

Technology Plan  
For the  
Salem Central School  
District

2007-2010

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## **Section One: The Technology Philosophy**

All students graduating from Salem Central School will be prepared for the ever-changing technological demands they will encounter in their futures. These demands may be occupational, educational, and personal.

The Salem Central School District will provide, both at the elementary and secondary levels, a positive and supportive environment for students, faculty and staff to promote the use of computers and related technology in the education process.

Computer technology will be used as a tool to enhance learning throughout the entire curriculum. To meet this objective, students must have ready access to appropriate and current technology.

## **Section Two: Student Learning Outcomes**

### **Kindergarten students will be able to:**

- ◆ Turn a computer on and off
- ◆ Start up a program
- ◆ Use the space bar and return key
- ◆ Begin to use a mouse
- ◆ Print a document

### **Grade 1-2 students will be able to:**

- ◆ Turn a computer on and select a program
- ◆ Use a mouse accurately
- ◆ Operate a CD-ROM
- ◆ Word process their work
- ◆ Print and save their work
- ◆ Shut down a computer
- ◆ Properly handle software
- ◆ Use computer drawing programs

### **Grade 3-4 students will be able to:**

- ◆ Use a mouse properly: clicking, dragging, selecting
- ◆ Demonstrate proper use and care of computer hardware, floppy disks, CD-ROMs, and the CD-ROM drive
- ◆ Boot the computer and select a program
- ◆ Word processing:
  - ★ Initiate a new document or open a previously saved document
  - ★ Use tools such as cut, copy, paste
  - ★ Demonstrate an ability to format text – font, style, size
  - ★ Import a picture into a document
  - ★ Save a document to the hard drive or a floppy disk
  - ★ Print a document
- ◆ Define and describe a database and make simple entries in a database
- ◆ Define and describe a spreadsheet and make simple entries in a spreadsheet
- ◆ Reach a level of comfort and speed in keyboarding
- ◆ Manipulate graphic tools to design a picture
- ◆ Send and receive simple e-mail with others

### **Grade 5 students will be able to:**

- ◆ Spend at least thirty minutes each week using a Computer Lab
- ◆ Refine and improve upon keyboarding and word processing skills
- ◆ Refine and expand upon database and spreadsheet skills
- ◆ Independently use a computer in a lab setting
- ◆ Use a computer to send and receive e-mail
- ◆ Access and use the Internet to research information

## **Section Two: Student Learning Outcomes (Continued)**

### **Grade 6 students will be able to:**

- ◆ Identify all of the components that constitutes a computer system
- ◆ Correctly turn on and shut down a computer system
- ◆ Define vocabulary words associated with basic computer systems operations
- ◆ Demonstrate correct body posture along with correct arm and hand positions while using a computer
- ◆ Demonstrate proper keyboarding techniques and correct finger placement on the keyboard
- ◆ Demonstrate the ability to utilize a word processing application:
  - ★ Open a word processing document
  - ★ Open an existing document
  - ★ Create a new document
  - ★ Enter text
  - ★ Save documents
  - ★ Use font, size, and style menus
  - ★ Place graphics
  - ★ Spell-check
- ◆ Use a computer drawing program to generate an original drawing
- ◆ Access information utilizing CD-ROMs and the Internet
- ◆ Refine and improve upon keyboarding skills
- ◆ Independently use the computer to complete class assignments
- ◆ Use the Internet to research information

### **Grade 7 and 8 students will be able to:**

- ◆ Explain the history and development of the computer and how information technology has advanced through time
- ◆ Identify the components that constitute a complete computer system:
  - ★ Central processing unit
  - ★ Monitor
  - ★ Keyboard
  - ★ Mouse
  - ★ Printer
- ◆ Correctly define the vocabulary words associated with basic computer systems
- ◆ Demonstrate proper keyboarding techniques and correct finger placement on the keyboard
- ◆ Demonstrate the ability to utilize a word processing application program:
  - ★ Open a word processing program
  - ★ Open an existing document
  - ★ Create a new document
  - ★ Enter text
  - ★ Use screen features
  - ★ Edit text
  - ★ Save documents

## **Section Two: Student Learning Outcomes (Continued)**

- ★ Use menus – font, size, and style
- ★ Place and manipulate graphics
- ★ Cut and paste text
- ★ Spell-check
- ◆ Demonstrate the ability to utilize a graphics program to create original computer drawings
- ◆ Demonstrate the ability to utilize a database program:
  - ★ Create new fields
  - ★ Enter data
  - ★ Edit fields
  - ★ Sort data
  - ★ Match records
  - ★ Print database
- ◆ Demonstrate the ability to utilize a spreadsheet program:
  - ★ Manipulate data
  - ★ Generate graphs
  - ★ Generate charts
  - ★ Format a spreadsheet
  - ★ Create cell formulas and functions
- ◆ Explain the history and development of the Internet along with its current status and usage
- ◆ Use the World Wide Web as a means of information gathering
- ◆ Create an original World Wide Web page

### **Grade 9-12 students:**

1. Requirements for Graduation:
  - A. A minimum of one major project using technology
  - B. Demonstration of proficiency in keyboarding
2. Students in these grades will have demonstrated competency in the following:
  - A. Word processing/desktop publishing
  - B. Use of a database
  - C. Use of spreadsheet/graphics
  - D. Use of technology for research
  - E. Use of CD-ROMs
  - F. Use of the Internet
  - G. Ability to transfer skills among different types of equipment and software
3. High school students in these grades will be exposed to the following (in actual workplace or educational settings):
  - A. CAD-CAM
  - B. Current technology
  - C. Trouble shooting skills
  - D. Software covering all subject areas and disciplines
4. On average, all students will have access to using a computer for a minimum of one hour per week.

## **Section Three: Staffing**

### **Section Three A: Current Staffing:**

Current staffing consists of a Computer/Technology Coordinator, who is also a teacher, and a Computer Technician.

There is the equivalent of one part-time aide for the elementary computer lab.

There is one classroom aide working in each of the libraries. These aides have been trained to use the technology available in the libraries and when necessary assist students, faculty and staff.

### **Section Three B: Projected Staffing**

Over the next three to five years, there is no projected change to staff.

## **Section Four: Staff Development Program**

Periodically during the school year a survey is administered to determine the continuously changing staff technology training needs.

Training will be offered during Superintendent's Day and at after school sessions.

Some of the presentations offered so far have been on: Microsoft Word, PowerPoint, Grade Quick, Encarta Encyclopedia, e-mail, Media Cart Use, Mimio Device, Integrating Technology into the Curriculum, Skills Tutor, and Web Page Development. Presentations have been, and will continue to be offered, from introduction to advanced in each of the areas mentioned as determined by need.

The faculty and staff are also encouraged to attend outside workshops.

The District will continue to participate in training sessions and conferences in the future to help remain current with the state of technology.

## **Section Five: Computer Equipment and Connections**

### **Section Five A: Computer Equipment Available**

Windows Computers (486 or greater).....	133
Power Macs .....	8
G3 & G4 MacIntosh Computers .....	56
Cable MODEMs .....	1
Scanners .....	5
Digital Cameras .....	5
Media Carts ...(CPU, Video Projector, VCR).....	9

There are three computer labs in the school plus mini labs in each library. The Elementary Lab has 26 G4 computers networked to a laser printer. A second in the high school wing has 26 G4 computers networked to a laser printer. The third lab is in also in the high school wing and has 21 Windows computers. Each lab has a video projector connected to the instructor's computer.

The High School Library has become an electronic information center with the card catalog accessible from one of the school's Windows servers on the LAN network. The 19 Windows computers in the High School Library are available for use by both students and staff. At least 18 of the computer stations in the library are connected to the LAN through a wireless connection.

The 9 Windows computers in the Elementary Library are also available to both students and staff use.

Both libraries are automated and currently use Follett for their circulation system.

The District has implemented a Terminal Server in house so that all computers will be able to run the same version of basic software packages.

District operated email was made available to all staff during the 2006-07 school year.

(See attachment regarding proper use of email at end of this document.)

**Section Five B: Network Connections**

At this point in time, the computers in the buildings are connected to the school local area network through a series of Windows based servers. Internet access is available on the network as well as various programs.

The District’s Internet is Road Runner through Time Warner Cable.

Every room in the school is wired for network and Internet access.

Salem Central School uses ICOP as an Internet filter for the entire facility.

Wireless LAN connections are available throughout the school campus.

**Section Five C: Future Additions**

During each summer:

Additional computer systems and printers will be purchased, as budgets allow, to replace older computer systems currently in classrooms.

**Section Six: Budget**

For the 2006-2007 school year, the Salem Central School District budgeted the following amounts:

Supplies .....	\$ 4,000
Contractual .....	10,000
Equipment .....	2,000
Hardware .....	12,000
Software .....	<u>11,000</u>
2006/07 Total Budget	\$ 39,000

Budget Projections: Computer budgets for the near future are estimated to be approximately \$40,000 for each year.

## **Section Seven: Goals Evaluation Process**

The Salem Central School District recognizes the importance of having a technology plan. With the rapid expansion of technology, it is now more crucial than ever that we have a plan in place. This technology plan can be followed and referred to in order to ensure a thorough and smooth integration process. By creating the plan, evaluating it, and revisiting our original goals our school district is working toward technology becoming a natural part of our students' everyday lives. It is important that we view technology as an enhancement to and vital part of the educational process and not just an added extra.

In order to guarantee representation of all levels in this process, the school district has created a number of committees. The District Wide Computer Committee is the policy making group. This committee is called together on an as-needed basis. If the smaller committees decide that changes need to be made regarding the management of the computers or student access to computers the District Wide Computer Committee will be approached. The Computer/Technology Coordinator is a member of each of the committees.

There is an Elementary Computer Committee. There are representatives from each grade level on this committee as well as two special area teachers, classroom aides, the sixth grade technology course instructor and an administrator. This committee meets on a monthly basis to review and evaluate current policies, provide hardware/software updates, and voice concerns of colleagues who are not on the committee.

There is also a High School Computer Committee. This committee plays the same role as the Elementary Computer Committee except that its members are high school staff members and addresses high school issues.

Technology is a tool to enhance our students' education. The mission of the Salem Central School District is to make the most current technology accessible to all of our students and to provide them with the knowledge necessary for today and for their futures. As part of meeting this goal it is crucial that we continue to train our faculty and staff in the use of this technology. Another critical aspect is that we continue to monitor our needs and progress as we work toward achieving our technology goals.

## **Salem Central School Acceptable Use Notification**

*Please read this document carefully before signing.*

With access to computers and people within the Salem Central School System and all over the world also comes the availability to information of little educational value in the context of the school setting. However, on a global network it is impossible to monitor all access. An industrious user may discover information and material that is inappropriate for our school setting. We (Salem Central School District) firmly believe that the valuable educational and/or instructionally focused information and interaction available on this network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Salem Central School bears the responsibility to educate its users on the appropriate use of campus systems within the context of proper and ethical use of the District's technology.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities when you use the school district pathways to the Internet and the school district intranet. In general, this requires efficient, ethical and legal utilization of the network resources. If a Salem Central School District user violates any of these provisions, his or her account will be terminated and future access could be denied.

The signature(s) at the end of this document indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. The signature(s) also indicate that the party has received a copy of this document.

### **Internet - Terms and Conditions of Use**

1. ***Acceptable Use*** - The purpose of Salem Central School District provided access to its own internal network and to the Internet is to support research for approved users by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Salem Central School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national, state or Salem Central School District regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
2. ***Privileges*** - The use of the Salem Central School District provided computer systems is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The building administrators and/or superintendent of schools will deem what is inappropriate use by a student. Also, the school district administrators may close a student or employee account at any time as required.
3. It is the responsibility of a user (student, employee or guest) to obtain the prior consent of the technology facilitator before any software is installed or used on school district owned and operated computer equipment (or the like).
4. ***Sanctions***

- a) Violations may result in the loss of access. Users involved will be informed of the nature of alleged violations, and they will have the opportunity to respond to them.
  - b) Additional disciplinary action may be determined at the building level in line with existing practices regarding inappropriate language or behavior.
  - c) Users may be required to make full financial restitution for any damage they cause when using school district equipment.
  - d) When applicable, law enforcement agencies may be involved when violations occur.
5. **Network Etiquette** – Each user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a) Be polite. Use no abusive language when communicating with others.
  - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c) Do not reveal your personal address or phone number, or addresses and phone numbers of students or colleagues.
  - d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system may have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e) Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f) Information obtained via the network is assumed to be copyrighted unless otherwise noted.
6. Salem Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Salem Central School District will not be responsible for any damages suffered. These damages may include but not be limited to loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at one's own risk. The Salem Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
7. **Security** - Security on any computer system is a high priority, especially when the system involves many users.
- a) If a user can identify a security problem on the Internet, he/she should notify whoever is supervising the activity. The supervisor should make the building principal aware of the problem. Do not demonstrate the problem to other users.
  - b) No user may use another individual's account.
  - c) Attempts to log-on to the Internet as a system administrator or as another user will result in cancellation of user privileges.
  - d) Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the District's system.
8. **Students in grades 7-12** and employees may be granted access to an account for up to one academic year at a time when they:
- a) Read and agree to follow the Acceptable Use Procedures. This agreement is formalized through one's signature on the application form; and
  - b) If a student under the age of 18, obtain the signature of a parent/guardian on the application form.

At this time, students in grades 6 and below are not allowed individual accounts. Teachers of these grades may apply for a class account, but are obligated to directly supervise these students with its use according to the Acceptable Use Policy.

The employee holding this type of account is ultimately responsible for use of the account and is

required to maintain confidentiality with the password (not giving it to students, other employees or any other person) and is advised to change the password frequently.

*Vandalism* - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to damage equipment, or to harm or destroy data of another user, Internet, or any of the above-listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses, worms or other such malicious program.

### **Computer User Rules**

- ◆ I will use only licensed software provided by Salem Central School on the computer equipment.
- ◆ I will not use unauthorized copies of commercial software.
- ◆ I will not install illegal copyrighted software for use on district computers. (Software purchased under Software Acquisition Policy and installed by authorized personnel is legal.)
- ◆ I will not add or delete software to or from the file server, desktop machines or portable computers.
- ◆ I will only create files and file names that are not vulgar, obscene or bigoted.
- ◆ I will use supplies such as paper, ribbons, and ink efficiently and will not use unnecessarily large amounts of file server disk space and processing time in uses such as forwarding chain letters by e-mail.
- ◆ I will use only my account for school related file storage, e-mail, Internet access or other purposes.
- ◆ I will only access Internet areas that are deemed appropriate due to content that is educationally appropriate in nature.
- ◆ I will not copy or distribute copyrighted software from the system.
- ◆ I will not attempt to gain access to system programs or computer equipment.
- ◆ I will not use computer programs to harass other users, infiltrate computer systems, damage software or equipment.
- ◆ I will not use the computer system for recreational purposes while others require the system for academic purposes.
- ◆ I have reviewed the rules for using the computer facilities at Salem Central School, especially the Internet. I realize that access to any file on the Internet, including those which are indecent and/or inappropriate for any individual, is technologically possible from Salem Central School and understand that accessing inappropriate material will not be tolerated and will result in immediate loss of privilege to access the Internet from school facilities. Understanding that Internet access is sometimes uncensored, I will abide by the rules of conduct regarding access to the Internet at Salem Central School.

### **Salem Central School Acceptable Use Notification**

I have received a copy of the Salem Central School District Acceptable Use Document. I understand that any

violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If a student user is under the age of 18, a parent/guardian must sign the application form below.**

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

**RETURNING THIS DOCUMENT**

Please return this document to the High School Office and place it in the box that has been put there for these documents. Elementary faculty and staff may bring this document to the Elementary Office. You bring these to the proper offices any time from April 7, 2004 and thereafter. Your account will not become active, however, until April 19, 2004. (During the April break only, these forms may be returned to the Superintendent's Office.)

**Password**

Immediately below, please write a password that you would like to use. Please don't use pets' names, family members' names, the name of your favorite music group, etc. since these can be easily guessed by others who know you well. Please use a password that you can remember and that others cannot easily guess. You may use both letters and numbers, and try to limit it to more than 4 but less than 13. **DO NOT GIVE YOUR PASSWORD TO ANYONE FOR ANY REASON!** If you believe that someone else has your password, alert the office immediately. A new one will be issued.

I would like to use the following Password: \_\_\_\_\_  
(Please Print one character to a space)

For students: Please list your B-Block \_\_\_\_\_ and \_\_\_\_\_  
(Class) (Teacher)

(AcceptableUseNotification04.doc)

# Salem Central School

41 East Broadway  
Salem, New York 12865  
(518) 854-7600  
**E-Mail Policy**

The purpose of this policy is to ensure the proper use of Salem Central School District's email system and make users aware of that which Salem Central School deems as acceptable and unacceptable use of its email system. Salem Central School reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

## LEGAL RISKS

Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of e-mail:

- If you send emails with any libelous, defamatory, offensive, racist or obscene remarks, you and the Salem Central School District can be held liable.
- If you forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and the Salem Central School District can be held liable.
- If you unlawfully forward confidential information, you and the Salem Central School District can be held liable.
- If you unlawfully forward or copy protected messages without permission, you and the Salem Central School District can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and the Salem Central School District can be held liable.

By following the guidelines in this policy, the email user can minimize the legal risks involved in the use of e-mail. If any user disregards the rules set out in this Email Policy, the user will be fully liable and Salem Central School District will disassociate itself from the user as far as legally possible, and appropriate disciplinary action may be taken.

## LEGAL REQUIREMENTS

The following rules are required by law or District policy and are to be strictly observed:

- **It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your supervisor.**
- Do not forward a message without first acquiring permission from the sender.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person's email account.
- Do not copy a message or attachment belonging to another user without permission of the originator.
- Do not disguise or attempt to disguise your identity when sending mail.

## BEST PRACTICES

Salem Central School District considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image. Therefore the Salem Central School District wishes users to adhere to the following guidelines:

- **Writing emails:**
  - Signatures must include your name, job title and Salem Central School District. A disclaimer will be added underneath your signature (see Disclaimer)
  - Using the spell checker before you send out an email is recommended.
  - Do not send unnecessary attachments. Compress attachments larger than 200K before sending them.
  - Only send emails of which the content could be displayed on a public notice board. If the message cannot be displayed publicly in its current state, consider rephrasing the email, using other means of communication, or protecting information by using a password (see confidential).
- Other administrative regulations regarding the use of the District's email system will be distributed as a means to solve problems that may occur through use of the system.

## PERSONAL USE

The Salem Central School District's email system is meant for school business use only. Use of the District's email system for personal use is prohibited.

- All messages distributed via the school's email system are the property of the Salem Central School District.

#### **CONFIDENTIAL INFORMATION**

Avoid sending confidential information by e-mail. If you do, you must secure the information by including it in a Microsoft Word or Excel file and protecting it with a password. Then provide the recipient with the password by means of other communication, for instance by telephone.

#### **DISCLAIMER**

The following disclaimer will be added to each outgoing email:

*'This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Salem Central School District. Finally, the recipient should check this email and any attachments for the presence of viruses. The Salem Central School District accepts no liability for any damage caused by any virus transmitted by this email.'*

#### **SYSTEM MONITORING**

You must have no expectation of privacy in anything you create, store, send or receive on the District's computer system. Emails can be monitored without prior notification if the Salem Central School District deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, the Salem Central School District reserves the right to take disciplinary action, including lawful termination and/or other legal action.

#### **EMAIL ACCOUNTS**

All email accounts maintained on our email systems are the property of the Salem Central School District. Passwords should not be given to other people.

#### **QUESTIONS**

If you have any questions or comments about this Email Policy, please contact the Salem Central School District Superintendent. If you do not have any questions the Salem Central School District presumes that you understand and are aware of the rules and guidelines in this Email Policy and that you will adhere to them.

#### **DECLARATION**

I have read, understand and acknowledge receipt of the Email policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.