible for his/her own behavior.

Software Libraries:

Software is provided to students as a curricular resource. No student may install, upload, or download software, without the expressed written consent of the system administrator. Any software having the purpose of damaging other members' accounts or the District network (example: computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the right to refuse the posting of files. Additionally, files may be removed at any time without notice. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take action consistent with the District's discipline code of a member who misuses the software libraries.

Copyrighted Material and Plagiarism:

Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Members may review copyrighted materials for their own use. Software copyright laws will be followed to the fullest extent. Additionally, I understand that I am not permitted to use copyrighted materials and not site their authors.

Public Posting Areas (Message Boards/UseNet Groups):

UseNet messages are posted from systems connected to the Internet from around the world. It should be noted that the Greater Egg Harbor Regional High School District's system administrators have no control over the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which UseNet groups are most applicable to the curricular needs of the school district and may carry these groups on the local system. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Terms and Conditions. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards or UseNet groups.

Real-Time, Interactive Communication Areas:

The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk, chat, Internet relay chat, etc).

Electronic Mail:

Electronic mail (also referred to as "mail" or "e-mail") is an electronic message that is sent by or to a member on correspondence with another person having Internet mail access. Members are expected to delete read messages in a timely fashion; it should be noted that system administrators may delete messages not erased in a timely fashion. It should be noted that e-mail messages may be inspected for content, and users should not consider these messages as private. The system administrators may inspect the contents of mail sent by one member to an identified addressee, and disclose such content to other than the sender or intended recipient, without the consent of the sender or identified recipient, in order to comply with the law and/or policies of the Greater Egg Harbor Regional High School District, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. Greater Egg Harbor Regional High School District reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the Greater Egg Harbor Regional High School District network. In summary, users should not expect that all files or e-mail stored on district servers will always be private. Student users will have internal e-mail addresses; staff members will have e-mail addresses, which can be used to send mail outside of the local network.

Disk Storage:

The system administrators reserve the right to set quotas for disk storage on the system. A member who exceeds his/her quota will be advised to delete files to return to compliance. A member who remains in non-compliance of disk space quotas after seven days of notification will have their files removed by a system administrator.

Security:

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he/she can identify a security problem on the system, the member must notify a system administrator. The member should not demonstrate the problem to anyone except the system administrator and building administrator. In order to maintain proper system security, a member must not let others know their password, as this would allow others access to their account. Attempts to log in to the system using another member's account or as a system administrator will result in termination of the account of the member in violation. Members should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have his/her account terminated and be subject to other disciplinary action.

Vandalism:

Vandalism will result in cancellation of system privileges and other disciplinary measures in accordance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Game-Playing:

Game playing is permitted on the Greater Egg Harbor Regional High School District's system only when terminals are not needed for other purposes and the game conforms to the curricular goals of the District. Game playing over dial-up links or other inter-machine communication is prohibited.

Printing:

The printing facilities of the Greater Egg Harbor Regional High School District's network should be used judiciously. Unnecessary printing is a drain of the capacity of the networks, adds expense, and

shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently. Prior to printing a document, it is recommended to "print preview" first, to be certain that the document appears as you intend.

User Agreement and Parent Permission Form:

As a user of the Greater Egg Harbor Regional High School District's computer network, I hereby agree to comply with the above stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions. I further agree to all of the terms and conditions published in the "Acceptable Computer Use Policy" of which I have received a copy at the signing of this permission form.

When completing the Acceptable Use Policy, please print all information except when a signature is required.

I, _____, have read the Acceptable Use Policy for the Greater Egg Harbor Regional High School District. As a user of the school's network, I hereby agree to comply with all stated rules in the Acceptable Use Policy. In summary, I understand the following:

1. I will not use the Internet or e-mail for illegal purpose.
2. I will not use the Internet or e-mail for offensive or vulgar messages such as messages that contain sexual or racial comments or for any messages that do not conform to the district's policies against harassment and discrimination.
3. I will not download any software or electronic files.
4. I will not make or post indecent remarks, proposals, or materials.
5. I will not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside the district.
6. I will not intentionally interfere with the normal operation of the network, including propagation of computer viruses and sustained high volume network traffic, which substantially hinders others in their use of the network.
7. I will not examine, change, or use another person's files, output or user name for which they do not have explicit authorization.
8. I will not perform any other uses identified by the district as inappropriate.
9. I will not use equipment or other resources for any purpose other than that authorized by the district.
10. I will not waste system resources.
11. I will not share passwords with any other users.
12. No person shall attempt to circumvent data protection schemer or uncover security loopholes.

I understand that if I violate any condition in the Acceptable Use Policy, I may loose my privilege of using the computers, network, and/or the Internet, Additionally, I understand that I may face further

penalties at the district level. Based on the severity of my actions, I understand legal action may become necessary.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Name of Student _____ Birth Date _____

Street Address _____ Telephone _____

School _____ Grade _____ Social Security Number _____

DRAFT

Greater Egg Harbor Regional High School District

POLICY

8900 Computer/Network Operations

The Board of Education recognizes that the use of computers and networks has become an integral part of instruction within the district. The effective management of these systems is essential to the instructional process within the district.

Therefore, the Board of Education, in recognition of its responsibility to manage the use of the computer systems within the district, directs that the Superintendent causes to have developed, a Regulation for the operation of the network(s) within the district and to implement that regulation under the jurisdiction of the Technology Department.

Adopted: July 2003

Greater Egg Harbor Regional High School District

REGULATION

R 8900 Computer/Network Operations

I. Introduction

Computer information systems and networks are an integral part of education and business at the Greater Egg Harbor Regional High School District. The district has made a substantial investment in human and financial resources to create these systems.

This regulation has been established in order to:

- Enhance the educational process.
- Protect this investment.
- Safeguard the information contained within these systems.
- Increase the efficiency of the business operations.

II. Violations

Violations may result in disciplinary action in accordance with the district regulation. Failure to observe these guidelines may result in disciplinary action by the district depending upon the type and severity of the violation, whether it causes any liability or loss to the district, and/or the presence of any repeated violation(s).

III. Administration

The superintendent is responsible for the administration of this regulation.

IV. Contents

The topics covered in this document include:

- Statement of responsibility
- The Internet and e-mail
- Computer viruses
- Access codes and passwords
- Physical security
- Copyrights and license agreements
- Reporting problems
- Classroom computers
- Lab computers
- Network availability

V. Statement of responsibility

General responsibilities pertaining to this regulation are set forth in this section. The following sections list additional specific responsibilities.

Supervisor responsibilities

Supervisor must:

1. Ensure that all appropriate personnel are aware of and comply with this regulation.
2. Create appropriate performance standards, control practices, and procedures designed to provide reasonable assurance that all employees observe this regulation.

Information Systems manager responsibilities

The Information Systems manager must:

1. Develop and maintain written standards and procedures necessary to ensure implementation of and compliance with these regulation directives.
2. Provide appropriate support and guidance to assist employees to fulfill their responsibilities under this directive.

VI. The Internet and e-mail

The Internet is a very large, publicly accessible network that has millions of connected users and organizations worldwide. One popular feature of the Internet is e-mail.

Policy

Access to the Internet is provided to employees for the benefit of the district and its students and to improve the educational process. Employees are able to connect to a variety of educational information resources around the world.

Conversely, the Internet is also replete with risks and inappropriate material. To ensure that all employees are responsible and productive Internet users and to protect the district's interests, the following guidelines have been established for using the Internet and e-mail.

Acceptable use

Employees using the Internet are representing the district. Employees are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Examples of acceptable use are:

- Using Web browsers to obtain educational information from commercial Web sites.
- Assessing databases for information as needed.
- Using e-mail for business contacts.

Unacceptable use

Employees must not use the Internet for purposes that are illegal, unethical, harmful to the district, or nonproductive. Examples of unacceptable use are:

- Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.
- Conducting a personal business using company resources.
- Transmitting any content that is offensive, harassing, or fraudulent.

Downloads

Downloading from the Internet has been restricted from every computer in the district. Any download request must be sent to Trouble Trakker. Again, this is to ensure that the computer can handle what is being downloaded and to eliminate any unnecessary problems. The ability to open and read text files from the Internet is still available.

Employee Responsibilities

Any employee who uses the Internet or Internet e-mail must:

1. Ensure that all communications are for professional reasons and that they do not interfere with his/her productivity.
2. Be responsible for the content of all text, audio, or images that (s)he places or sends over the Internet. All communications should have the employee's name attached.
3. Not transmit copyrighted materials without permission.
4. Know and abide by all applicable district policies dealing with security and confidentiality of district records.
5. Run a virus scan on any executable file(s) received through the Internet.
6. Avoid transmission of nonpublic information. If it is necessary to transmit nonpublic information, employees are required to take steps reasonably intended to ensure that information is delivered to the proper person who is authorized to receive such information for a legitimate use.

Copyrights

Employees using the Internet are not permitted to copy, transfer, rename, add, or delete information or programs belonging to others unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by the district and/or legal action by the copyright owner.

Monitoring

All messages created, sent, or retrieved over the Internet are the property of the district and may be regarded as public information. The district reserves the right to access the contents of any messages sent over its facilities if the district believes, in its sole judgment, that it has a business need to do so.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. This means don't put anything into your e-mail messages that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law.

VII. Computer viruses

Computer viruses are programs designed to make unauthorized changes to programs and data. Therefore, viruses can cause destruction of district resources.

Background

It is important to know that:

- Computer viruses are much easier to prevent than to cure.
- Defenses against computer viruses include protection against unauthorized access to computer systems, using only trusted sources for data and programs, and maintaining virus-scanning software.

Information Systems Responsibilities

Information Systems shall:

1. Install and maintain appropriate antivirus software on all computers.
2. Respond to all virus attacks, destroy any virus detected, and document each incident.

Employee responsibilities

These directives apply to all employees:

1. Employees shall not knowingly introduce a computer virus into company computers.
2. Employees shall not load diskettes of unknown origin.
3. Incoming diskettes shall be scanned for viruses before they are read.

4. Any associate who suspects that his/her workstation has been infected by a virus shall IMMEDIATELY POWER OFF the workstation and call the Information Systems manager.

VII. Access codes and passwords

The confidentiality and integrity of data stored on the district computer systems must be protected by access controls to ensure that only authorized employees have access. This access shall be restricted to only those capabilities that are appropriate to each employee's job duties.

Passwords are issued to assist in securing the network and the information that is stored and shared within the school district's computer system. Faculty and staff are responsible for maintaining their passwords.

Each password is unique and must be changed every 40 days. Passwords must also be at least 10 characters in length and should not be your name. Also you should not have your password written on a piece of paper or left near the computer where someone could find it.

Passwords are only issued to district employees. Substitute teachers and other individuals who work in the building from time to time are prohibited from accessing the district's computer network. Substitutes who are hired on a long-term basis will be issued computer accounts if that individual is recognized by the Board of Education as an employee.

Information Systems responsibilities

The Information Systems manager shall be responsible for the administration of access controls to all district computer systems. The Information Systems manager will process adds, deletions, and changes upon receipt of a written request from the end user's building principal.

Employee responsibilities

Each employee:

1. Shall be responsible for all computer transactions that are made with his/her User ID and password.
2. Shall not disclose passwords to others. Passwords must be changed immediately if it is suspected that they may have become known to others. Passwords should not be recorded where they may be easily obtained.
3. Will change passwords at least every 40 days.
4. Must use passwords that will not be easily guessed by others.
5. Must log out when leaving a workstation for an extended period.

Principal's responsibility

Principals must notify the Information Systems manager promptly whenever an employee leaves the district or transfers to another school so that his/her access can be revoked. Involuntary terminations must be reported concurrent with the termination. Principals are also responsible for informing the Information Systems manager of new employee's so the appropriate accounts can be created.

IX. Physical security

It is district policy to protect computer hardware, software, data, and documentation from misuse, theft, unauthorized access, and environmental hazards.

Employee responsibilities

The directives below apply to all employees:

1. Diskettes should be stored out of sight when not in use. If they contain highly sensitive or confidential data, they must be locked up.
2. Diskettes should be kept away from environmental hazards such as heat, direct sunlight, and magnetic fields.

3. Critical computer equipment, e.g., file servers must be protected by an uninterruptible power supply (UPS). Other computer equipment should be protected by a surge suppressor.
4. Environmental hazards to hardware such as food, smoke, liquids, high or low humidity, and extreme heat or cold should be avoided.
5. Since the Information Systems manager is responsible for all equipment installations, disconnections, modifications, and relocations, employees are not to perform these activities. This does not apply to temporary moves of portable computers for which an initial connection has been set up by Information Systems.
6. Employees shall not take shared portable equipment such as laptop computers out of the school without the informed consent of their department supervisor. Informed consent means that the supervisor knows what equipment is leaving, what data is on it, and for what purpose it will be used.
7. Employees should exercise care to safeguard the valuable electronic equipment assigned to them. Employees who neglect this duty may be accountable for any loss or damage that may result.

X. Copyrights and license agreements

It is the district's policy to comply with all laws regarding intellectual property.

Legal reference

The district and its employees are legally bound to comply with the Federal Copyright Act (Title 17 of the U.S. Code) and all proprietary software license agreements. Noncompliance can expose the district and the responsible employee(s) to civil and/or criminal penalties.

Scope

This directive applies to all software that is owned by the district, licensed to the district, or developed using district resources by employees or vendors.

Information Systems responsibilities

The Information Systems Manager will:

1. Maintain records of software licenses owned by the district.
2. Periodically (at least annually) scan district computers to verify that only authorized software is installed.

Employee responsibilities

Employees shall not:

1. Install software unless authorized by Information Systems. Only software that is licensed to or owned by the company is to be installed on the company computers.
2. Copy software unless authorized by Information Systems.
3. Download software unless authorized by Information Systems.

Civil penalties

Violations of copyright law expose the company and the responsible employee(s) to the following civil penalties:

- Liability for damages suffered by the copyright owner.
- Profits that are attributable to the copying.
- Fines up to \$100,000 for each illegal copy.

Criminal penalties

Violations of copyright law that are committed "willfully and for purposes of commercial advantage or private financial gain (Title 18 Section 2319(b))," expose the board of education and the employee(s) responsible to the following criminal penalties:

- Fines up to \$250,000 for each illegal copy.
- Jail terms of up to five years.

XI. Reporting problems

Reporting computer problems must be communicated through Trouble Trakker. The first step in reporting a problem is to report any technical problems you are experiencing with your computer or printer into Trouble Trakker. If you cannot access Trouble Trakker at the computer in your room, see your supervisor or go to another computer to use Trouble Trakker or ask a co-worker to report the problem. Do not submit a second Trouble Trakker ticket for an existing problem. Also, do not stop the technicians in the hallway or call in computer problems. Technicians will not respond to problems reported through any other means including personal contact. All computer related problems must be reported to Trouble Trakker.

XII. Classroom/office computers

Classroom/office computers are district property and are assigned to classrooms/offices not teachers. They are to be utilized as instructional aids and to assist with administrative tasks such as grading and attendance. Students are permitted to use the classroom computers as long as there is constant faculty/supervision. Computers should never be moved from the classroom or office area. Computers are to stay in their assigned classroom even if the teacher's room assignment should be changed.

XIII. Lab Computers

Computer labs are the primary computers for student use. Each lab computer has a generic login account. Faculty and staff accounts will not work in the computer labs because of steps taken to increase the security of the computer network. Teachers are allowed to use the computers in the labs when the computers are not being utilized by students.

Information Systems responsibility

1. Install and maintain appropriate software on all computers.
2. Respond to any hardware or software problems with the computers.

Supervisor Responsibility

1. Maintain a schedule of the availability of the computer labs.
2. Ensure that all appropriate personnel are aware of and comply with this regulation.

Employee Responsibility

1. Submit lesson plan (brief description of activity) at least two days in advance, but no more than 2 weeks in advance, for evaluation and approval.
2. Provide a seating chart for students.
3. Sign-up for the room you want to use and include the number of students you believe will be participating.
4. Provide a list of any special equipment needed.
5. Provide appropriate disks for use in room.
6. Teachers must provide paper needed for the room.
7. All teachers must be in the lab with students at all times.
8. If absent, provide alternative plans for substitute other than going to the computer lab.
9. All students should turn the mice upside down and the teacher needs to check to see if all the mice are there and if each mouse has a mouse ball before and after class.
10. Check computer for any indication of graffiti.
11. Check for any visible damage to the computer
12. Check the wallpaper on the computer screen.

XIV. Network availability

The availability of the network is as follows:

Monday-Friday 6:30 AM-10:00 PM

Saturday & Sunday 8:00 AM-10:00 pm

The network is also available on holidays. *The network will be unavailable during scheduled outages for maintenance.

XV. Laptops

Laptops are available for faculty and staff to sign out. Teachers must have their supervisor send a request on their behalf to sign out a laptop. The teacher will then electronically agree to a “terms of use” regulation before obtaining the laptop. The policy for the use of laptops follows the same guidelines as district computers as stated in this regulation.

Information Systems responsibilities

1. Install and maintain appropriate software on all laptops.
2. Respond to any hardware or software issues with the laptops.
3. Maintain records of sign outs and damage reports.

Supervisor responsibility

1. Submit initial request for faculty member to sign out the laptop.
2. Ensure that all appropriate personnel are aware of and comply with this regulation.

Employee responsibility

1. Follow the proper procedures for signing out a laptop.
2. Return the laptop within one week of obtaining the laptop or have your supervisor request an extension.
3. Return the laptop in the same condition it was in when it was signed out.
4. Follow district regulation pertaining to computers.

XVI. Exclusive use prohibited

Although the computers have been purchased by departments using department budget allocations, this does not give the departments, which submitted the requisition, the right to exclusive use of the equipment. All equipment is district property and must be made available to all instructional areas.

XVII. Inventory management

Management of the computer inventory is the responsibility of the Information Systems department. No one other than members of the technology department can relocate computer equipment or remove inventory tags. All computer equipment is inventoried by location. Supervisors can request to have a computer relocated, but all requests must be approved by the Information Systems department.

Information Systems Responsibility

1. Maintain an accurate inventory of all computers and computer equipment.

Supervisors Responsibility

1. Submit requests for any necessary relocations to the Information Systems department.
2. Ensure that all appropriate personnel do not move computers or computer equipment.

Employee Responsibility

1. Do not move any computers or computer related equipment.

XVIII. Personal Computers and Peripherals

This section addresses the issue of staff bringing personal computers, peripherals, and software to school. While the school district does not expressly prohibit the use of personal computers, the

school district does not permit the use of personal peripherals and software connected to our network or to our district computers. This memo will state the districts responsibility for personal computers and to what capacity these computers can function inside the building.

Personal Computers

Any computer that is not district property will not be supported by the school district. These computers are not permitted to connect the network, run district owned programs or use district owned peripherals like printers, scanners or LCD projectors. The technology department cannot support these computers in any capacity; the district will not be responsible for any personal computer or equipment that is stolen or damaged.

Operations

Personal Peripherals

Faculty and staff are not permitted to bring any computer peripherals to connect to district owned computers. That means no printers, scanners, projectors, cameras or any other device not owned by the district is permitted to be connected and installed on any district computer.

Personal Software

Faculty and staff are not permitted to bring any software to school and load it on district owned computers.

The district will not support personal computers and peripherals. Faculty and staff are permitted to donate computers and peripherals to the district. Any computers or peripherals accepted by the district will be utilized and tagged as inventory.

Adopted: July 2003.

APPENDIX – B

Certification of BOE here

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County approval letter is inserted here.

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Supporting Resources	JULY 2010 To JUNE 2011	JULY 2011 To JUNE 2012	JULY 2012 To JUNE 2013
	PROJECTED COSTS	PROJECTED COSTS	PROJECTED COSTS
Network Upgrades	\$50,000.00	\$50,000.00	\$50,000.00
Computer Replacement Strategy	\$175,000.00	\$175,000.00	\$175,000.00
Data Wiring	\$25,000.00	\$25,000.00	\$25,000.00
Distance Learning	\$12,000.00	\$12,000.00	\$12,000.00
Computer License Fees	\$105,000.00	\$105,000.00	\$105,000.00
Telephone Replacement	\$10,000.00	\$25,000.00	\$7,000.00
Software Purchase	\$120,000.00	\$120,000.00	\$120,000.00
Library Software	\$30,000.00	\$30,000.00	\$30,000.00
Telecommunication/ISP Fees	\$80,000.00	\$80,000.00	\$80,000.00