Technology Plan
For
The Green Island Union Free School District

Heatly Elementary School
Heatly Jr./Sr. High School

171 Hudson Avenue
Green Island, New York 12183

Adopted by:
Green Island Union Free School District Board of Education

July 5, 2007

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District Mission Statement

♦ The mission of the Green Island Union Free School district is to create a positive, disciplined yet friendly learning environment that will allow each child to fully realize the potential of his/her talents.

♦ We shall provide students with the tools, skills and attitudes necessary to be successful.

♦ It is our desire that the graduates of Heatly School will leave the district confident in themselves, in the use knowledge and technology, be life-long learners, self-directed problem solvers, have the ability to cope with the significant situations of life, and continually develop a personal value system and become involved members of their communities.

♦ The Green Island School District is further committed to providing an up-to-date facility that is a resource for the entire community.

District Responsibilities

The Board of Education recognizes its responsibility to ensure the District's Administration, Faculty, Staff, and Students have access to up-to-date technological materials and equipment. For the purpose of this document, the term "technology" refers to electronic materials and equipment, and includes, but is not limited to: computers; computer networking; presentation software and hardware; CD-Rom, DVD, MP-3 media; distance learning; digital /analog video or still photography; interactive telecommunications, and robotics.

Technological tools can foster students' abilities, revolutionize the way they work and think, and give them new access to the world. Education in today's society must utilize all possible aspects of technology-assisted instruction.

Goals for the Use of Technology in the Green Island UFSD

The following are the goals of the Green Island Union Free School District regarding instructional technology:

- ♦ To create and maintain an environment where all students have access to current and relevant technologies
- ♦ To create an environment where students understand how to use current and relevant technologies to enhance their learning
- ♦ To provide the opportunity for all faculty and staff to integrate relevant uses of technology into their respective curricula
- ♦ To use technology as a motivational tool in the instruction of students
- ♦ To seek out and implement new technologies that will positively effect student learning
- ♦ Promote student knowledge and mastery of computer applications that are essential in entering the workforce
- ♦ To implement technologies that will allow the district to better address diverse learning styles

Technology Advisory Committee

Responsibilities

The purpose of the Technology Advisory Committee is to assist in reaching the goals and mission of the school district by offering insight and direction regarding the use of technologies by the faculty and staff.

The responsibilities of the committee include but are not limited to:

- ♦ Examining and improving the use of technology by faculty and staff.
- ♦ Maintaining the district's technical infrastructure
- ♦ Creating and maintaining and inventory of hardware, software, and all other technology equipment in the district
- ♦ Ensuring the faculty and staff receive the necessary professional development and training needed to properly meet the technology goals of the district
- ♦ To act as a liaison between the faculty and staff, and the district's Technology Specialists
- ♦ Creating and maintaining the district's technology related plans and policies. These policies include, but are not limited to:
  - The district's technology plan (to be revised a minimum of every three years)
  - Three Year Technology Improvement Plan
  - The Acceptable Use Policy
  - The Internet Use Policy
  - The Equipment Maintenance and Location Policy

Membership

In order to maintain a sustained input from all relevant parties, it is important the Technology Advisory Committee of the Green Island Union Free School District be comprised of a varied group of stakeholders from the faculty, staff, and administration. While the committee will have a defined membership, all interested parties are encouraged to attend committee meetings.

It is the responsibility of the committee to act professionally and efficiently to reach the educational goals of the district. In order to assist in this process a Technology Advisory Committee Facilitator may be appointed by the Superintendent of Schools, as deemed necessary. The role of the Technology Advisory Committee Facilitator is to schedule and facilitate meetings, and ensure that the goals of the committee and the district are being met.

The current members of the Technology Advisory Committee are:

- ♦ Matthew Zebrowski, Business Education, Facilitator
- ♦ Carol DiBacco, Kindergarten
- ♦ Jenny Starr, Chemistry
- ♦ Kathy Kirch, Elementary Science
- ♦ Christy Goss, Librarian

Staff Development

The Board of Education recognizes the importance of the role of professional development opportunities in achieving the district's technology goals. Consequently, the district shall provide adequate opportunity for training and professional development to faculty and staff in the area of technology. Furthermore, the Technology Advisory Committee will work in conjunction with the Professional Development Committee to further ensure adequate opportunity is provided. Staff development training will be provided on an ongoing, as needed basis. The frequency, content, and scope of such staff development will be determined by acquiring input from The Technology Advisory Committee, Professional Development Committee, administration and faculty as to what staff development programs are needed and appropriate at any given point in time.

Mandatory Training

Should the Board of Education or the Administration implement computer systems or applications that faculty and staff are *required* to use in their daily routine, adequate training and instruction will be provided for said systems and applications. Such training should occur within a timeframe that allows employees enough time to properly learn the system or application. Examples of systems or applications that would require training include but are not limited to:

- ♦ Student Management Applications
- ♦ Grading Software
- ♦ Attendance Software
- ♦ Web-Based Portals
- ♦ Virtual Classroom Programs such as Blackboard or Manhattan

Allocation of Technology Equipment

In the event that new or used technology equipment is purchased by, or received as a gift by the district, which is not specifically designated to certain areas due to the means by which they were attained (i.e EXCEL Aid), The Technology Advisory Committee will work in conjunction with administration to make sure that the equipment is fairly and equitably distributed among the faculty and staff. In the event that such purchases or donations occur, the following process will be followed:

1. The Technology Advisory Committee will meet to review the equipment that has been purchased or donated, as well as evaluate the needs of the faculty and staff.
2. The Technology Advisory Committee will make a recommendation to the superintendent of how they feel the equipment would be allocated

3. The superintendent will approve the recommendation of the committee or propose and alternative method of allocation
4. The Technology Advisory Committee will meet to discuss the counter proposal if necessary. If not, the equipment will be distributed to the agreed upon parties

Decisions for the allocation of technology equipment should be made based on the following criteria. Please note, that they appear in order of importance.
1. Safety of Students
2. Potential of the positive impact on student learning
3. Relevance to respective curricula
4. Status and condition of the instructional technology equipment of the programs being considered for allocation

Inventory
At the end of each school year the Technology Advisory Committee will complete a comprehensive review of all technology equipment in the district. The information will be store in the database form and will updated periodically throughout the year. Moving any technology equipment from its designated area requires approval of the Technology Advisory Committee. In order to attain approval to move equipment, faculty or staff members must complete a Technology Equipment Location form and submit it to a Technology Advisory Committee member.

Three Year Technology Timeline and Evaluation
In order to monitor and track the progress and evaluate theuse of technology in the district, the Technology Advisory Committee will create a Three Year Technology Timeline, which will appear as an appendix to the Technology Plan. The purpose of this timeline is to set the short-range goals for technology use in the district. Furthermore, the timeline will provide an opportunity for tracking the progress of the implementation of new instructional technologies and also allow for the evaluation of progress. This timeline is to be updated in conjunction with the district's technology plan, a minimum of every three years.

Appendix I Acceptable Use Policy

Regulations for Acceptable use of the Internet and District Network

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right to citizenship.

In making decisions regarding student access to the Internet, the Green Island Union Free School District considers its own stated educational missions, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of library databases, bulletin boards, and other resources.

Responsibilities of Teachers and Parents

The Green Island Union Free School District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to sites which have been evaluated prior to use.

While students will be able to move beyond those resources to others that have not been previewed by faculty members, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Most importantly, the librarian and computer teacher shall instruct students in the skills they need to enable them to find, evaluate, and use information from the Internet wisely and safely.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio and movies.

Responsibilities and Expectations of Student Users

Students utilizing district-provided Internet access must first have the permission of and must be supervised by professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in the classroom and other area of the school. The same general rules for behavior and communications apply.

The purpose of the district-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Green Island Union Free School District. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are NOT permitted

1. Maliciously disrupting or harming the school's workstations, network, and services through such activities as hacking, or downloading, uploading, creating or spreading computer viruses.
2. Plagiarism
3. Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
4. Accessing, uploading, downloading, scanning or distributing pornographic, obscene, sexually explicit, harassing, discriminatory, or defamatory material.
5. Transmitting obscene, abusive, sexually explicit, or threatening language.
6. Violating any local, state, or federal statute; or school district policies.
7. Vandalizing, damaging, or disabling the property of another individual or organization.
8. Accessing another individual's materials, information, or files without permission, sharing passwords or using the account or identity of another user.
9. Using limited network bandwidth for downloads not related to academics.
10. Copying or downloading software without the authorization of the network administrator.
11. Using computers for personal communications: gaming, personal e-mail, chat, personal blogs, (MySpace, etc…)

Disclaimer/Limitation of School District Liability
The Green Island Union Free School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including – but not limited to – the loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District disks, hard drives or servers, nor the accuracy, nature or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Sanctions

Violations of this Acceptable Use Policy could result in a student's loss of access to network and Internet privileges, or other disciplinary actions to be determined at the building or classroom level, consistent with the Student Handbook. Where there is an allegation of criminal behavior, law enforcement organizations will be involved.

Source: Adapted from the Acceptable Use Policy – New York City School Libraries
http://216.239.51.104/search?q=cache:EkmASNUFhqQJ:schools.nyc.gov/NR/rdonlyres/D1AE9864-E910-4322-9841-F936FEAE006C/20680/3102AcceptableUsePolicyNewYorkCitySchoolLibraries.pdf+acceptable+internet+use+policy+new+york+state+public+school&hl=en&ct=clnk&cd=1&gl=us

Adapted by: Kristy Goss

What Parents Should Know

Parents of students in the Green Island Union Free School District shall be provided with the following information:

The Green Island Union Free School District is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our school though the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in the unwanted financial obligations for which a student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. While the District utilizes filters to help regulate students' Internet access, those methods are not failsafe. Nonetheless, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are critical in setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Green Island Union Free School District makes the District Internet policy and procedures available on request for review by all parents, guardians, and other members of the community.

Student Agreement

<u>Student User</u>
I have read, understood, and will abide by the Green Island Union Free School District Acceptable Use Policy. I realize that violations may result in loss of my Internet and/or network access privileges, and also disciplinary actions per the Student Handbook, and/or possible legal action.

Student Name: (Print) _____

Student Signature   _____

Date _____

Grade _____

Appendix II- Technology Equipment Location Form

Faculty/Staff Member Name:

Reason for Request:

Please complete the information below. Be sure to list all items separately:

Description of item (cpu, keyboard, printer):	Item's Serial Number	Current Location	Requested New Location	Approval Granted	Approval Date

Authorized Signature:

Appendix III-Three Year Technology Timeline and Evaluation

Goals
1. Standardize computer equipment and software for Faculty and Staff
    a. All computers should have a minimum of Microsoft Office, a working internet connection, the current e-mail program, and Gradequick
2. Acquire and install sufficient security software for all computers and the school network
3. Have a working computer lab that is available to faculty for instruction
4. Identify and acquire a minimum of 2 computer applications that will improve student learning

Plan to Achieve Specific Goals

The Technology Committee will work in conjunction with administration, BOCES network administrators, and the Board of Education to meet the above goals. Furthermore, the Technology Committee will review the progress in meeting these goals at the end of each year. The set of goals will be updated a minimum of every three years, when the technology plan is updated. The table below lists the order and time frame in which the committee will try to meet the set of goals.

Goal	Timeframe
Standardize computer equipment and software for Faculty and Staff	2007-2008 school year
Acquire and install sufficient security software for all computers and the school network	2007-2008 school year
Have a working computer lab that is available to faculty for instruction	2008-2009 school year
Begin to offer courses in computer applications that are will make our graduating students more viable candidates for employment in the 21st Century workplace	2009-2010 school year

Goals and school Year	Signature of Technology Advisory Committee Facilitator	Signature of Superintendent of Schools
Technology goals for the 2007-2008 school year were:(circle one) Met or Not Met*		
Technology goals for the 2008-2009 school year were:(circle one) Met or Not Met*		
Technology goals for the 2009-2010 school year were:(circle one) Met or Not Met*		

* Please note: If technology goals were not met for a specific school year, the Technology Advisory Committee will file a written report to the superintendent and Board of Education detailing why these goals were not met, and what the plans are to meet these goals during the following school year. The report should be issued no later than the regularly scheduled August, Board of Education meeting of that year.

Appendix IV- Budget

Below is the Technology Budget for 2007-2010 for the Green Island Union Free School District. There is a 2.2% increase from year to year.

General Fund	2007-2008	2008-2009	2009-2010
Instructional Salaries	$0.00		
Non-Instructional Salaries	$14,640.00	$15,006.00	$15,381.15
Equipment	$5,000.00	$5,000.00	$5,000.00
State-Aided Computer Hardware	$5,627.00	$5,627.00	$5,700.00
Contractual	$5,000.00	$5,000.00	$5,000.00
Supplies	$5,000.00	$5,000.00	$5,000.00
State Aided Hardware	$5,063.00	$5,063.00	$5,150.00
BOCES	$30,610.00	$31,987.45	$33,107.01
Total:	**$70,940.00**	**$72,683.45**	**$74,338.16**
Federal Fund:			
Instructional Salaries	$21,000.00	$21,525.00	$22,063.00
Software	$9,234.95	$9,234.95	$9,300.00
Total:	**$30,234.95**	**$30,759.95**	**$31,363.00**
Total for Both Funds:	**$101,174.95**	**$103,443.40**	**$105,701.16**