

CROWN POINT CENTRAL SCHOOL

Five-Year Technology Use Plan
Five-Year Technology Use Plan

2007-2012

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I. VISION STATEMENT

Crown Point Central School is located in a small rural community bordered by Lake Champlain to the East and is a part of the Adirondack Park. Its greatest strength is the community spirit and sense of independence fostered in part by the town's rural nature, small population, and its historical heritage that dates back to the founding of our country. The greatest challenge facing the district is relative to the fact that modern computer technology is changing both how we educate children and what they need to learn in order to compete in an evolving global economy. We are involved in a technological revolution based on acquisition, interpretation, and dissemination of large amounts of information. We need to maintain a comprehensive plan to integrate computer technology-based learning strategies, allowing our students to be fully prepared to participate successfully in our emerging technological society and to be eligible for State Aid for instructional computer technology expenses.

II. MISSION STATEMENT

The development of a computer technology use plan is a crucial element necessary for the District, as a means by which it will bring computer technology and associated opportunities to its students. A well conceived and detailed plan will be the means by which the district will integrate computer technology-based curriculum into the learning process. The District has acquired and will continue to implement modern technologies as a means by which the community and its children will be able to access information.

III. GOALS AND OBJECTIVES

Staff Development: The District will seek to establish and support programs for staff development as it relates to technology. The staff development effort will enable teachers to develop computer competencies and apply these skills to the process of integrating computer technology into the curriculum. The District will seek to acquire grant funding as a means to support the staff development process, in addition to the regular budgetary process.

Community Outreach: The purchase of modern technology is expensive. Community support is essential if the district expects to succeed in its mission. The District will seek to foster good public relations with community members through the use of various informational and educational processes (i.e. district newsletter, open house presentations, peer tutoring opportunities, adult educational opportunities, and a web site.)

School Board Involvement: In our District, as in all of the other school districts across the country, the cost of technology is becoming a substantial line item budgetary concern. It is imperative that the Administration in concert with the Technology Committee, develop strategies designed to keep the school board well informed and updated on all ongoing technology planning initiatives.

Committee Participation: Most modern technology is both complex and expensive. Technology is at the top of the list both in complexity and expense. Only by pooling all of the community

talent and fiscal support can we achieve success in the District's mission. It is imperative that the Technology Committee continue to recruit and maintain representation of all the shareholders in the community. The different groups involved include administration, teachers, support staff, parents, non-parents, senior-citizens, students, school board, and business community.

Research: The pace at which currently available computer technology is changing, the District will need to revise its Technology Use Plan on a regular basis. As part of its strategy to address this issue, the technology committee will study the many complex issues involved in the technology process. The information will be used to update the technology use plan in as timely a fashion as possible. Some of the issues involved include: hardware platforms, software platforms, software uniformity, labs vs. classroom stations, network topography, system security, technical support, equipment maintenance, and distance learning.

Computer Technology Coordinator: The District will continue to use the services of a part-time computer technology coordinator/network manager.

IV. BACKGROUND

The Commissioner of Education's Regulations Section 100.2 has been amended to require that all school districts offer students the opportunity to meet the State's new learning standards in technology. Section 100.5(j) requires districts to meet the learning standards in technology either through separate courses or by integrating them in other courses. The Crown Point Central School District adopted a *Technology Use Plan* in the Fall of 1998 which establishes the latter method for helping our students achieve the standards in technology. Teachers across the curriculum, across levels and subject areas, will each play a part in implementing the technology standards through the regular course of their work. The District has invested in an infrastructure design that fosters integrating technology into the regular curriculum: a cluster of computers is in every classroom, computers are connected via a central file server, users can access their data from any network location, computers have a standard interface throughout the building with standard capabilities, each classroom has some internet access, etc. Further, the District has established a set of "Exit Outcomes" for each grade level defining the specific computer skills expected (*Technology Use Plan, Internet Use Policy, and Exit Outcomes* also available on the District's website).

V. INFRASTRUCTURE

To achieve our goal of implementing a more advanced educational environment, it is necessary to equip the school with infrastructure that will give teachers, students, and community members access to computer systems and information resources and communications facilities. We will seek to maintain a student to computer ratio of 4:1 throughout the building. Objectives to be met in this area are as follows:

A. FACILITIES

As places of operation for all students and staff, we must ensure that the District's school building provides physically safe locations for the use of technology.

- Ensure adequate electrical power throughout the building.
- There will be a cluster of 3-4 computers and at least one printer in all classrooms where there is sufficient space. The computers will be networked
- All internet connections for instructional computers will be regulated by filtering software to block objectionable sites on the internet.

B. ACCESSIBILITY

The issue of accessibility speaks to the issue of equitable access to computer technology. We need to work toward a situation where our computer technology resources are not locked up at the close of the school day but are available in designated areas to students, staff, and community members in the evenings and on weekends.

- Provide after-hours access to computer technology resources.
- Staff access to the building during extended hours.
- Work toward providing a minimum of one computer per four students for each classroom.

C. NETWORKING

Our network infrastructure creates a foundation on which all of our district classrooms, library, and offices interact electronically. Without the network, the advantage offered by computer technology would be severely limited.

- Maintain a local area network.
- Each classroom will have the capability of being connected to the Local Area Network.
- Establish high-speed internet access to the central hub in the LAN.
- Provide network maintenance through a combination of service from the district computer technology coordinator/network manager and professional network service providers.

D. SOFTWARE

In the interest of making our computer technology dollars go further, software needs to be purchased wisely. Before purchasing, the district computer technology coordinator should be consulted. In order to coordinate software acquisition, we will work toward the following goals:

- Assist staff in selecting a wide variety of software programs to support student achievement of stated outcomes and indicators through consultations with computer technology coordinator and staff.
- Students and teachers are not to install software on district computers without consultation with the Technology Coordinator

- Maintain consultation with computer technology committee prior to purchase or installation to determine compatibility or redundancy.
- Compile and periodically update a catalogue of existing software.

To coordinate software acquisition, we will work toward the following goals:

- Work toward making district software available on the LAN.
- Develop board of education policies and procedures related to copyright and appropriate use agreements.
- Encourage uniformity in the purchase of basic software tools.
- Encourage purchasing network software.

VI. CURRICULUM DEVELOPMENT

The ultimate goal of the Technology Use Plan is to incorporate computer technology into the curriculum in a manner that enhances and enriches the educational process in our school. To achieve this goal, the District shall:

- establish computer technology concerns as an agenda item for every active curriculum committee
- establish goals and objectives for training in computer technology use
- make computer technology a transparent and effective tool in every classroom
- supply software and hardware appropriate for all curricular areas.

VII. STAFF DEVELOPMENT

The teacher is the most crucial factor in the computer technology integration into the curriculum. Daily classroom use of computer technology will not happen by accident: teachers must be empowered through training and support to ensure that the integration will be fully realized. To achieve this goal, the district will:

- Plan staff development opportunities in coordination with the district staff development committee and computer technology committee.
- provide in-service opportunities for all staff on a continuing basis in the following areas:
 1. Applying instruction technologies to curriculum development and student assessment.
 2. Using information/instructional technologies in order to meet the new standards and assessment requirements set by SED.
 3. Integrating computer technology into curricular areas.
 4. Promoting classroom management schemes for maximizing student access to and use of computer technology.
- Using equipment and software properly.
- Facilitating attendance of staff at professional development workshops.
- Training and promoting efficient E-mail use.

VIII. FINANCIAL PLAN

As we strive to reach a level of computer technology acquisition that allows all our students access to these resources on an as-needed basis, the importance of establishing and maintaining a central funding source cannot be over emphasized. It will be necessary in future years to upgrade and/or replace existing equipment. Additional technologies will continue to emerge and some of these new products will need to be acquired to prevent our present systems from becoming obsolete. In keeping with these goals the District will:

- maintain a line item for computer technology in the budgetary process
- continue to collaborate with the business community to share technical and financial strategies
- pursue, under the guidance of the Technology Committee, federal, state, and private grants that support computer technology and staff development.

Five Year Budget Plan

2007-2008	\$12,000
2008-2009	\$12,000
2009-2010	\$12,000
2010-2011	\$12,000
2010-2012	\$12,000

IX. FUTURE PLANNING AND REVIEW

A. ANNUAL REVIEW

The complex and fast-paced changes inherent to technology necessitate that the District review the computer technology use plan on a regular basis and make changes as needed. As such, the District Administration shall initiate an annual review to be completed in the month of January. This will allow time for the District to address budgetary concerns that relate to any changes made to the Technology Use Plan.

B. PRIORITIES: WHERE ARE WE GOING?

All staff will be knowledgeable of and proficient in the use of software appropriate for their grade level.

All staff will be proficient in the use of basic applications (Word, Excel, Power Point). Technology will be effectively integrated into the curriculum at all grade levels. Each teacher will receive the necessary training to become and remain current and proficient. Our school web page will provide ongoing information to parents, and other community members.

Our broadcast facilities will provide the community with regular information via our local radio station, WIPS, and our school newsletter.

C. GOALS

1. 2007-2008

- Acquire more “Office 2003” licenses
- Investigate the e-mail usage & staff training for efficient use
- More bandwidth
- Replace high school lab with 15 new computers and relocate old to classrooms
- Acquire “Vision 6” software for high school lab (used for training & instructing)
- An annual survey will be provided with in-service for all staff to ensure effective use of technology. This plan will be reviewed for any necessary changes or amendments.

2. 2008-2009

- Acquire “Vision 6” software for elementary lab (used for training & instructing)
- Continue to add and/or replace hardware and software as necessary and appropriate while remaining fiscally responsible. An annual survey will be provided with in-service for all staff to ensure effective use of technology. This Plan will be reviewed for any necessary changes or amendments.

3. 2009-2010

- Continue to add and/or replace hardware and software as necessary and appropriate while remaining fiscally responsible. An annual survey will be provided with in-service for all staff to ensure effective use of technology. This Plan will be reviewed for any necessary changes or amendments.

4. 2010-2011

- Continue to add and/or replace hardware and software as necessary and appropriate while remaining fiscally responsible. An annual survey will be provided with in-service for all staff to ensure effective use of technology. This Plan will be reviewed for any necessary changes or amendments.

5. 2011-2012

- Continue to add and/or replace hardware and software as necessary and appropriate while remaining fiscally responsible. An annual survey will be provided with in-service for all staff to ensure effective use of technology. This Plan will be reviewed for any necessary changes or amendments.

X. INVENTORY

A. COMPUTERS

152	Desktop computers
23	Laptop computers

B. PRINTERS

12 Network printers

C. SERVER

3 Windows 2003 servers

XI. PROGRAM EVALUATION

The District's Technology Program and this Plan will be evaluated annually, through a survey of staff, students, and selected community members, to ascertain its effectiveness and adequacy. Based on the results of these surveys, this Plan and the overall Technology Program will be amended to reflect necessary changes and/or additions.

ADDENDUM A

Internet & Electronic Mail Access Policy

The Crown Point Central School District is capable of providing student access to both the internet and electronic mail.

1. Student access to the Internet and electronic mail is controlled in the following ways:
2. Students are not allowed to access the Internet without a teacher's supervision.
3. "Chat rooms", "news groups" and "e-mails" are not allowed to be accessed at any time.
4. Computers require username and password to access the Internet.
5. Internet capable computers are equipped with software that blocks and monitors access to objectionable sites.
6. Students will read these rules and policies.

A few facts about the internet:

- Some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.
- Crown Point Central School is not responsible for power outages or mechanical failings that may occur on computer equipment.
- All information on the Internet is copyrighted material. Any information that is available on the Internet is the product of another individual's work, and must be cited if used. This information is referred to as intellectual property and includes pictures, logos, trademarks, printed materials, computer software, video, and sounds.
- You can be sued for violating local obscenity laws in other localities.
- Because information on the Internet comes from all over the world, neither Crown Point Central School nor any staff member controls the content of this information.
- The Internet is a powerful resource tool. When at school, students will use it under the direction and guidance of professional staff for educational purposes only.

District Internet and Electronic Mail Policy

1. The internet is an educational forum. Access to network services is given to students who agree to act in a considerate and responsible manner. All decisions regarding all aspects of student internet use and access are solely the provision of the administration faculty, and staff of the District.
2. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Furthermore, while teachers are responsible for disciplining students who violate these rules, teachers are not themselves liable or responsible if a student should violate a rule such as that prohibiting access to objectionable materials.

3. Network storage areas maybe treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. The privacy of electronic mail cannot be guaranteed.
4. 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 law.
 - Using another's password.
 - Trespassing in another's folders, work, or files.
 - Intentionally wasting limited resources.
 - Employing the network for commercial purposes.
 - Adding or downloading software without permission.
 - Using another user-id, password, or account on school computers to access any service.
 - Purchasing goods arid services without administrative permission.
 - Political activity of any type.
 - Giving out personal information on the Internet. Using any Internet service without a teacher present in the room.
 - Individual student web pages.
 - Forging or attempting to forge email messages.
 - Using the network to send anonymous messages or files.
 - Revealing personal address, phone number, or using personal disks on the district's computers without permission.
 - Stealing data or intellectual property.
 - Interception without permission of one party of transmission of electronic messages.

No personal laptops are allowed to be brought into school to access the school's network or internet.

Violations may result in a loss of access as well as other disciplinary or legal action.

Adopted November 15, 2005
Revised April 17, 2007

ADDENDUM B

User Agreement & Parent Permission Form

As a user of the Crown Point Central School 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.

Student Signature

Date

As the parent or legal guardian of the minor student above, I grant permission for my son/daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use-setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media.

Parent Signature

Date

Name of Student
(please print)

Grade

USER AGREEMENT

As a user of the Crown Point Central School 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 understand that some materials on the Internet may be objectionable and are inappropriate and unacceptable for use in a school environment. I accept responsibility for Internet use when selecting, sharing or exploring information and media.

Signature

Date

Position _____

Adopted 4/17/07