

**Three-Year Local School District Technology Plan**

July 1, 2010 through June 30, 2013  
New Jersey Department of Education

County: Hunterdon County Code: 19

District/Charter School or Affiliation:

District Code: 0670

Grade Levels: K-8

Web Site: [www.califonschool.org](http://www.califonschool.org)

Date Technology Plan approved by school board: April 12, 2010

Please indicate below the person to contact for questions regarding this technology plan:

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Title: CSA/Principal

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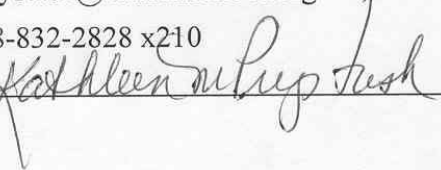
Signature:  Date: 4/27/10

**Superintendent/Lead Person Approval:**

District Superintendent/Lead Person: Kathleen M. Prystash, Ed.D.

E-mail: [kprystash@califonschool.org](mailto:kprystash@califonschool.org)

Phone: 908-832-2828 x210

Signature:  Date: 4/27/10

## Three-Year Local School District/ Charter School Technology Plan

July 1, 2010 through June 30, 2013  
[New Jersey Department of Education](http://www.state.nj.gov/education/)

Directions: Indicate in the *PAGE #* column of the template, the page number from the district technology plan where the corresponding information can be found.

Page #	
<b>I. Stakeholders</b>	
18	<a href="#">Stakeholder Sample Table</a>
Appendix A	<i>Provide the title, name and signature of each member of the technology planning committee. It is expected that there will be representation from at least nine of the positions indicated on the stakeholder sample table. Please provide an explanation if there is not a minimum of nine members on the technology planning committee.</i>
<b>II. EXECUTIVE SUMMARY</b>	
9	<i>Describe the school district's or charter school's vision or mission statement.</i>
<b>III. TECHNOLOGY OVERVIEW</b>	
<b>A. Technology</b>	
9	1. <i>Provide an inventory of current technology networking and telecommunications equipment.</i>
10	<a href="#">Inventory Sample Table</a>   <a href="#">Help</a>
	2. <i>Describe the technology inventory <u>needed to improve student academic achievement through 2013 including, but not limited to:</u></i> <ul style="list-style-type: none"> <li>▪ <i>Technology equipment</i></li> <li>▪ <i>Networking capacity</i></li> <li>▪ <i>Software used for curricular support and filtering</i></li> <li>▪ <i>Technology maintenance policy and plans</i></li> <li>▪ <i>Telecommunications services</i></li> <li>▪ <i>Technical support</i></li> <li>▪ <i>Facilities infrastructure</i></li> <li>▪ <i>Other services</i></li> </ul>
10	3. <i>Describe how the district integrates assistive technology devices into the network to accommodate student needs.</i>
10	4. <i>How educators have access to educational technology in their instructional areas</i>

	<p><i>such as using desktops, mobile laptop and wireless units, PDAs.</i></p> <p><i>(NOTE: For purposes of this document, educators are defined as school staff members who teach children, including librarians and media specialists.)</i></p>
11	5. <i>How administrators have access to technology in their workplace (such as using desktops, mobile laptop and wireless units, PDAs).</i>
11	6. <i>Describe how the district's web site is <a href="#">accessible to all</a> stakeholders (for example using Federal Accessibility Standards)</i>
11	7. <i>Describe the plan for replacing obsolete computers/technology and include the criteria for obsolescence. <a href="#">Help</a></i>
<b>B. Cyber Safety</b>	
11	<p style="text-align: center;"><a href="#">Help</a></p> <p>1. <i>List the filtering method(s) used.</i>  <i>(NOTE: Be specific as this is a federal mandate.)</i></p>
11	2. <i>Identify the Acceptable Use Policies (AUP) used for students and staff and include a copy of the AUPs with the submission of this technology plan.</i>
Appendix B, C,D	
11	<p>3. <i>Describe the district's Internet safety policy that addresses the</i></p> <p style="padding-left: 40px;"><i>a) technology protection measure that protects against access through computers with Internet access to visual depictions by adults or minors that are—</i></p> <p style="padding-left: 80px;"><i>(I) obscene; or</i>  <i>(II) child pornography; or</i>  <i>(III) harmful to minors; and</i></p> <p style="padding-left: 40px;"><i>b) process for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as required by the Protecting Children in the 21st Century Act.</i></p>
12	<p>4. <i>Indicate the dates when the school district provided the community with public notice and a hearing to address any proposed Internet safety policies adopted by the school district pursuant to CIPA. (Note: This is a requirement by e-rate only for those entities that have not already provided such notice and hearing related to an Internet safety policy and technology protection measure.)</i></p> <p><b>Resource:</b>  <i>Information from Universal Service Code:</i>  <a href="http://www.law.cornell.edu/uscode/html/uscode47/usc sec 47 00000254----000-.html">http://www.law.cornell.edu/uscode/html/uscode47/usc sec 47 00000254----000-.html</a></p>
<b>C. Needs Assessment</b>	
	<a href="#">Help</a>
12	1. <i>Complete a needs assessment for educational technology in your school district</i>

	<i>or charter school. Begin by determining current status. Afterwards, determine the educational needs, prioritize the identified needs and plan for necessary changes through goals and objectives.</i>
12	a. <i>Evaluate educators' current practices in integrating technology across the curriculum.</i>
12	b. <i>Provide a summary of educators' proficiency in the use of technology within the district.</i>
12	c. <i>Determine the current educational environment and barriers by describing how:</i>
12	i. <i>Educators are assured access to technology to facilitate technology integration across the curriculum,</i>
12	ii. <i>Often students have access to technology to support the use of 21<sup>st</sup> century skills in their learning environment,</i>
12	iii. <i>The needs of educators are evaluated,</i>
12	iv. <i>The needs of students are evaluated,</i>
13	v. <i>Past professional development addressed the educators' and students' needs for technology integration,</i>
13	vi. <i>Past professional development for all administrators was provided to further the effective use of technology in the classroom or library media center,</i>
13	vii. <i>Ongoing, sustained professional development was provided in 2009-2010 for all educators to further the effective use of technology in the classroom and library media center,</i>
13	viii. <i>Ongoing, sustained professional development was provided in 2009-2010 for administrators to further support the effective use of technology in the classroom or library media center,</i>
13	ix. <i>Supports were provided for educators other than professional development,</i>
13	x. <i>Professional development needs and barriers relating to using educational technology as part of instruction have been identified.</i>
13	2. <i>Based on the answers given above, indicate the needs of the district to improve academic achievement for all students through the integration of technology across all curricular areas.</i>
13	3. <i>Prioritize the identified needs</i>
<b>IV. THREE-YEAR GOALS AND OBJECTIVES</b>	

<b>A. History</b>	
14	<i>Evaluate each goal from the previous plan, in one or two sentences, detailing each goal's success, or reasons for continuation, or issues preventing its success.</i>
<b>B. Goals and Objectives for 2010-2013</b>	
14	<i>Modify goals and write new goals to meet the needs identified from the assessments. Goals for 2010-2013 should support district need and align with the state plan.</i>
<b>V. THREE-YEAR IMPLEMENTATION AND STRATEGIES TABLES (July 2010 – June 2013)</b>	
15	<a href="#">Implementation Activity Sample Table</a>
Appendix E	A. <i>Describe the implementation strategies/activities that relate to the goals and objectives. Include in the description the timeline, person responsible and documentation (or evidence) that will prove the activity occurred.</i>
15	B. <i>Develop strategies to ensure that the technology plan addresses the use of technology, including assistive technology, to support 21<sup>st</sup> century learning communities.</i>
15	C. <i>Provide details of the process for meeting the NCLB requirement that all students be technologically literate by the end of grade eight. <a href="#">Help</a></i>
15	D. <i>Identify specific telecommunications and information technologies and any other specific resources that are useful to reach the stated goal.</i>
<b>VI. FUNDING PLAN (July 2010 – June 2011)</b>	
Appendix F	<a href="#">Funding Plan Sample Table</a>   <a href="#">Help</a>
15	A. <i>Provide the anticipated costs for 2010-2011 and then indicate the projected funding for 2012-2013 of the technologies to be acquired. Include expenses such as hardware/software, digital curricula including <a href="#">NIMAS</a> compliance, upgrades and other services including print media that will be needed to achieve the goals of this plan. Also incorporate specific provisions for interoperability among components of such technologies to successfully achieve the goals of this plan.</i>
15	B. <i>Indicate the federal, state, local and other sources of funds used to help ensure that <u>students</u> have access to technology and ensure that <u>educators</u> are prepared to integrate technology effectively into curricula and instruction.</i>
16	C. <i>Attach a copy of the board approval for this technology plan. Be sure it includes the budget for the first year of this plan.</i>
	D. <i>A board approved budget for each successive year of this plan must be filed with the technology plan for e-rate auditing purposes.</i>
16	E. <i>Provide your technology plan's creation date which, as defined by e-rate, is the point when these five elements are in your plan.</i>  <i>Those elements are:</i> <ul style="list-style-type: none"> <li>• <i>Goals and strategies for using telecommunications and information technology;</i></li> <li>• <i>A professional development strategy;</i></li> <li>• <i>An assessment of telecommunications services, hardware, software, and other</i></li> </ul>

	<p><i>services needed;</i></p> <ul style="list-style-type: none"> <li>• <i>Budget resources; and</i></li> <li>• <i>An ongoing evaluation process.</i></li> </ul>
<b>VII. PROFESSIONAL DEVELOPMENT</b>	
16	A. <i>Provide the name and title of the person responsible for coordinating the professional development activities as stated in the district's professional development plan and noted in this plan.</i>
16	B. <i>Describe the planned professional development activities for teachers, administrators, and school library media personnel that include:</i>
16	<p style="text-align: center;"><a href="#">Help</a></p> <p>1. <i>How ongoing, sustained professional development for all administrators will be provided to further the effective use of technology in all learning environments.</i></p>
16	2. <i>How ongoing, sustained professional development for all educators will be provided that furthers the effective use of technology, models 21<sup>st</sup> century skills and demonstrates global outreach and collaboration in the classroom or library media center.</i>
16	3. <i>The professional development opportunities and resources that exist for technical staff.</i>
16	4. <i>How professional development is provided to all staff on the application of assistive technologies to support all students in their learning.</i>
16	<p style="text-align: center;"><a href="#">Professional Development Sample Table</a></p> <p>C. <i>Based on educators' proficiency and the identified needs for professional development, describe only the ongoing, sustained high-quality professional development opportunities planned for 2010-2011 as they relate to the infusion of technology into the curricular process. Include a description of in-class support, such as coaching, that is used to ensure effective use of technology to improve learning. Also, include a description of the involvement of all partners associated with professional development for the district.</i></p>
17	D. <i>Project professional development activities that will continue to support identified needs through 2013, including all partners.</i>
<b>VIII. EVALUATION PLAN</b>	
17	<p style="text-align: center;"><a href="#">Evaluation Plan Sample Table</a></p> <p><i>Describe the evaluation process and accountability measures that monitor progress and mid-course corrections that are used to regularly evaluate the extent to which goals, objectives, activities, resources and services are effective in</i></p> <p>1. <i>Integrating technology into curricula and instruction to promote 21<sup>st</sup> century skills and global collaboration and outreach,</i></p>

17	2. <i>Enabling students to meet challenging state academic standards, and</i>
17	3. <i>Developing life-long learning skills.</i>

# Three-Year Local School District/ Charter School Technology Plan

July 1, 2010 through June 30, 2013

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## I. Stakeholders

Members of the technology planning committee are listed in the attached Appendix A.

## II. Executive Summary

Mission Statement:

Students will achieve the 21st century skills needed to effectively compete, connect, communicate and collaborate in a global society by developing a culture of digital citizenship. The school community will use current and emerging technologies to voluntarily and continuously improve and expand their teaching and learning in and away from school.

## III. Technology Overview

### A. Technology

1. Califon School's current technology and telecommunications equipment is as follows:

One Dell PowerEdge 2850 Server providing data storage, data backup, program access, Califon School's web page, and anti-virus solution.

One Dell Poweredge 2650 Server providing data storage and program access.

Califon's Library consists of 25 gateway M465-E laptops, one Dell Optiplex GX280, and one Dell Optiplex GX620. The school is connected to the internet with a Sprint/Embarq DSL line and DSL modem protected by a SonicWALL TZ 170 UNL NODE firewall appliance.

One Barracuda Networks 210 Web Filter providing Content, Spyware, and Virus filtering.



Each classroom consists of one to five IBM and Dell Optiplex GX280 computers with a Pentium II to a Pentium 4 processor.

All rooms are connected by Cat5 cabling and Netgear Switches and Netgear Hubs.

There are two battery backups by APC used on our server and Netgear Switch in our library.

All classrooms (K-8) are equipped with a Smartboard, laptops and projector.

25 laptops and cart added to the library.

Two new desk top computers added to the resource and 7<sup>th</sup> grade room.

One laptop added to the resource room.

Global Connect phone service added to school.

2. The following technology inventory will be needed to improve student academic achievement through 2013:
  - Supply of replacement Smartboard light bulbs to continue uninterrupted use of Smartboard technology in the classroom.
  - Continue to replace and update out dated computers, including laptop batteries.
  - Continuing to budget for IT service and support from the technology liaison.
  - Increase wireless signal throughout the school with the addition of several wireless broadband routers.
  
3. FM trainers are utilized in Kindergarten, First Grade, Third Grade, and Fourth Grade classrooms to assist students with hearing impairments. All units are stationary with the exception of one unit which is used by a middle school student who changes classes. Smartboards are used in all classrooms to support differentiated instruction.
  
4. All educators have access to a computer and the Internet in their classroom. All rooms have desktops. Nine rooms have Smartboards. There is one laptop for each Smartboard. These laptops are connected to the Internet with

wireless units throughout the building.

5. The administrators in our school all have desktops which are connected to the Internet.
6. The District's web page is located at [www.califonschool.org](http://www.califonschool.org) whenever Internet access is available. The website meets Federal Accessibility Standard 1194.22.
7. The plan for replacing obsolete computers is follows:

All equipment will remain in use until deemed to be functionally obsolete by our technology coordinator, technology consultant or chief school administrator, at which time it will be disposed of by the maintenance staff in an environmentally responsible manner. Equipment for which technical support can no longer be obtained, equipment that cannot be integrated into the school's network, and equipment that cannot run required software, will be considered functionally obsolete.

## **B. Cyber Safety**

1. Califon School uses a one Barracuda Networks 210 Web Filter providing Content, Spyware, and Virus filtering. This is a filtering service that blocks at the internet access level, meaning it does not need to be installed on any computers and blocks inappropriate material when users get on the internet regardless of where they are located in the building. This is a yearly subscription service provided and supported by Barracuda.
2. Califon's Acceptable Use Policies include the following:
  - a. Policy 4119.26 ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURECES BY TEACHING STAFF MEMBERS (Attached as Appendix B)
  - b. Policy 6142.10 – TECHNOLOGY (Attached as Appendix C)
  - c. CALIFON BOROUGH BOARD OF EDUCATION TECHNOLOGY AND ACCEPTABLE USE OF THE INTERNET (Attached as Appendix D)
3. The teacher/librarian teaches students at every grade level online safety awareness based on the curriculum unit created by CyberSmart Education accessed at <http://www.cybersmartcurriculum.org/home/>

4. A meeting was provided on September 27, 2007 to parents of students attending Hunterdon County schools by the Washington Township Police Department. Califon School plans to invite parents to presentations about online safety, and will be provided by the PTA and speakers from the State Police.

### **C. Needs Assessment**

1.
  - a) Evaluate educator's current practices in integrating technology across curriculum. It has been recorded that at least 70% of the staff feel they use technology in the classroom consistently and across all subjects. The other staff members are either needing additional training in how to incorporate technology or in basic computer operation, so they do not use it to the degree that is desired.
  - b) Provide a summary of educators proficiency in the use of technology within the district. In asking our staff to assess their skill level, 80% said that they were comfortable with basic computer operations, and almost all of those teachers (88%) use technology proficiently during instruction, integrating it into the curriculum.

#### **C. In the current educational environment:**

- i. Staff members are provided access to technology in accordance with Appendix B in order to facilitate technology integration.
- ii. Students have access to technology in the classroom on a daily basis and in the media center on a scheduled basis (either two or three times per week). As well as open media center periods throughout the day.
- iii. A needs assessment survey was sent to the staff and evaluated by the committee.
- iv. The needs of the students were evaluated by the media teacher and classroom teachers through curriculum meetings, teacher observation, student projects, portfolios and formal and informal observations such as using the Simple Assessment program.

- v. Professional development has helped integrate technology skills into the content area tasks.
  - vi. Administrators have attended technology workshops offered by the State Department of Education, ASSA, ASBO, and ETTC. The workshops addressed specific use of technology for state reports and conferences and graduate courses have addressed the effective use of technology in the classroom or media center.
  - vii. Ongoing sustained professional development was provided in 2009-2010 for all staff to further the effective use of technology in the classroom and in the media center. Professional days are built into the district calendar and have been used to address technology integration. Staff is also given time and funding to attend workshops. Professional development occurs at faculty meetings and is included in professional improvement plans.
  - viii. Administrators were provided with ongoing sustained professional development in 2009-2010. Professional Development is addressed in the professional growth plan of the CSA.
  - ix. Support provided to staff other than professional development includes time to go to conferences and workshops, and funding to pay for graduate classes and workshops. Informal individualized support is available from the media teacher.
  - x. The district needs to provide ongoing professional development to enable teachers to provide high quality technology integration to all students. Barriers relating to technology expansion include, ongoing costs of hardware and software, the need to hire additional technology support personnel, the need to stay current in all areas of education technology tools, and the need to replace outdated technology.
- 2.
- The district is working to improve student achievement in the areas of critical thinking and problem solving by integrating 21<sup>st</sup> century technology application.
  - The district will continue to provide in district professional development for teachers.
  - The district will continue to provide opportunities for professional development for administrators.
3. The prioritized needs are funding, training, hardware, software and continual upgrading and improving to meet the 21<sup>st</sup> century technology objectives.

#### **IV. Three- Year Goals and Objectives**

##### **A. History**

Goal 1: Califon School continues to provide hands on experiences for teachers and students to use both existing and new technology and to integrate them into the classroom teaching and student learning in support of the New Jersey Core Curriculum Standards.

Goal 2: Through continued use of Smartboards, laptops, internet access and software applications teachers will incorporate technology activities in daily lessons.

Goal 3: Teachers continue to expand their use of technology to address learning styles, accommodate individual developmental levels and help students accept responsibility for their learning. Teachers have received professional development for differentiated technological instruction.

Goal 4: All of the school members and community have access to the website, email, voice mail and global connect to facilitate communication.

##### **B. Goals and Objectives for 2010-2013**

Goal 1 - Students, teachers and administrators will have equitable access to educational technology in personalized and ubiquitous learning environments.

Goal 2 - Students will attain 21st Century skills in educational technology and information literacy to achieve the Core Curriculum Content Standards to succeed in the global society.

Goal 3 - Educators will continuously improve their skills and knowledge to effectively use educational technology to achieve the Core Curriculum Content Standards.

Goal 4 - Continuously improve and maintain the technology infrastructure necessary for the school community to access electronic information and to communicate effectively.

Goal 5 - Provide proper personnel to support the infrastructure, equipment, and curriculum integration to allow educational technology to permeate all learning environments.

## **V. Three- Year Implementation and Strategies Tables (July 2010-June 2013)**

- A. The Three-Year Implementation Activity Table for 2010-2013 is attached as Appendix E .
- B. 1. Provide increased student access to technology for the purpose of collaborative activities, producing information, global awareness and higher level thinking.  
  
2. Provide professional development activities for educators to integrate 21<sup>st</sup> century skills into classroom activities.
- C. Students will be pre-assessed each year using Simple Assessment. Students who do not meet the standards will be identified and given support before the final assessment.
- D. Goal 1 and 2: Through laptops, digital hardware and webcams students will produce information and share their information with the global community.

Goal 3: Educators will stay up to date with current New Jersey Core Curriculum Content Standards to integrate 21<sup>st</sup> century skills.

Goal 4 and 5: The district will continue to explore new ways to improve infrastructure, communicate and to share relevant information effectively. The district will purchase equipment to support the infrastructure.

## **VI. Funding Plan (July 2010-June 2011)**

- A. Anticipated costs for 2010-2011, as well as projected funding for 2011 2012 and 2012-2013, are provided in the Funding Plan Tables attached as Appendix F.
- B. Anticipated federal, state, local and other sources of funds are also shown in Appendix F.

- C. Evidence of Board approval of the 2010-2013 Technology Plan, including the associated 2010-2011 budget is attached as Appendix F.
  
- E. Creation date of this Technology Plan, as defined by e-rate is March 29, 2010.

## **VII. Professional Development**

- A. Individuals responsible for coordinating the professional development activities noted in this plan are:
  - 1. Kathleen Prystash, Ed.D., Chief School Administrator
  
- B. Planned professional development activities for teachers, administrators, and school library media personnel include:
  - 1. The administrators have desktop computers in their offices and can access their files from home. Each administrator's professional development for technology will be addressed in their professional development plan as directed by the New Jersey Department of Education.
  
  - 2. All teachers have access to desktop computers in their classrooms and the library media specialist has a desktop with library software and Web site software and files. Teachers and students have access to laptops in the media center and resource room with wireless capabilities.
  
  - 3. Professional development opportunities and resources will be made available for our technical staff.
  
  - 4. Professional development on the application of assistive technologies to support all students in their learning will be provided to the staff.
  
- C. The on-going professional development opportunities planned for 2010-2013 will include, but not be limited to: workshops, graduate courses, and coaching/mentoring. In addition, teachers will turnkey about new technological applications for curricular areas. Lesson plans will be analyzed and evaluated for the application of technology to instructional planning in all curricular areas.

- D. Financial and time resources will be provided to keep staff current in learning about new technologies based on the current year's budget. The goals listed in this technology plan will provide long-range support and implementation through 2013. This will include coordination with our local community members, county and state shared services.

### **VIII. Evaluation Plan**

- A. The process and accountability used to evaluate the extent to which goals,
  - 1. Integrating technology into curricula and instruction – Student report cards; portfolio assessment; teacher's professional improvement plans; teacher observation; and lesson plan reviews.
  - 2. Enabling students to meet challenging state academic standards – Study Island Analysis Reports; results from the New Jersey ASK and GEPA; Chief School Administrator's teacher observations and lesson plan analyses for integration of New Jersey Core Curriculum Content Standards with lesson objectives.  
objectives, activities, resources and services are effective include:
  - 3. Developing lifelong learning skills- Survey of community members to pinpoint technology needs; assessment of students on their evaluation of electronic information sources; provision of courses in technology use of community members.



## Stakeholder Sample Table

Stakeholder Table		
Title	Name	Signature
Superintendent		
Principal	Dr. Kathleen Prystash	
Technology Coordinator		
Curriculum Director/Curriculum Committee Member		
Teacher	Jennifer Schuetz Tristan Miller	 
Special Education Teacher	Kathy Brown Lori Montesion	
Library Media Specialist	Kathleen Lynch	
Guidance		
Board Member	Dan Hemberger	
Parent	Sandy Andersen	
Student	Kevin Smith	

# POLICY

FILE CODE: 4119.26

BOARD OF EDUCATION  
CALIFON BOROUGH

Monitored  
Mandated  
x Other Reasons

## ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY TEACHING STAFF MEMBERS

The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow teaching staff members to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by teaching staff members to information sources but reserves the right to limit inschool use to materials appropriate to educational purposes. The Board directs the Chief School Administrator to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow teaching staff members access to information sources that have not been prescreened using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer network(s) and declares unethical, unacceptable, inappropriate or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, instituting legal action or taking any other appropriate action as deemed necessary.

The Board provides access to computer network(s)/computers for administrative and educational purposes only. The Board retains the right to restrict or terminate teaching staff members access to the computer network(s)/computers at any time, for any reason. The Board retains the right to have the Chief School Administrator or designee, monitor network activity, in any form necessary, to maintain the integrity of the network(s) and ensure its proper use.

Standards for Use of Computer Network(s)

Any individual engaging in the following actions declared unethical, unacceptable or illegal when using computer network(s)/computers shall be subject to discipline or legal action:

1. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network(s). Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
2. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Using the computer network(s) in a manner that:
  - Intentionally disrupts network traffic or crashes the network;
  - Degrades or disrupts equipment or system performance;
  - Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
  - Steals data or other intellectual property;
  - Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
  - Gains or seeks unauthorized access to resources or entities;
  - Forges electronic mail messages or uses an account owned by others;
  - Invades privacy of others;
  - Posts anonymous messages;
  - Possesses any data which is a violation of this policy; and/or
  - Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

#### Violations

Individuals violating this policy shall be subject to appropriate disciplinary action which may include but is not limited to:

- 1 Use of the network(s)/computers only under direct supervision;
- 2 Suspension of network privileges;
- 3 Revocation of network privileges;
- 4 Suspension of computer privileges;
- 5 Revocation of computer privileges;
- 6 Suspension;
- 7 Dismissal;
- 8 Legal action and prosecution by the authorities; and/or
- 9 Any appropriate action that may be deemed necessary as determined by the Chief School Administrator and approved by the Board of Education.

Date Adopted:

Date Revised:

Legal References: N.J.S.A. 2A:38A3

**Key Words**

Staff Liability, Student Welfare, Standard of Care

**Appendix C**

# POLICY

FILE CODE: 6142.10

Board of Education  
Califon Borough

X Monitored  
X Mandated  
X Other Reasons

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## TECHNOLOGY

The Board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the Core Curriculum Content Standards.

### ACCEPTABLE USE OF THE INTERNET

#### Purpose

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for students and staff.

#### Limitation of Liability

The Internet constitutes an unregulated collection of resources that change constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the Board be responsible for financial obligations arising through the unauthorized use of the system.

#### District Rights and Responsibilities

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

The Board designates the Chief School Administrator as the coordinator of the

district system. He/she shall recommend to the Board of Education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

The Chief School Administrator will: ensure that teachers receive proper training in the use of the system; ensure that students are adequately supervised when using the system; maintain executed user agreements; and interpret this acceptable use policy

## Access to the System

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 Conduct/Discipline. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The Board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

## World Wide Web

### Individual Email Accounts for District Employees

District employees shall be provided with an individual account and dialup access to the system. An agreement shall not be required.

All students and employees of the Board shall have access to the Web through the district's networked or stand alone computers. An agreement shall be required. To deny a child access, parents/guardians must notify the Chief School Administrator in writing

### Individual Email Accounts for Students

## **Appendix C**

Students shall not be permitted to have individual or class email accounts.

### **Supervision of Students**

Qualified staff shall supervise student use of the Internet.

#### **District Web Site**

The Board authorizes the Chief School Administrator to establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices. The Chief School Administrator shall publish and disseminate guidelines on acceptable material for the web site. The Chief School Administrator shall also ensure that district and school web sites do not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained on the form developed by the state department of education. "Personally identifiable information" refers to student names, photos, addresses, email addresses, phone numbers and locations and times of class trips.

#### **Parental Notification and Responsibility**

The Chief School Administrator shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to have an individual account, as appropriate. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the Principal in writing.

#### **Acceptable Use**

##### **Student Safety Practices**

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

##### **Prohibited Activities**

## Appendix C

Users shall not attempt to gain unauthorized access to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the district system to engage in illegal activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person. Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

### Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

### System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.



## Appendix C

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

### System Limits

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists.

Users shall check email frequently and delete messages promptly.

### Privacy Rights

Users shall respect the privacy of N.J.A.C. 6A:241.1 et seq. Urban Education Reform in the messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

### Implementation

The Chief School Administrator shall prepare regulations to implement this policy.

Date Adopted: September 27, 2004

Revised:

Legal References:

N.J.S.A. 2A:38A1 et seq. Computer System

N.J.S.A. 2C:2025 Computer Related Theft

N.J.S.A. 18A:7A11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills

N.J.S.A. 6A:24-1.1 et seq. Urban Education Reform in the Abbott Districts

**Appendix C**

See particularly:

N.J.A.C. 6A:24-1.4,2.2,4.1,6.1

N.J.A.C. 6A:30-1.1, et seq. Evaluation of the Performance of School Districts

17 U.S.C. 101

United States Copyright Law

47 U.S.C. 254(h)

Children's Internet Protection Act

N.J. v. T.L.O. 469 U.S. 325 (1985)

O'Connor v. Ortega 480 U.S. 709 (1987)

No Child Left Behind Act of 2001, Pub. L. 107110, 20 U.S.C.A. 6301 et seq.

Manual for the Evaluation of Local School Districts (August 2000)

N.J.A.C. 6A:241.4, 2.2, 4.1, 6.1

N.J.A.C. 6A:241.4, 2.2, 4.1, 6.1

**Appendix D**

**Contract Regarding the Use of Internet**

I, \_\_\_\_\_, accept and agree to abide by the following rules.

I agree to abide by all rules which are listed in the Califon Public School Guidelines for Internet Use.

I realize that the primary purpose of the Califon Public School Internet connection is educational, and that as such, educational purposes shall take precedence over all others.

I realize that the use of Internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking of account, disciplinary action, and/or legal action.

I agree not to participate in the transfer of inappropriate or illegal materials through the Califon Public School Internet connection. I realize that in some cases, the transfer of such material may result in legal action against me.

I agree not to participate in the transfer of material which may be considered treasonous or subversive via the Califon Public School Internet connection.

I agree not to allow other individuals to use my account for Internet activities nor will I give anyone my password.

I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet.

Signed, \_\_\_\_\_

Date \_\_\_\_\_

I, \_\_\_\_\_, the parent/guardian of the above, agree to accept all financial and legal liabilities which may result from my son/daughter's use of the Califon Public School Internet connection.

Signed, \_\_\_\_\_

Date \_\_\_\_\_

**Appendix E**

*Three-Year Local School District/Charter School Technology Plan Template  
(2010-2013)*

**Three-Year Implementation Activity Table  
July 2010 – June 2013**

Strategies and activities that relate to the school district’s or charter school’s goals and objectives may be completed on the sample implementation table. If the goals and objectives were numbered in the above section, the corresponding numbers may be used in the table below. The use of this table is optional and is provided as a convenience.

<b>Three-Year Technology Implementation Activity Table</b>				
<b>District Goal and Objective</b>	<b>Strategy/Activity</b>	<b>Timeline</b>	<b>Person Responsible</b>	<b>Documentation</b>
1,3	Online Professional InfoSource	2010-2013	CSA	Computerized Data
1,2	Develop and asses 21 <sup>st</sup> century skill activities	2010-2013	Individual Teachers/Tech teacher	Projects, Rubrics, Portfolio
4	Continue website development	2010-2013	Technology/Media Specialist	Survey
5	Have a tech liaison to provide proper tech support	2010-2013	CSA/Board	Contract

## Funding Plan Sample Table (2010-2011)

<b>Three-Year Technology Plan Anticipated Funding Table (2010-2011)</b>				
<b>ITEM</b>	<b>FEDERAL FUNDING REAP</b>	<b>STATE FUNDING</b>	<b>LOCAL FUNDING</b>	<b>MISC. (e.g. Donations, Grants)</b>
Digital curricula (see NIMAS in the HELP section)			<b>Teacher salary 5,000 (1.2)</b>	
Print media needed to achieve goals				
Technology Equipment	<b>Camera 1,000</b>			
Network			<b>Website Dev. 1,000</b>	
Capacity				
Filtering			<b>850</b>	
Software			<b>600</b>	
Maintenance	<b>Tech Liaison 16,000</b>			
Upgrades				
Policy and Plans				
Other services				

## Funding Plan Sample Table (2011-2012)

<b>Three-Year Technology Plan Projected Funding Table (2011-2012)</b>				
<b>ITEM</b>	<b>FEDERAL FUNDING REAP</b>	<b>STATE FUNDING</b>	<b>LOCAL FUNDING</b>	<b>MISC. (e.g. Donations, Grants)</b>
Digital curricula (see NIMAS in the HELP section)			<b>Teacher Salary 5,000 (1.2)</b>	
Print media needed to achieve goals				
Technology Equipment	<b>Camera 1,000</b>			
Network			<b>Website Dev. 1,000</b>	
Capacity				
Filtering			<b>850</b>	
Software			<b>600</b>	
Maintenance	<b>Tech Liaison 16,000</b>			
Upgrades				
Policy and Plans				
Other services				

## Funding Plan Sample Table (2012-2013)

<b>Three-Year Technology Plan Projected Funding Table (2012-2013)</b>				
<b>ITEM</b>	<b>FEDERAL FUNDING</b>	<b>STATE FUNDING</b>	<b>LOCAL FUNDING</b>	<b>MISC. (e.g. Donations, Grants)</b>
Digital curricula (see NIMAS in the HELP section)			<b>Teacher Salary 6,000 (1.2)</b>	
Print media needed to achieve goals				
Technology Equipment				
Network			<b>Website Dev. 1,000</b>	
Capacity				
Filtering			<b>850</b>	
Software				
Maintenance	<b>Tech Liaison 16,000</b>			
Upgrades				
Policy and Plans				
Other services				

**Appendix G**

**Extract from the minutes of a meeting of the Board of Education of  
the Borough of Califon, Hunterdon, County, and New Jersey as  
recorded in the official minute book.**

The Board of Education of the borough of Califon in the county of Hunterdon New Jersey convened in Public Session on April 12, 2010 the Califon Elementary School, Califon, New Jersey.

The following members of the board were present

**Present:** Daniel Hemberger, Kelly Galligan, Kim Schundler, Cathy Smith, Lavinia Trimmer

**Absent:** none

A motion was made by Mrs. Trimmer and seconded by Mrs. Smith


Motion to approve the following submissions to the New Jersey Department of Education:

- a) Technology Plan – July 1, 2010 through June 30, 2013

Motion carried unanimously on a roll call vote.

STATE OF NEW JERSEY)  
COUNTY OF HUNTERDON)

I, Susan Schaffner, secretary of the Board of Education of the Borough of Califon in the county of Hunterdon, State of New Jersey hereby certify that the foregoing extract from the minutes of the meeting of the Board of Education of said district duly called and held on April 12, 2010 has been compared by me with the original minutes as officially recorded in the office in the minute book of said Califon Board of Education and is a true complete copy thereof and of the whole of said original minutes so far as the same relate to the subject matter referred to in said extract in witness I have here unto set my hand and affixed the corporate seal of said Board of Education April 12, 2010.

  
\_\_\_\_\_  
Susan Schaffner, Board Secretary



