

EDWARDS-KNOX CENTRAL SCHOOL



Technology Plan 2011-2014

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Mission Statement

Teaching, Learning, Growing: An Investment for the Future

The mission of the Edwards-Knox Central School District is to provide positive learning experiences in order to maximize the growth and potential of each student and to serve as a learning resource for the entire community. This mission will be achieved through teaching and learning in an environment which is safe and positive, which encourages students to become responsible and to respect themselves and others, and which focuses on social, emotional, and physical dimensions. This mission will be achieved through the cooperative efforts of students, parents, the community, the Board of Education, the professional staff, and the support staff.

About the Edwards-Knox Central School District

Edwards-Knox Central School has a student population of six hundred twenty students, with a low mobility rate under 10%. 41-50% of our students receive Free or Reduced lunch. The district is pre-kindergarten through 12th grade, housed in one building. We are proud to have a 94.4% attendance rate for students PreK-12. The number of special education students served by the district as of April 2011 is 172.

Plan Administration

The Edwards-Knox School Technology Plan is implemented and evaluated through a shared decision-making team process. The team meets regularly to discuss and evaluate technology needs that include, but not limited to, SmartBoard and CPS usage, software and hardware purchases, computer lab usage/schedules, and staff development needs. The District Technology Committee is divided into several subcommittees with a mixture of elementary, high school staff, parents, BOE, and administration. The subcommittees meet as needed throughout the year. The full district committee meets triennially or as often as needed.

District Technology Committee

Ron Burke: Elementary Principal	Peter Lashomb: NERIC IT	Jim Buckley: HS Teacher
Michelle Varian: High School Principal	Rod Hooper: Model Schools IT	Mike Gault: HS Teacher
Sue Kelly: Superintendent	Julie Bailey: Librarian	Jon Hogle: HS Teacher
Rodger Williams: Business Manager	Linda Alford: HS Guidance Counselor	Paul Rader: HS Teacher
Andrea Webb: Board of Education	Mindy Curtis: Elementary Teacher	Terry Remington: HS Teacher
Amanda Fuller: Parent Representative	Denise Koser: Elementary Teacher	Amanda Siver: HS Teacher

Tracey Burke: HS Teacher
Clara Cummings: Elem./HS Teacher
Ken Montgomery: Elem./HS Teacher

Needs Assessment

Technology is an ever changing valuable tool that is used in the implementation of the NYS Learning Standards throughout the content areas as well as ITSE's National Educational Technology Standards for both students and staff. In order to achieve mastery of current technology, continually upgrade and maintain the District network infrastructure to be able to handle the demands of both distance learning and the interaction between the school environment and the global community; a high priority of demand and competence is placed in this area. The implementation of this three-year technology plan and its goals will provide us with the necessary hardware, software, professional development, and evaluative means to help us succeed and advance with technology.

District Goals

Edwards-Knox Central will incorporate the use of computer and related technology so that it becomes a natural part of teaching and learning. Our District is committed to graduating students who possess skills that demonstrate and utilize computer technology literacy as well as staff who use technology in their daily functioning.

Goal Area 1

Expose students to technology with opportunities for instruction and use at Pre-K thru 12th grades in order to become adequately prepared for higher education, the work force, and everyday life usage of technology.

Goal Area 2

Provide leadership, coordination, and access to appropriate technology, policies, staff development and procedures to all support staff, faculty, and administration to enhance the educational effectiveness of our district.

Goal Area 3

Provide parents and community members access to technology; use technology to distribute information to help parent support their child's education, and provide counsel to students, staff, parents, and community about the principles of internet safety on an annual basis.

Goal Area 4

Provide and maintain the infrastructure as well as the hardware, software, budgeting/purchasing plan, and professional development to implement this plan.

K-12 Computer Literacy Benchmarks

Goal Area 1

Goal: Every student will have the opportunity to use learning technologies to access and analyze information in ways that develop higher order thinking skills, increase their ability to use technology as a tool in solving problems, and support their confident use of the technology skills they will need for success in their future study and employment.

Existing Instructional Technology:

Students in pre-kindergarten and kindergarten are introduced to technology through classroom instruction and projects. Scheduled, formal computer instruction begins in 1st grade. Each first through third grade student will take a Keyboarding course, which will include touch typing instruction, utilizing a variety of programs to include Microsoft Word. Fourth through sixth grade students will take formal Technology courses, with emphasis on graphics and multimedia, internet research projects, internet safety, cyber-bullying, and a variety of projects to reinforce classroom curriculum. Advanced technology concepts and applications are offered to students in Agriculture, Family and Consumer Science, and Business Education Courses in grades 7-12. Teachers will utilize technology applications to maintain effective instruction in other content areas.

Needs Assessment:

Technology is a valuable tool used in the implementation of the NYS learning standards throughout the content areas. Integration of technology in the curriculum provides students with the tools they need to learn. In order for students to achieve mastery of current technology the district will need to provide both time and support for teachers to implement technology in the classroom. Planning time will be a crucial aspect to the success of integrating technology in the classroom. Teachers will need time to plan projects, collaborate, and receive support from technology experts. They can utilize their planning periods and the time at the end of the day to accomplish this.

Since teachers will be requiring students to complete assignments and projects that involve technology, and knowing that not all students have access to computers and the internet at home, students must be provided the opportunity to access school computers to complete these assignments. All students may have access to computers during study halls.

In order to assess the progress of students at the end of their technology training for mastery the instructor will provided a simple assessment of the skills outlined per grade level under goal one. Students in grades PreK – 3rd grade will receive a simple assessment of grade level benchmarks. Students in grades 4th – 6th grades will receive formal assessment of all projects and grade level benchmarks. Students in 8th grade will complete the NYS Technology Online Assessment provided by the state.

Basic Operations and Concepts			
	Introduce	Reinforce	Master/ Maintain
Identify and use the parts of a computer	Pre-K	K-4	5-12
Keyboard familiarity (enter/return, spacebar, arrow keys, etc.)	Pre-K	K-4	5-12
Use the mouse (point, click, double, click, drag)	Pre-K	K-4	5-12
Open a software program	Pre-K	K-4	5-12
Quit a software program	K	1-4	5-12
Recognize icons and their functions	K	1-4	5-12
Open, close, and restore windows	K	1-4	5-12
Use the scroll bar	K	1-4	5-12
Use correct posture at the computer	K	1-4	5-12
Open and close a file	1	2-4	5-12
Create and name files	1	2-6	7-12
Log in using username and password	1	2-3	4-12
Perform touch typing	1	2-3	4-12
Use correct finger reaches from home row to top/bottom row keys	2	3	4-12
Use function and numeric keys	3	4	5-12
Use keypad to key numbers	3	4	5-12
Use “save as” appropriately	2	3-4	5-12
Create and use a structure of files and folders	2	3-4	5-12
Uses basic terms in reference to computer technology (ie. port, disk drive, CD- drive, etc.)	3	4	5-12
Print documents to specific network printers	2	3-4	5-12
Access and save to network folder, hard drive, floppy disk, CD-ROM, or flash drive	2	3-4	5-12
Delete files and folders	2	3-4	5-12
Use online help	8	9	10-12
Multitask by opening and using two programs at once	4	5	6-12
Use find command to locate files and folders	7	8	9-12

Ethical, Legal, & Social Concerns			
	Introduce	Reinforce	Master/ Maintain
Collaborate with other classmates as a team member	K	1-6	7-12
Demonstrate appropriate behavior when using computers	K	1-6	7-12
Demonstrate proper care of computer media and media devices	K	1-6	7-12
Respect the privacy of other's work	K	1-6	7-12
Model legal and ethical behaviors when using technology.	2	3-4	5-12
Understand and respect copyright laws.	5	6	7-12

Word Processing Skills			
	Introduce	Reinforce	Master/ Maintain
Identify intended use of word processing program	3	4	5-12
Change font, size, style, color, and alignment of text	2	3	4-12
Set page orientation (portrait and landscape)	3	4	5-12
Select, insert, and delete text	4	5	6-12
Cut, copy, and paste text	4	5	6-12
Insert clip art	2	3	4-12
Insert date format and page numbers	5	6	7-12
Insert bullets and numbers	4	5	6-12
Use find and replace/change command to replace text	5	6	7-12
Insert symbols	5	6	7-12
Use thesaurus	5	6	7-12
Add footnotes/endnotes	5	6	7-12
Change page setup	5	6	7-12
Create and Format Tables	5	6	7-12
Create Columns	5	6	7-12
Add Header or Footer	5	6	7-12
Spell and Grammar Check Document	5	6	7-12
Mail Merge	9-12		
Utilizing drop caps, text wraps, and other graphical enhancements.	9-12		

Graphics and Multimedia			
	Introduce	Reinforce	Master/ Maintain
Name and use paint and draw tools	4	5	6-12
Add a picture	4	5	6-12
Cut, copy, and paste pictures	4	5	6-12
Resize pictures	4	5	6-12
Add and edit text	4	5	6-12
Move and delete slides	4	5	6-12
Change slide layout	4	5	6-12
Import and embed audio and graphics	5	6	7-12
Use templates, wizards, and backgrounds	5	6	7-12
Create hyperlinks	9-12	9-12	9-12
Use transitions and timing	5	6	7-12
Create animations	9-12	9-12	9-12
Create a variety of documents using Publisher.	4	5-6	7-12
Create presentation using PowerPoint	5	6	7-12
Create presentation using Storybook	4	5	6-12
Create presentation using Movie Maker	8	9-12	9-12
Create Avatar	9-12		

Spreadsheet			
	Introduce	Reinforce	Master/ Maintain
Identify intended use of a spreadsheet	6	7-8	9-12
Navigate in a spreadsheet	6	7-8	9-12
Identify cells, columns, and rows	6	7-8	9-12
Add and edit data	6	7-8	9-12
Create a spreadsheet	6	7-8	9-12
Insert/delete columns and rows	8	9-12	
Manage and communicate information	8	9-12	
Use to solve problems	8	9-12	
Produce graphs and charts	8	9-12	
Use sum command and simple formulas	8	9-12	
Create simple macro for use with Microsoft Publisher documents	9-12		
Use fill down/across	8	9-12	
Create professional quality report.	8	9-12	

Database			
	Introduce	Reinforce	Master/ Maintain
Identify intended use of a database	7-12		
Navigate in a database	7-12		
Add and edit data	7-12		
Create and modify a report	7-12		

Internet and Research Tools			
	Introduce	Reinforce	Master/ Maintain
Use online library databases and e-books	4	5-6	7-12
Demonstrate appropriate behavior for Internet and e-mail use	2	3-4	5-12
Identify the parts of an email message	9-12		
Send and receive email	9-12		
Reply to an email message	9-12		
Correctly attach files and send files by e-mail	9-12		
Use appropriate programs to open attached e-mail files	9-12		
Navigate teacher chosen web site	2	4-5	6-12
Use internet toolbar to navigate	2	3-4	5-12
Perform simple web searches	4	5	6-12
Use hyperlinks to navigate	5	6	7-12
Acquire appropriate information online (text, audio, video, databases, graphics, etc)	5	6	7-12
Use electronic reference tools	5	6	7-12
Evaluate acquired information for validity and usefulness	5	6	7-12
Introduce the use of bookmarks	5		
Add an internet bookmark	5		
Apply technology tools for research, information analysis, and problem solving in content learning	5	6	7-12
Utilize online learning management systems (blackboard, moodle, etc)	8	9-12	9-12
Enter a URL	9-12		
Develop multi-media presentations with sources cited	9-12	9-12	

Goal Area 2

Goal: Provide leadership, coordination and access to appropriate technology, policies, staff development and procedures to all support staff, faculty and administration to enhance the educational effectiveness of our district.

Objective 1: Survey all staff members to assess their technology skills and needs.

Strategy	Responsibility	2011	2012	2013
Create technology skills survey (K-12 staff and administration) and submit to staff.	Technology Committee	Only in 2013 unless the need arises prior to that time.		
Assess technology needs and skill level of K-12 staff and administration	Technology Committee	2013 Implement self-survey. Tabulate results to assess needs. Prioritize areas of concern. Make suggestions for staff development training. **Ideas and suggestions are continuous from 2011-2013 and any staff development necessary will be scheduled.		

Objective 2: Provide training and workshops for staff based on survey results and any newly acquired technology.

Strategy	Responsibility	2011	2012	2013
Microsoft Office productivity applications. Especially Word and PowerPoint	Model Schools ITCC (Instructional Technology Curriculum Coach) and District Staff	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations
Applications such as: Web2School, I-mail	Librarian, Network Administrator, and District Staff	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations
Appropriate use of internet resources; Safe web browsing and searching; The use of Boolean logic, website evaluation, and online databases	Librarian, Model Schools ITCC, and District Staff	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations
Use of eBooks and other reading programs.	Librarian, and District Staff	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations
Operation of digital camcorders and cameras and any other equipment used for classroom use and student projects	SLVTC, Model Schools ITCC, and District Staff	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations
Video and image editing for use in the classroom	SLVTC, Model Schools ITCC, and District Staff	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations
Interactive whiteboards and tablets Example: SmartBoards and Airliners	SLVTC, Model Schools ITCC, and District Staff	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations
Classroom question response systems Example: eInstructions CPS	SLVTC, Model Schools ITCC, and District Staff	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations

Classroom websites	SLVTC, Model Schools ITCC, and District Staff	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations
Innovative Software Exploration, to include internet based programs.	SLVTC, Model Schools ITCC, and District Staff	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations	One-to-One, Workshops, or Classroom Observations

Objective 3: Create Peer Technology Support Teams

Strategy	Responsibility	2011	2012	2013
Survey staff: areas willing to be a go-to person. (Part of Objective 1)	Technology Committee	One-to-One or workshops	One-to-One or workshops	One-to-One or workshops
Provide resources, training and support for Peer Technology Support Team members	Administration, Model Schools ITCC	One-to-One or workshops	One-to-One or workshops	One-to-One or workshops

Objective 4: Improve avenues of communication using technology

Strategy	Responsibility	2011	2012	2013
Update email lists for each staff member in the building using the I-Mail software, give all faculty and staff passwords.	Network Administrator	Check against district directory each September	Check against district directory each September	Check against district directory each September
95% of memos/documents distributed electronically		Continue	Continue	Continue
Maintain, evaluate, expand and update school website	Webmaster	Continue	Continue	Continue
Continue to expand website to represent each grade level or department	Individual teachers or departments	Continue	Continue	Continue
Continue to establish and maintain an online master calendar	Network Administrator and Librarian	Continue	Continue	Continue

Goal Area 3

Goal: In order to support parents in monitoring and reinforcing the instruction their child receives at school, parents will have the opportunity to access web-based information about their children's learning environment, climate, and progress. Parents will have access to a wide range of student activities that can help them assist their children at home.

Principals of Internet Safety - from the NYS Division of Criminal Justice Services Web Site

Desktop and laptop computers, cell phones, personal digital assistants (PDAs), gaming systems and other electronic devices offer unprecedented ways for people of all ages to interact, learn and entertain. What we consider ordinary today was unimaginable only a decade ago. Social networking sites, "blogs" and text messaging so heavily relied on by so many now, either did not exist or were not widely used. At the same time, it has become as easy to interact with someone in a distant nation, as with a next door neighbor.

However, as wonderful as the technology is, the many "potholes" on the information highway are real and often harmful. It is more important than ever for children - and adults - to be well informed about the advances in technology and ever-evolving risks.

Risks

- Misinformation: Some web sites that appear to be legitimate are filled with inaccurate and misleading information
- Pedophiles and other exploiters easily misrepresent who they are and can establish direct one-to-one access with children
- Pornography: Adult pornography can easily be accessed by children on the Internet
- Child Pornography: The Internet provides child pornographers with a powerful and anonymous distribution vehicle; "sexting" has exponentially increased distribution of child pornography - pornography which is often produced and distributed by children
- Cyberbullying/Online harassment
- Privacy invasion/Identity theft
- Plagiarism
- Internet addiction
- Violent or hateful content
- Gambling
- Intellectual property theft
- Downloading harmful files

Electronic technology is ingrained in the social and academic lives of the "Cyber Generation." Key results from a 2009 survey conducted by Harris Interactive among a representative sampling of U.S. teens between the ages of 13 and 18 years include:

- Technology enabled: Ninety-one percent of teens have an email address and 60 percent have an instant messenger screen name. Seventy-three percent of teens have a cell phone and 59 percent have a digital camera.
- Acceptance of Social Networking: Seventy-two percent of teens surveyed have online profiles on social networking sites where many have posted photos of themselves and their friends, along with personal information.
- Conflicted over Safety: Most teens surveyed are aware and concerned about the risks of putting personal information out in the open. Fifty-nine percent say having personal information or photos on a public site is unsafe, and 26 percent say they know someone who has had something bad happen to them because of this. Still, 62 percent of teens post photos of themselves on blogs or social networking sites and greater than 40 percent name their school or the city in which they live.
- Prevalent Cyberbullying: More than one-third of teens surveyed have been cyberbullied, perpetrated cyberbullying or know of friends who have experienced or perpetrated it, and 68 percent think it is a serious problem. About 4 in 5 teens (81 percent) think that bullying online is easier to get away with or to hide from their parents than bullying in person.
- Engaging in Sexting: Nineteen percent of teens surveyed have engaged in sexting -- sending, receiving or forwarding sexually suggestive nude or nearly nude photos through text message or email. Sixty percent of teens who sent sexts say they send photos to their boyfriend/girlfriend, but 11 percent say they have sent sexts(1) to someone they don't even know. Eighty-one percent of teen sexters are under 18.
- Online wirelessly: Nineteen percent of teens surveyed go online via their cell phone and 19 percent say their parents are unaware. The vast majority of teens (80 percent) whose parent know they go online via their cell phone say they are not given any limits or -- far fewer than are given boundaries on their desktop PC or laptop

Although many of the risks encountered in cyberspace also exist in the "physical world," the interactive nature makes it much harder to ensure safety. For example:

- Many common sense measures used in the "physical world" are not applicable in the "cyber world."
- Children often understand more about technology and the Internet than their parents, teachers, and other care-givers.

As described by John Walsh of America's Most Wanted, "Teens are not only online, they are active in every nuance of cyberspace. Many have no controls over what they do online and of those who do, nearly 30% figure ways around the boundaries set by their parents. Those parents who have been vigilant over their kids' use of the Internet via their computers, haven't extended their watch to their kids' use of the wireless devices, which are increasingly offering predators all the access they need to our precious and vulnerable young ones. Teens are prone to choosing risky behaviors even though they know better, so parents must continue to regularly talk with their children and monitor their activities."

Considering the extensive and immense international reach of the Internet, government and industry regulation will never be sufficient to protect children from online dangers. Safety awareness and education, for both children and adults, is the most effective measure. In the end, as with all aspects of raising a child, on-going parental involvement is essential.

In consideration of this technology-based danger, the Edwards-Knox School District will provide various forms of Internet safety training to students, staff, parents, and the community on an annual basis.

Objective 1: Increase school to parent communication through the use of our school web page.

Strategy	Responsibility	2011	2012	2013
Posting such things as classroom activities, calendar of events, homework assignments, classroom rules, and classroom goals	Teaching and Office staff	85% of all teachers have a current web page	90% of all teachers have a current web page	95% of all teachers have a current web page
Post main office and guidance office information, and forms	Office personnel	90% of all office forms used by parents and students	95% of all office forms used by parents and students	95% of all office forms used by parents and students
Post daily announcements, sports practices, and emergency closing information	Building Administration	Post announcements each day; Emergency information posted as needed	Post announcements each day; Emergency information posted as needed	Post announcements each day; Emergency information posted as needed
Collect parent emails and have the teacher distribute his/her email addresses so parents could choose to communicate in this manner	Teaching and Office Staff	100% of all teachers have access to and communicate with parents via email	100% of all teachers have access to and communicate with parents via email	100% of all teachers have access to and communicate with parents via email
Maintain user identifications and passwords for parents and students so they can begin to access information on web2school such as attendance, report cards, progress reports, grades, and test scores.	A person will need to maintain ID and Password information; Teaching and support staff to maintain accurate Web2School information	Parent/Student access to attendance, report card, progress report, and grades in web2school.	Parent/Student will continue to have access to attendance, report card, progress report, and grades in web2school.	Parent/Student will continue to have access to attendance, report card, progress report, and grades in web2school.

Goal Area 3 Continued

Objective 2: Provide web training for the community.

Strategy	Responsibility	2011	2012	2013
Workshops in how to use web2school, web page browsing(especially E-K web page), and other software used by students that can be accessed through our server	EK Staff	Demonstration DVD created to assist parents in using technology such as Web2School to be shown during Open House events	Demonstration DVD created to assist parents in using technology such as Web2School to be shown during Open House events	Demonstration DVD created to assist parents in using technology such as Web2School to be shown during Open House events
Train town library staff to access school information	EK Staff	Training for Library Staff as needed		

Objective 3: Provide public access to computers

Strategy	Responsibility	2011	2012	2013
Open the school library in the evening to give access to students, parents and community members	EK Staff		One evening per week	One or two evenings per week

Goal Area 4

Goal: The purpose of this model is to provide access to computer technology in accordance with what would be considered a reasonable standard for a public school in the foreseeable future.

District Level

A District-wide computer network connecting all classrooms and offices with the latest up-to-date hardware and software
Multimedia workstations in all classrooms with access to the Internet.

Pre-K through 6

At least one workstation per K-6 classroom
Elementary computer lab of 25 computers.
SMARTSync installed on teacher computers in all computer labs to monitor student computer usage.

Grades 7-12

At least one workstation per classroom 7-12
High School Lab of 25 computers
Library Lab of 25 computers (optional lab)
High School library with 13 computers and 3 for circulation desk
Students and teachers can access the library card catalog from any computer with internet access
SMARTSync installed on teacher computers in all computer labs to monitor student computer usage.

Network

Fiber optic line from Edwards-Knox Central School to Canton BOCES
Fiber backbone with Category 5 connections to all workstations
Wireless internet capabilities through the entire school with ability to utilize up to 500 users.
Ethernet topology
Cisco switched Network.

Servers

Application Server - 1 Dell PowerEdge 2800 server
Internet & Mail Server – 1 Dell PowerEdge 840
Off-Site Backup Server (Bus Garage) - 1 Dell PowerEdge 840
File & Print Server - 1 Dell PowerEdge 1900
Windows Update Server – 1 Dell PowerEdge 840
All Servers are running Microsoft Server 2003

Workstations

Approximately 243 workstations
All are multimedia-capable with CD-ROM and sound card
27 Dell OptiPlex 780 2.93 GHz Intel Duo Core w/4 GB RAM
26 Dell OptiPlex 760 3.16 GHz Intel Duo Core w/3 GB RAM
35 Dell OptiPlex GX 755 2.26 GHz Intel Duo Core w/ 4GB RAM
54 Dell OptiPlex GX 745 1.86 GHz Intel Core 2 w/ 2GB RAM
21 Dell OptiPlex GX 620 2.8 GHz Pentium D w/2 GB RAM
39 Dell OptiPlex GX 270 2.8 GHz Pentium 4 w/1 GB RAM
41 Dell OptiPlex GX 260 1.4/2.6 GHz Pentium4 w/1 GB RAM
101 workstations are running Windows XP Professional
142 workstations are running Windows 7 Professional
All workstations are running MS Office 2010
Site license for integrated software packages
All workstations connected to printers, either directly or over the network.
Combination of inkjet and laser printers

Central Printing Stations

The Library is outfitted with 1 laser printer and 2 inkjet printers.
Five Business Inkjet Printers are distributed in regional locations throughout the school for easy access printing.
Labs/classrooms with more than one workstation all have central printing within the classroom

Laptops

Dell Inspiron 5100-3 for teacher use
Dell Latitude D610-3
Dell Latitude E6400-6 for various Departments

Mobile Laptop Labs

Dell Latitude E6400-14 units w/ Cart
Dell Latitude E6410-16 units w/ Cart

SmartBoards (Interactive Whiteboards)

43 classrooms are outfitted with a SB680 SmartBoard, a ceiling mounted NEC VT695 LCD Projector, and in at least 19 of the classrooms, the teacher is also using a Smart Technologies WS100 Airliner which is a handheld interactive writing tablet that works with the SmartBoard software.

A mobile SmartBoard is available for use with a COW (Computer on Wheels).
Additionally, we also have an ID350 Sympodium (table top version of a SmartBoard) available for use with a COW.
In one classroom we are using a Sympodium rather than a Smartboard.

CPS (Classroom Performance System)

CPS is a student response system that uses keypads and a Bluetooth receiver to capture instant data from students. The student response pads or “clickers” are small, handheld devices that allow students to answer questions interactively.
We are currently using 9 CPS systems between 16 classrooms.

Senteo (Classroom Performance System-by Smart Technologies)

SmartBoard version of the CPS
We are currently using 3 Senteo 24 pad systems

ELMOs (ELMO is a visual presenter/document camera.)

5 Classrooms are outfitted with a P10 ELMO and a ceiling mounted NEC VT695 LCD Projector.
Additionally, we also have one P10 ELMO available that can be used with a COW

Multimedia Presentation

COWs - 2 COW's (Computer on Wheels) are available for use in the classrooms. Each COW is outfitted with Dell Latitude 620 laptops, an NEC model VT580 LCD projector, and a SoundBlaster sound system for full multimedia presentation.

Mobile Multi-Purpose Media Cart - This mobile cart is fitted with a 32" SONY FD Trinitron TV and a Poly-Com camera. It is used for the primary purpose of virtual field trips within the classroom. We have also fitted it with a SONY VCR/DVD combo unit making the cart a much more useful learning tool.

Multimedia Center

The multimedia center is a multi-purpose room for audio/visual presentations. It has a 10'X10' electric drop down screen, a NEC MT1065 ceiling mounted LCD projector, a PolyCom ViewStation FX H.323 camera, a Sony VCR/DVD combo unit, and network hook-up for computer based presentations.

It can be used for the following types of presentations:

- Computer based: Internet presentations, video streaming, PowerPoint presentations, and other software demonstrations/training, etc.
- PolyCom based: Virtual field trips and other distance learning presentations
- VCR/DVD based: VHS or DVD teaching, training, or movie related presentations.

Miscellaneous

12'X12' electronic drop down viewing screen for mass presentation in the school auditorium

13 Digital Cameras:

4 Sony Mavica Cameras, 2 Nikon 5700 CoolPix Cameras

4 Sony Powershot A640 Cameras, 4 Sony Powershot A580 Cameras

3 Sony DCR-SR300 Camcorders

1 Sony DCRHC52 Camcorder

1 Kodak Easyshare Digital Camera Z650

1 JVC VHS Camcorder

1 Panasonic Palmcorder VHSC

User Access

All students are required to sign our Acceptable Use Policy before they are given an individual account to access the network.

Technical Support and Training
Capital Region BOCES - NERIC
4 day/week (80%) on-site Technical Coordinator
Complete network support

St. Lawrence-Lewis BOCES
1 day/week (20%) on-site Instructional Coordinator
Participation in the Model Schools Program

Infrastructure: Hardware

The Network:

The E-K LAN network is set up in a Star topology. There are 7 internal wiring closets all connected to the core switch of the MDF by a fiber backbone. There are 2 additional closets; one located in the Bus garage and the other in the Bio-Mass plant. Both are connected to the MDF by fiber.

Each closet has a complement of Cisco switches that support power over Ethernet (PoE). Each closet is supported by a UPS.

We have also added a Cisco wireless network consisting of a controller and 28 access points giving us wireless access from anywhere in the building. There are 4 external access points mounted outside the building for immediate coverage outside the building.

The Network sets behind a Cisco ASA 5520 Firewall and we are using Network Address Translation (NATing) for IP address.

In addition we have installed a Cisco IP phone system with an IP phone in every room.

Infrastructure: Software

Academic Software:

Software Name	Number of Licenses	Location
Microsoft Office 2010	275 Licenses	District wide
Macromedia Studio 8	Site License	District wide
Type to Learn	Site License	District Wide
AutoCAD LT 2005	10 Licenses	High School Lab
Adobe Premiere Pro 1.5	10 Licenses	High School Lab

Adobe Premiere Elements 4/ Photoshop Elements 6	20 Licenses	High School Lab
Adobe InDesign	20 Licenses	Quarry Lab
Adobe Photoshop Elements 4	20 Licenses	Elementary Lab
Accelerated Reader	50 Licenses	Elementary wide & Quarry
Star Reader	50 Licenses	Elementary wide & Quarry
Star Math	50 Licenses	Elementary wide & Quarry
SuccessMaker	40 Licenses	Elementary wide & Quarry
Read Naturally	Site License	Elementary wide & Quarry
InspireData	50 Licenses	Elementary Lab
Choices	Site License	District wide
Web2School	Site License	Admin & Teacher computers
EMAP	5 Licenses	Business Office

In the area of assistive technology we have:

AlphaSmarts, with Write Out Loud software, used in some special education and remedial classrooms to allow students to word-process their writing projects. This is especially useful for those students who struggle with graphology.

Infrastructure: Administrative Software & Online Databases

APPLICATION	LOCATION
NutraKids: cafeteria management software. Tracks point-of-sale, student lunch accounts, menu planning, ordering, commodities, and stock on hand.	Cafeteria
Web2School: student database maintains all student information, including demographics, attendance, schedule, progress, grades, etc.	Throughout school
EMAP: financial management software, payroll, budgeting	Business Office
OPAC: Online Library Circulation and card catalog	Library
ONLINE databases: various student and teacher research databases	Library
CLEAR TRACK 200 (Web-based): maintains complete data on all CSE students, their needs and accommodations	CSE Department
NYSSIS (New York State Student Identification System) : student testing data warehoused for the State Education Department	Guidance

During the three-year term of the Technology Plan, we will continue reviewing the latest trends in hardware and software. As per the Child Internet Protection Act (CIPA), schools must actively prevent inappropriate material reaching students via the Internet. We are currently using a Barracuda 610 Web Filter appliance to meet this mandate.

Technology Staffing Inventory

Name	FTE	Funding
Network Administrator/Technician		
Peter Lashomb	.6	In House
Chris Baxter	.4	In House
Instructional Coordinator		
Rod Hooper	.4	In House
District Teacher with Voluntary Duties		
Jim Buckley		
Mike Gault		
Jon Hogle		
Terry Remington		
Clara Cummings		

EDWARDS-KNOX CENTRAL SCHOOL

TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE

We are pleased to offer the students of Edwards-Knox Central School access to the district computer network for Internet access.

To gain independent access (the use of the Internet during a student's free time) all students must obtain parental permission and must sign and return this form to the School.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, and inaccurate

or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Edwards-Knox Central School teachers who utilize the Internet for instruction will review the guidelines for its use. Parents and guardians should

help set and convey the standards that their children should follow when using media and information sources. To that end, Edwards-Knox Central School supports and respects each family's rights to decide whether or not to apply for independent access.

However, by not approving Internet access a student's ability to research information will be limited.

Guidelines for Acceptable Use - Users are expected to follow these rules of network etiquette:

1. Users are to be polite and use appropriate language. Abusive and/or vulgar messages are not allowed.
2. Users are not to engage in illegal activities including sexually explicit material, gambling, and hate websites.
3. Users are not to reveal anyone else's address, phone number or personal information out over the Internet.
4. Users cannot hold the district responsible for materials that he/she acquires on the network.
5. User's files are NOT private. The District has access to all files and can monitor computer activity at all times.
 - Any messages relating to or in support of illegal activities may be reported to the authorities.
2. Users are not to use the network in any way that will be disruptive to other users.
3. Users are not to access, alter, or destroy any files.
4. Users may access the network ONLY for educational intent.
5. Users are not to investigate, download or play Internet games that are not approved by a teacher, use chat rooms (ICRs) or use Multi-Dimensions (MUDS).
6. Users in grades 9-12 will have a school supplied e-mail account not to be misused and
7. Users are not to download or install any software to the computers.
8. Users are not to give out their username and password to anyone, nor are they to use another person's username and password to access the network.
9. Users will credit all materials in their work in keeping with copyright laws.
10. Users are not to employ the network for commercial purposes.
11. Users are to report any misuse of the system according to these rules to the administration.
12. Users are to treat the equipment with care and not abuse it.
13. Users are to follow printing guidelines and ARE NOT allowed to print in color unless given permission by an EK staff member and should only be done for academic purposes.
14. Users are not to use Proxy servers to access the Internet.
15. Users in grades 9-12 will have access to a school provided e-mail account and are expected to use this account within the intent of these guidelines. Grades K-8 will not have permission to access or use any e-mail accounts.
16. If you have any questions about using a computer not consistent with these guidelines, please ask a staff member.

The following are possible consequences depending on the severity of the offense and the impact it may have on others:

- Loss of privileges for 30 days.
- Loss of privileges for remainder of semester or 60 days.
- Loss of privileges for remainder of the year or 90 days.
- Students may be removed from the Network by the Network Administrator for inappropriate use of the network/Internet.
- A discipline referral needs to be filled out by faculty/staff to report violations.

Additional disciplinary action may be determined at the building level for infractions that may violate existing practices (i.e. inappropriate language.) When applicable, law enforcement agencies may be involved.

**EDWARDS-KNOX CENTRAL SCHOOL
TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE
Grades 3-12**

User Agreement and Parent Permission Form – 2011-2012

As a user of the Edwards-Knox Central School computer network, I hereby agree to comply with the stated rules on the reverse side- communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Name (please print) _____

Grade _____ **Birth Date** _____

Student Signature _____

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use networked computer services at Edwards-Knox Central School as outlined in this document. I understand that my son or daughter will be held liable for the aforementioned violations.

Parent Name (please print) _____

Street Address _____

Town _____

Home Telephone _____

Parents' Signature _____

Date _____

In order to have your network account enabled, **this form must be returned by Thursday, September 15th** to your homeroom teacher. Until this form is returned, you will not have access to our network. **4th – 12th grade students will continue to use previously assigned passwords. New students and third graders will be assigned passwords.**

EDWARDS-KNOX CENTRAL SCHOOL

TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE

We are pleased to offer the students of Edwards-Knox Central School access to the district computer network for Internet access. To gain independent access (the use of the Internet during a student's free time) all students must obtain parental permission and must sign and return this form to the School.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Edwards-Knox Central School teachers who utilize the Internet for instruction will review the guidelines for its use. Parents and guardians should help set and convey the standards that their children should follow when using media and information sources. To that end, Edwards-Knox Central School supports and respects each family's rights to decide whether or not to apply for independent access. However, by not approving Internet access a student's ability to research information will be limited.

Guidelines for Acceptable Use - Users are expected to follow these rules of network etiquette:

1. Users are to be polite and use appropriate language. Abusive and/or vulgar messages are not allowed.
2. Users are not to engage in illegal activities including sexually explicit material, gambling, and hate websites.
3. Users are not to reveal anyone else's address, phone number or personal information out over the Internet.
4. Users cannot hold the district responsible for materials that he/she acquires on the network.
5. User's files are NOT private. The District has access to all files and can monitor computer activity at all times. Any messages relating to or in support of illegal activities may be reported to the authorities.
6. Users are not to use the network in any way that will be disruptive to other users.
7. Users are not to access, alter, or destroy any files.
8. Users may access the network ONLY for educational intent.
9. Users are not to investigate, download or play Internet games, use chat rooms (ICRs) or use Multi-Dimensions (MUDS).
10. Users are not to download or install any software to the computers.
11. Users are not to give out their username and password to anyone, nor are they to use another person's username and password to access the network.
12. Users will credit all materials in their work in keeping with copyright laws.
13. Users are not to employ the network for commercial purposes.
14. Users are to report any misuse of the system according to these rules to the administration.
15. Users are to treat the equipment with care and not abuse it.
16. Users are to follow printing guidelines and ARE NOT allowed to print in color unless given permission by an EK staff member and should only be done for academic purposes.
17. If you have any questions about using a computer not consistent with these guidelines, please ask a staff member.

The following are possible consequences depending on the severity of the offense and the impact it may have on others:

Loss of privileges for 30 days.

Loss of privileges for remainder of semester or 60 days.

Loss of privileges for remainder of the year or 90 days.

Students may be removed from the Network by the Network Administrator for inappropriate use of the network/Internet.

A discipline referral needs to be filled out by faculty/staff to report violations.

Additional disciplinary action may be determined at the building level for infractions that may violate existing practices (i.e. inappropriate language.) When applicable, law enforcement agencies may be involved. 2

EDWARDS-KNOX CENTRAL SCHOOL
TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE
Pre-Kindergarten – Grade 2

User Agreement and Parent Permission Form – 2011-2012

As a user of the Edwards-Knox Central School computer network, I hereby agree to comply with the stated rules on the reverse side- communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Name (please print) _____

Grade _____ **Birth Date** _____

Student Signature _____

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use networked computer services at Edwards-Knox Central School as outlined in this document. I understand that my son or daughter will be held liable for the aforementioned violations.

Parent Name (please print) _____

Street Address _____

Town _____

Home Telephone _____

Parents' Signature _____ **Date** _____

In order to have access to the network, **this form must be returned by Thursday, September 15th** to your teacher. Children in Pre-Kindergarten – Grade 2 will not have individual accounts but will be logged onto the network by their teacher provided that this form has been turned in with parental approval.

Revision 04/11

Staff Acceptable Use Agreement for Technology Edwards-Knox Central School

Introduction

The Board of Education will provide staff with access to various computerized information resources through the District's computer system consisting of software, hardware, computer networks and electronic communication systems. All access to the E-K Computer System from school, home, or other remote locations shall be subject to this policy and accompanying regulations.

Staff use of the Computer System is conditioned upon written agreement by the staff member that use of this system will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the System. All such agreements shall be kept on file in the District Office.

Staff Access

Staff access to the Computer System will include but is not limited to:

1. Internet (World Wide Web) resources through their classroom, library, or school computer lab. Internet access history may be monitored at any time.
2. A school e-mail account. School e-mail accounts are not private. The District Superintendent (or designee) has the right of access to all e-mail sent or received.
3. A staff created professional web page(s) for educational purposes as part of class or school related activities. All material placed on staff web pages will be monitored for appropriateness.
4. The Student Informational System eg., Web2School, ClearTrack, for current students as regulated by FERPA laws.

Acceptable/Unacceptable Uses

1. **Respecting Resource Limits of the District Computer System:**
 - a. Will be used for educational and professional activities.
 - b. Will not be used for the operation of a Commercial Business.
 - c. Staff will manage their e-mail on a regular basis.
 - d. Unauthorized access to any component of the Computer System is strictly prohibited.
2. **Plagiarism and Copyright Infringement**
 - a. Staff will not plagiarize.
 - b. Staff must respect the rights of copyright owners and obtain permission for use from the copyright owner prior to use.
3. **Inappropriate Access to Material**
 - a. The computer network will not be used to access material that is profane, obscene, pornographic or illegal.
 - b. The computer network will not be used to advocate violence or discrimination towards other people.
 - c. The use of Internet games or social networking programs not relevant to an educational purpose is prohibited.

Staff Rights/Responsibilities

1. Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The Computer Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that information stored on the Computer System is private.
2. In the event that a staff member accidentally accesses an unacceptable website or receives an inappropriate email, that staff member should report it immediately to the Superintendent or his/her designee, so this site can be blocked from further use.

Discipline

Staff members who engage in unacceptable use may lose access to the computer network and may be subject to further discipline under the law or in accordance with applicable collective bargaining agreements.

Limitation of Liability

Edwards-Knox Central School makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system, including but not limited to loss of data and inaccurate or poor quality information obtained from the system.

This form will be collected and stored in the high school or elementary office. It is due by September 15 or 10 days after your hire date if hired after the start of the school year.

Staff Member Signature

Date