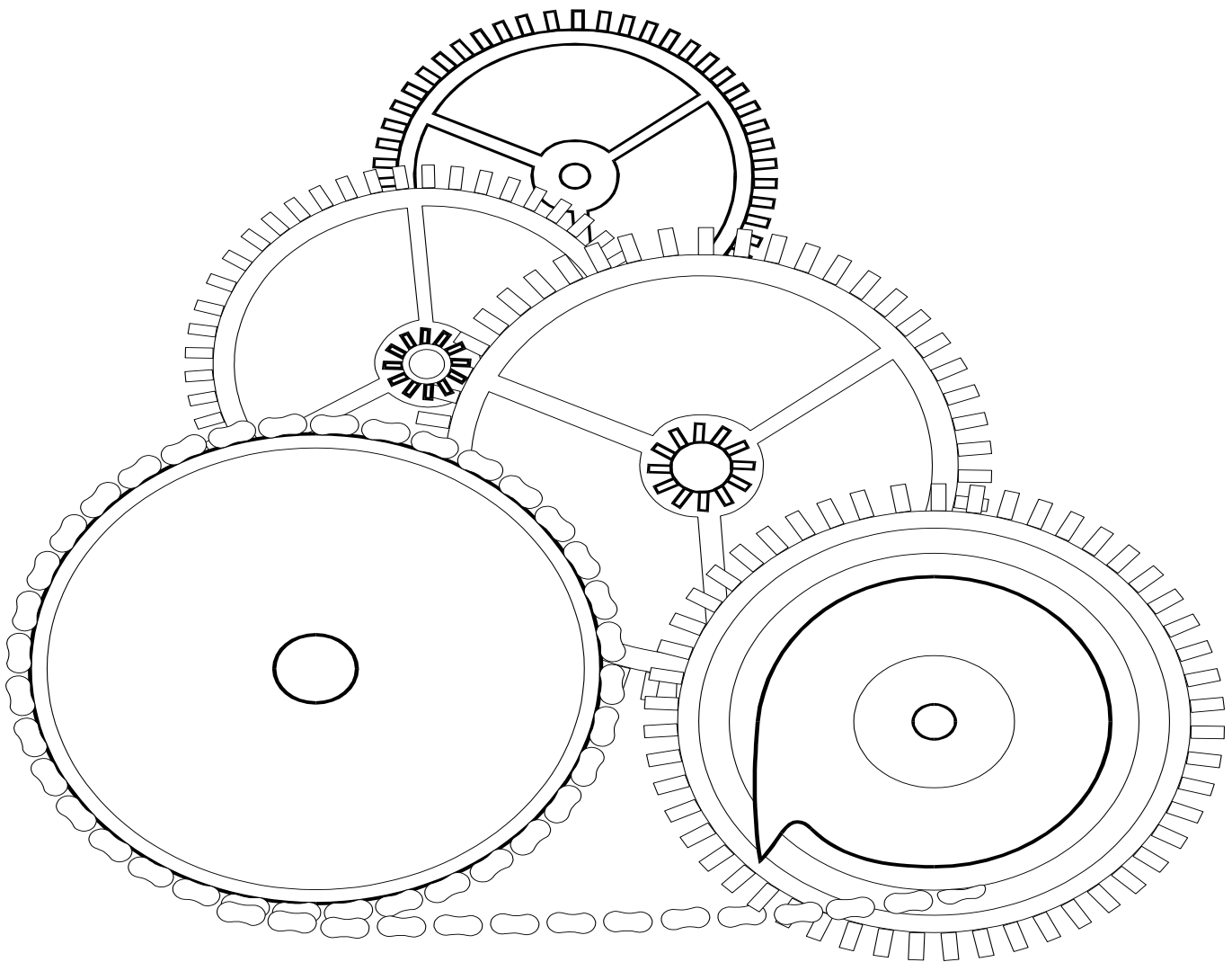


Hadley-Luzerne Central School Technology Plan



2012/2013 TECHNOLOGY PLAN

Hadley-Luzerne Central School District

27 Ben Rosa Park
Lake Luzerne, NY 12846
(518) 696 - 2112

Board of Education

Duane Moulton: President
Vance Plante: Vice President
Mary Visscher
Lori Millis
Karl Othmer

Superintendent: Dr. Paul Berry
Business Manager: TBD
District Clerk: Regina York

Submitted by: Scot Carpenter

Contact: Scot Carpenter
E-Mail: scot@hlcs.org

Table of Contents

2012 TECHNOLOGY PLAN	2
Table of Contents	3
Acknowledgements	4
Background	4
Vision	5
Introduction	5-6
Mission Statement	7
District Goals	7
Administration and Support Staff.....	7-8
Teachers	8-9
Students.....	9-10
Staff Development - Training.....	10
Staff Development - Support	10
Hardware.....	11
Infrastructure.....	11-12
Software	12-13
Resources	14
Technology Committee	15
Evaluation Process	17
Time Line	17-19
ACCEPTABLE USE POLICY (AUP)	20-32
Hardware Costs	34
Curriculum Updates	35
Computer Inventory	36
Yearly Accomplishments	38-38

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- Past and present members of the Hadley-Luzerne Central School District's Board of Education.
- Students, parents and staff who have responded to our surveys and assessments.

Background

The Hadley-Luzerne Central School District is a public school located within Warren and Saratoga Counties. Situated on the southern edge of the Adirondack Mountains, the District encompasses an area of about 240 square miles and serves a population of about 5600 people. The area is primarily rural and noted for its natural beauty. Because of this picturesque setting, the economy of the area depends greatly on the tourist trade and is well known as a summer resort area. The paper industry was also an important part of the economy, employing a significant portion of the work force.

Historically, education has been an area of high priority to the residents of this District. In 1791, before the townships had officially formed, the first schoolhouses were built in the Hadley-Luzerne area. By 1860, the area had at least 31 separate school districts, many of them one room schools which served only a few students. Around 1925, state legislation encouraged areas like this one to consolidate these small schools in order to offer more programs and opportunities to their students. In 1936, the Hadley-Luzerne Central School District was formed to consolidate the schools in Hadley, Luzerne, and all or portions of the five surrounding townships.

Currently, the Hadley-Luzerne Central School District brings students together from an area large in geographical size but sparse in population. The district provides services to students from the Town of Day, Hadley, Lake Luzerne, Stony Creek and portions of Warrensburg and Edinburgh. Presently, the school serves approximately 876 students. A five member Board of Education is elected by the residents of the district to set policy and supervise the overall operation of the district. Administration of school district business is managed by a Superintendent of Schools, a School Business Administrator, and two building principals. The district employs a staff of 84 teachers to provide classroom instruction, while approximately 92 support staff both full and part time. Collaborating and working together, teachers and support staff make valuable contributions to our district programs. The District is divided into three segments: PreK-2, 3-8, and 9-12.

The students are drawn from a variety of socioeconomic backgrounds and are representative of a typical rural school population. The school system is the center of activities for the majority of the youth within the communities comprising the district. Through the school system, the students are exposed to educational and cultural experiences to which many of them would not have access to outside of the educational world. One of these experiences is the ever-changing world of technology and its impact upon their daily life.

Vision

The Hadley-Luzerne Central School District supports a community of lifelong learners with all forms of technology, while maintaining our focus on educational opportunity and excellence, preparing us for the 21st century.

In order to reach this goal, many changes have to take place. The classroom of the future will be equipped with current technology computers capable of interacting with classrooms across the world, including full voice and video capability. Utilizing the Internet, classrooms will be connected to learn about countries, cultures, laws, history, language, and all other forms of education. Computer labs will exist with sufficient stations to support large group instruction, presentation and conference capability.

The Hadley-Luzerne Central School District believes that technology will enhance the learning experience. The use of current technology will facilitate learning so that all students, faculty, administration, parents and community will have the knowledge and skills to be productive members of our global society. With excellence being our goal, we will facilitate learning and communication beyond the technology-using classroom. We will become a district that promotes exploration, problem solving and communication through technology. Using a variety of technological media, we will enable our students to become critical thinkers, who can access, process, analyze, synthesize, and evaluate information. As a District, we will continue to maintain and upgrade our technology department to promote an environment where faculty, administration, parents and community can ensure all students will achieve high standards.

Introduction

Through the years, the Hadley-Luzerne Central School District has endeavored to provide its students and community with the technology to help its graduates cope with a constantly changing world in which technology has taken a major role. Computers were introduced into the school system in the mid 1970's through a grant received from International Paper Company. A small portion of the high school

population was exposed to this technology. Gradually, through the late 1970's and early 1980's, additional computers were purchased and disbursed throughout the school system. Instructional staff was gradually introduced to the operation and uses of the equipment. However, much of the staff did not have access to a computer on a daily basis and consequently, the technology advances left them struggling. Students who did not enroll in a computer related course of study were also at a disadvantage. An additional factor of economics influenced the purchase of more equipment and software to allow training programs to continue. Consequently, the district rapidly fell behind in the ever changing and fast moving world of technology.

In the fall of 1990, the school district acknowledged that technology was changing at a record breaking pace and could no longer be isolated from the classroom. A district wide Technology Committee was established to develop a plan of action. Representatives from all grade levels and academic areas as well as administrators were invited to participate in this committee. Using the premise that technology is not a mere adjunct to curriculum, but an integral part of it, the committee began its work. A "staff needs" assessment was developed, administered, and analyzed. A resulting discussion of the brand of equipment to be considered ensued. This latter point caused the committee's progress to grind to a halt. A representative from the Regional Information Center was invited to address the committee and its dilemma. After the presentation, the committee recognized that equipment should not be the driving force. The outcomes of what we wanted to accomplish with technology were determined to be the foremost influence in determining what equipment should be purchased. Some of the equipment that the district had and was using was also becoming outdated and in need of repair. Many times the repair costs exceeded the price for replacement with new equipment. The plan now needed to include a schedule for replacement of equipment as well as acquisition of new and additional equipment.

Since 1990, the district has added a LAN (Local Area Network) at each level as well as two administrative LANs. Two of the LANs were connected to a WAN (Wide Area Network) with limited text based Internet access. During this time, networked workstations were placed in classrooms at the K-4 and 9-12 level. Computer labs were established at all three levels. Administrative offices were equipped with computers. Most of these computers were networked.

In 1998 and 1999 computer technology was updated and brought to new levels. A Windows NT network was set up in the High School technology lab with three connections in the media center. The Middle school computer lab was upgraded to Windows 3.11 network. Several computers were networked in the 5th and 6th grade classrooms. The old Novell network was installed in the Middle School science rooms. The High School NT network is was extended into the business lab and the classrooms. The Middle school lab was upgraded to NT, as are the classrooms in the 6th, 8th and the Elementary School. A mini-lab is being established in the tech and home and careers rooms. By the end of the project, 181 computers will be linked to the Internet, including 64 in labs and 117 in classrooms or offices.

Over the last 10 years, the district's use of technology has grown considerably. Currently, we have 13 servers and over 450 networked computers in the district running Windows XP Pro under a server 2003 and 2008 environment. Technology has become a part of everyday life. From student management and data reporting for New York State requirements, to taking classes through Distance Learning, utilizing Prometheans, Elmos and projectors, technology has become an integral part of the educational process. Technology is continuing to consume the home and work place. Being able to bring the tools and knowledge to our students is and continues to be a top priority of HLCS.

Mission Statement

The Hadley-Luzerne Central School District will support the integration of technology into the educational program so as to; promoting problem solving skills and educational opportunities in the classroom, providing fair and equitable distribution and access to technology for all members of the school and community, provide for current and future technology needs of the school and community and encourage communication at all levels (district, state, national and global).

District Goals

To provide adequate hardware, software, infrastructure and training for the administration and support staff to effectively and efficiently function in their respective positions.

To provide adequate hardware, software, infrastructure and training for teachers to provide a rich, engaging and fulfilling classroom experience for students to learn in.

To provide adequate hardware, software and infrastructure for students to learn and maintain an appropriate level of computer skills and knowledge appropriate for entering the work force, college or any endeavor after graduation.

Administration and Support Staff

Goal: The use of technology will support and enhance their daily work tasks.

Objective:

1. The Technology Department will supply administration and support staff with adequate hardware, software and training to meet the needs/responsibilities of their respective positions.

Action Item:

- a. On a regular basis the Technology Department will assess the needs of the administration and support staff.
- b. The administration and support staff will make adequate budget request every year to the technology department.
- c. The Technology Department will seek out cost effective trainings for the administration and support staff.

Teachers

Goal: To apply technology to help develop students' higher level thinking skills and creativity while connecting those skills to their daily lives.

Objective:

2. The Technology Department will supply teachers with adequate hardware, software and training.

Action Item:

- a. Teachers will provide a wish list of hardware and software to the Technology Coordinator for budgeting and planning every fall for the following year.
- b. Teachers will provide curriculum mapping detailing their use of technology.
- c. The Technology Department will meet with building administration and teachers to review technological needs and desires for their classrooms for the following year.
- d. The Technology Department and teachers will seek out cost effective trainings for

the use of technology and professional development.

- e. Teachers will implement a minimum set of graduation standards coordinated with Guidance.
 - f. The district will provide, when appropriate, new and emerging technologies for teachers.
3. Teachers will be assessed by Administration on their use of technology in the curriculum.

Action Items:

- a. The administration will have current curriculum committees address technological needs for instruction at each level.
 - b. The administration will encourage teachers to demonstrate technological proficiency in their curricula areas.
 - c. The administration will assess teacher's technological proficiency.
 - d. New teaching candidates will be evaluated on technological literacy.
4. Teachers will demonstrate appropriate legal and ethical practices in the use of technology.

Action items:

- a. Teachers will receive appropriate legal and ethical training.
- b. Teachers will use appropriate legal and ethical practices.
- c. Teachers will be evaluated on legal and ethical practices.

Students

Goal: Make technology use an integral part of learning.

Objectives:

5. Students will have adequate access to curricular appropriate technology.

Action items:

- a. The Technology Department will continue to supply resources to support curriculum based learning.
- b. The district will continue to provide opportunities for all students to reinforce and

upgrade their technological skills.

6. Students will receive appropriate technological training.

Action items:

- a. Curriculum committees will continue to address technology in their respective areas.
- b. Have curriculum committees evaluate and implement appropriate technology in each curricular area.
- c. Require that students display technological proficiency in all curricular areas.
- d. Maintain formal channels to address any specific technological needs.

7. Students will integrate technology in all curricular areas.

Action items:

- a. Students will use new and emerging technology in all appropriate curricular areas.
 - b. Students will be assessed regarding the use of new and emerging technologies.
8. Students will demonstrate appropriate legal and ethical practices in the use of technology.

Action items:

- a. Students will receive appropriate legal and ethical training.
- b. Students will use appropriate legal and ethical practices.
- c. Students will be evaluated on legal and ethical practices.

Staff Development - Training

Goal: Empower the staff with the technological skills necessary to support the district's educational mission.

Objective:

9. Create a staff development plan to include ongoing training in all areas.

Action items:

- a. Provide Staff training throughout the year on ways to integrate technology into current curriculum.
- b. Aid in the use of technology by the staff when the desire to use technology in current curriculum is initiated by a staff member.
- c. Conduct an annual September needs assessment to determine the specific areas of training.
- d. Provide ongoing training for all personnel.
- e. Create an annual training plan based on the needs assessment.

Staff Development - Support

Goal: Provide the staff with the necessary personnel to implement and maintain the appropriate technologies.

Objective:

10. Staff will be provided with an easy to use tool for help request.

Action items:

- a. Set up and maintain a software helpdesk utility.
- b. Provide staff with methods for contacting support staff.

Hardware

Goal: To provide appropriate and adequate equipment to facilitate student learning and staff productivity.

Objectives:

11. The district's hardware will support the operation of software used by all members of the school community.

Action item:

- a. Maintain a standard for hardware within the district that can meet curricular goals.
- b. Teachers will meet with appropriate professional staff to develop grade level hardware specifications that will meet the needs of the curriculum.

12. The district's hardware will provide access to global learning tools for all members of the school community.

Action items:

- a. All new hardware should be able to support graphical internet access, web 2.0 content and online learning technologies.
- b. Equipment for large group instruction will be made available to the school community at each level.

13. The District will maintain a hardware platform that is adequate for modern software.

Action items:

- a. Update regularly a district wide hardware inventory.
- b. Assess the minimum hardware requirements of expected software purchases for next year and to insure proper equipment is purchased.

Infrastructure

Goal: To provide appropriate and adequate facilities to maximize student learning and staff productivity.

Objectives:

14. The infrastructure will support the operation of hardware used by all members of the school community.

Action item:

- a. Maintain a wiring/wireless plan that will support growth in the future with minimum additional expense.
- b. Upgrade existing electrical wiring in rooms as necessary to support increased needs yearly

15. The infrastructure will provide access to global learning tools for all members of the school community.

Action items:

- a. Conduct a needs assessment to determine to what level global learning tools must be accessible.

- b. Maintain sufficient connectivity and power to meet those needs.
- c. Maintain a Wide Area Network (WAN) for the school community.
- d. Maintain a secure administrative/support staff WAN.

16. The infrastructure will provide adequate facilities for large group instruction for both students and adults.

Action items:

- a. Prepare a “needs assessment” for large group instruction within the school district.
- b. Ensure that the district wiring plan includes sufficient planning for areas where large group instruction can take place.

Software

Goal: To provide appropriate and adequate software to facilitate student learning and staff productivity.

Objectives:

17. Instructionally appropriate and curriculum-specific software applications will be available to all members of the school community.

Action items:

- a. Maintain an inventory of district software.
- b. Maintain a central location for distribution and sign-out of software at each building level.
- c. Maintain training on the use and care of software.
- d. Maintain training on copyright, licensing, legal issues and ethical issues surrounding software.

18. Productivity software will be available for students and staff

Action Items:

- a. Application software
- b. Desk Top publishing software

- c. Web publishing software
- d. Specialized software.

19. Software providing access to global learning tools will be available for all members of the school community.

Action items:

- a. Maintain appropriate infrastructure.
- b. Maintain appropriate hardware.
- c. Provide appropriate training.

20. Electronic communications software will be available for all members of the school community.

Action items:

- a. Maintain appropriate infrastructure.
- b. Maintain the school community with e-mail accounts.
- c. Provide the school community with appropriate training.

21. A district standard for software will be established.

Action items:

- a. This standard will include the areas of grade reporting, attendance, discipline, activities, health, portfolios and applications software.
- b. Maintain the standard for applications software.

Resources

Goal: To commit sufficient resources to effectively implement and maintain technology.

Objectives:

22. To provide leadership focused on implementing the district technology plan.

Action items:

- a. The district will place technology on a high priority by ensuring the availability of necessary resources.
 - b. The district will maintain, or increase where necessary, the current budget line items for hardware, software and supplies.
 - c. The district will maintain, or increase where necessary, the current budget line items for technical support.
23. To anticipate resources necessary to implement the changes and advances heretofore mentioned.

Action items:

- a. Maintain the grant writing committee.
- b. Grant committee presents an update on proposals and opportunities to administrators and the technology team.
- c. Administration will investigate business and educational partnerships.
- d. Administration will investigate corporate sponsorships and funding.
- e. Administration, with the assistance of the technology team, will investigate Federal and State programs for reduced cost or donated equipment.
- f. Investigate community opportunities for donated equipment or volunteer assistance.

Technology Committee

Goal: To provide information and guidance to the Community about technology within the District.

Objectives:

- 24. To provide leadership for the school community concerning technological issues.

Action items:

- a. Meet on a regular basis with the Technology Department.
- b. Relay information to community.

Evaluation Process

In order to increase the effectiveness of this plan, it must go through an evaluation process every year. This process has two separate procedures that are aimed at increasing the effectiveness in different areas.

The first procedure is a review of the plan itself.

1. An appendix will be prepared which gives detailed information about the action items that were expected to be acted upon in the previous year, and what was actually accomplished.
2. The plan itself will be updated, always remaining a five year plan into the future, with the appendix attached so that readers will be able to see what has been accomplished.
3. The appendices will be compiled into a history, which will be kept as a separate document. Any appendices beyond the previous year will be removed from the plan so as to leave the plan and the appendix, which outlines only the last year of completed action items.
4. An outline of hardware expenditures will be compiled to show how the District's technology is to be maintained current.

The second procedure is to conduct a survey of faculty, staff and support personnel. It will address:

1. Was the technology plan followed as resources and need allowed?
2. Did the plan reflect current and future needs of the students, faculty and staff?
3. Was staff development well planned, delivered, and effective?
4. Is additional training necessary.
5. Is the available hardware and software adequate in meeting the needs of students, faculty and staff?
6. Are the guidelines and policies up to date, effective and enforced?
7. Are support needs being met?
8. What could be done differently to make any aspect of the plan more efficient, effective or cost effective?

Time Line

The time line has been set up to show, in one place, when the action items are to take place.

Timelines are:

1. Date(s) when the item is expected to be completed.
2. The description is a shortened version of the actual description within the goals section of the plan.
3. The objective action item is indicated along with appropriate letter which indicates where the action item is found.

The abbreviations used are:

Ad-Administrators

Hw-Hardware

Inf-Infrastructure

R-Resources

SS-Support Staff

St-Students

SDT-Staff Development - Training

SDS-Staff Development - Support

SW-Software

T-Teachers

Tech-Technology Committee

Obj. – Objective Number

Date(s) Action Item Description Section

Yearly

SDT

- Create an annual training plan based on the needs assessment. Obj. 9e

HW

- Teachers will meet with appropriate professional staff to develop grade level hardware specifications that will meet the needs of the curriculum. Obj. 11a
- Assess the minimum hardware requirements of expected software purchases for next year and to insure proper equipment is purchased. Obj. 13b

INF

- Conduct a needs assessment to determine to what level global learning tools must be accessible. Obj. 15a
- Prepare a “needs assessment” for large group instruction within the school district. Obj. 16a
- Ensure that the district wiring plan includes sufficient planning for areas where large group instruction can take place. Obj. 16b

R

- Grant committee presents an update on proposals and opportunities to administrators and the technology team. Obj. 23b
- Investigate community opportunities for donated equipment or volunteer assistance. Obj. 23f

Spring & Fall

T

- The Technology Department will meet with building administration and teachers to review technological needs and desires for their classrooms for the following year. Obj. 2c

Continuously

AD

- The Technology Department will seek out cost effective trainings for the administration and support staff. Obj. 1c

T

- The district will provide, when appropriate, new and emerging technologies for teachers. Obj. 2f
- The administration will assess teacher's technological proficiency. Obj. 3c

ST

- Require that students display technological proficiency in all curricular areas. Obj. 6c
- Students will be assessed regarding the use of new and emerging technologies. Obj.7b

HW

- Update regularly a district wide hardware inventory. Obj. 13a

SW

- Maintain an inventory of district software. Obj. 17a

ACCEPTABLE USE POLICY (AUP)

Hadley-Luzerne Central School District

Staff Acceptable Use Policy

Hadley-Luzerne CSD is providing staff access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational and operational purposes. The purpose of this network is to assist staff or provide a tool to staff for educational and operational purposes only. This document contains the rules, regulations and procedures for the staff acceptable use policy of the Hadley-Luzerne CSD electronic network.

The Hadley-Luzerne CSD electronic network has been established for a limited educational and operational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.

The Hadley-Luzerne CSD electronic network has not been established as a public access service or a public forum. Hadley-Luzerne CSD has the right to place reasonable restrictions on material that is accessed or posted throughout the network.

It is presumed that staff will honor the agreement they have signed. The district is not responsible for the actions of staff that violate the policy beyond the clarification of standards outlined in the guidelines.

The district reserves the right to monitor all activity on this electronic network. Staff will hold the District harmless and will indemnify the district for any damages that are caused by their inappropriate use of the network.

Staff is expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities, as well as the law in the use of the Hadley-Luzerne CSD electronic network.

General Unacceptable Behavior

While utilizing any portion of the Hadley-Luzerne CSD electronic network, unacceptable behaviors include, but are not limited to, the following:

Staff will not post information that, if acted upon, could cause damage or danger of disruption.

Staff will not engage in personal attacks, including prejudicial or discriminatory attacks.

Staff will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.

Staff will not knowingly or recklessly post false or defamatory information about a person or organization.

Staff will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.

Staff will not use speech that is inappropriate in an educational setting or violates district rules.

Staff will not abuse network resources such as sending chain letters or "spamming".

Staff will not display, access or send offensive messages or pictures.

Staff will not use the Hadley-Luzerne CSD electronic network for commercial purposes. Staff will not offer, provide, or purchase products or services through this network.

Staff will not use the Hadley-Luzerne CSD electronic network for political lobbying. Staff may not use the system to communicate with elected representatives or to express their opinions on political issues.

Staff will not attempt to access non-instructional district systems, such as other staff information or administration information systems or business systems.

Staff will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.

Staff will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Staff will not use any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the district.

E-Mail

- Staff may be provided with e-mail accounts with the approval of the Technology Coordinator and the Building Level Administrator for specific operational purpose. All district business must be conducted using your District Email and your personal email.
- Staff will not establish web-based email accounts for district purposes on commercial services through the district network unless such accounts have been approved for use by the Technology Coordinator and your Administrator.
- Staff will not forward, repost or distribute a message that was sent to them without the permission of the person who sent them the message.
- Staff will not post private information about another person.

World Wide Web

Access to information for staff on the Web will generally be provided through prescreened sites and in a manner prescribed by New York State CIPA Laws.

Real-time, Interactive Communication Areas

Staff may not use chat or instant messaging, unless approved for educational purposes by the Technology Coordinator and your Administrator.

Web Sites

No Staff member will place a picture or information about any student or another staff member without written permission, approval by the Technology Coordinator and your Administrator. Material (graphics, text, sound, etc.) that is the ownership of someone other than the staff may not be used on web sites unless formal permission has been obtained.

All staff web pages should have a link back to the home page of the classroom, school or district, as appropriate.

A release form from a parent must be signed prior to any images being posted to the district web site.

System Security

Staff is responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should staff provide their password to another person.

Staff must immediately notify the system administrator if they have identified a possible security problem. Staff should not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Staff will not attempt to gain unauthorized access to any portion of the Hadley-Luzerne CSD electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing", with the exception of student files they have been given access to by the Technology Coordinator.

Staff will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Staff will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.

Staff will not use sniffing or remote access technology to monitor the network or other user's activity.

Staff will not provide access to their individual passwords either to other staff or to students. If a staff member has reason to believe that his/her password has been compromised, (s)he shall immediately notify the Technology Coordinator or Building Administrator for investigation.

Software and Files

Software is available to staff to be used as an educational and operational resource. No staff member will install, upload or download software without permission from the district technology department.

A Staff member's account may be limited or terminated if they intentionally misuse software on any district-owned equipment.

Files stored on the network are treated in the same manner as other school storage areas. Routine maintenance and monitoring of the Hadley-Luzerne CSD electronic network may lead to discovery that a staff member has violated this policy or the law. Staff should not expect that files stored on district servers are private.

Technology Hardware

Hardware and peripherals are provided as tools for staff members utilize for educational and operational purpose. Staff members are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

Staff Member Rights

Subject to the provisions of this policy, Staff's right to free speech applies to communication on the Internet. The Hadley-Luzerne CSD electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a staff's speech for valid educational reasons. The district will not restrict a staff member's speech on the basis of a disagreement with the opinions that are being expressed. An individual search of District computers may be conducted at any.

Due Process

The district will fully cooperate with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.

Disciplinary actions will be tailored to meet specific concerns related to the violation. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules.

Limitation of Liability

The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damages suffered, including but not limited to, loss of data or interruptions of service.

The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Staff violation of this policy shall be subject to the consequences as indicated within this policy, as well as other appropriate disciplinary actions, which includes but is not limited to:

- Use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and/or the BOE shall determine when disciplinary and/or legal action or actions by the authorities are the appropriate course of action.

EMPLOYEE ACCESS RELEASE

AND

AUTHORIZATION FORM

As a condition of using Hadley-Luzerne Central School District telecommunications equipment, I understand that access to telecommunication networks (e.g., the Internet) is a privilege, and agree to the following:

1. I have reviewed and understand the Hadley-Luzerne Central School District's Acceptable Use Policy Agreement. This AUP is available online on the internal networks tech page, on the web at <http://www.hlcs.org/Admin> and click the link to the technology plan and by request.
2. I will abide by all rules as adopted by the Hadley-Luzerne Central School District including the District's Acceptable Use Policy Agreement.
3. The Hadley-Luzerne Central School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I waive any right which I may otherwise have in and to such material.
4. All information and services are available for informational purposes in pursuit of the Hadley-Luzerne Central School District goals.
5. I release the Hadley-Luzerne Central School District and its offices, employees, and agents from any claims and damages arising from my illegal or unauthorized use of the telecommunication networks.

I have read and agree to comply with the Hadley-Luzerne Central School District's Acceptable Use Policy Agreement. I understand that any violation of these regulations is unethical, potentially illegal, and may constitute a criminal offense. Should I be found to have violated these regulations, my access privileges may be revoked, and disciplinary action will be taken up to and including termination of my employment. I understand that all district computer records are open to district review at any time.

Employee's Name (please print): _____

Building/Location _____

Employee's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Hadley-Luzerne Central School District Student Acceptable Use Policy

Hadley-Luzerne CSD is providing students access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century. This network provides students with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules, regulations and procedures for students' acceptable use of the Hadley-Luzerne CSD electronic network.

The Hadley-Luzerne CSD electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.

The Hadley-Luzerne CSD electronic network has not been established as a public access service or a public forum. Hadley-Luzerne CSD has the right to place reasonable restrictions on material that is accessed or posted throughout the network.

Parent/guardian permission is required for all students under the age of 18. **Access is a privilege — not a right.** It is presumed that students will honor this agreement they and their parent/guardian have signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.

The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by their inappropriate use of the network.

Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Hadley-Luzerne CSD electronic network.

General Unacceptable Behavior

While utilizing any portion of the Hadley-Luzerne CSD electronic network, unacceptable behaviors include, but are not limited to, the following:

Students will not post information that, if acted upon, could cause damage or danger of disruption.

Students will not engage in personal attacks, including prejudicial or discriminatory attacks.

Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.

Students will not knowingly or recklessly post false or defamatory information about a person or organization.

Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.

Students will not use speech that is inappropriate in an educational setting or violates district rules.

Students will not abuse network resources such as sending chain letters or "spamming".

Students will not display, access or send offensive messages or pictures.

Students will not use the Hadley-Luzerne CSD electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.

Students will not use the Hadley-Luzerne CSD electronic network for political lobbying. Students may not use the system to communicate with elected representatives and to express their opinions on political issues.

Students will not attempt to access non-instructional district systems, such as student information systems or business systems.

Students will not use any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the district.

Students will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.

Students will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

E-Mail

Students may be provided with e-mail accounts with the approval of the Technology Coordinator and the Building Administrator for specific educational projects or activities.

Students will not establish or access web-based email accounts on commercial services throughout the district network unless such accounts have been approved for use by the individual school.

Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.

Students will not post private information about another person.

World Wide Web

Elementary School Level - Access to information for students on the Web will generally be limited to prescreened sites that are closely supervised by the teacher.

Middle and High School Level - Access to information for students on the Web will generally be

provided through prescreened sites and in a manner prescribed by their school.

Real-time, Interactive Communication Areas

Students may not use chat or instant messaging. Student groups/clubs that are under the direct supervision of a teacher may utilize this service in a moderated environment that has been established to support educational activities. The use of this service must be approved by the Technology Coordinator and Building Administrator.

Web Sites

Elementary and Middle School Level – Group and individual pictures without identification of individual students are permitted with parental approval. Student work may be posted with the student’s first name only or other school-developed identifier (such as an alias or number).

High School Level - Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.

Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.

Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.

All student Web pages should have a link back to the home page of the classroom, school or district, as appropriate.

Personal Safety

Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone number, school address, or work address.

Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.

High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.

Students will not agree to meet with someone they have met online.

Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable

System Security

Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under **no** conditions should a student provide their password to another person.

Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, as this may be construed as an illegal attempt to gain access.

Students will not attempt to gain unauthorized access to any portion of the Hadley-Luzerne CSD electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing". Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.

Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Software and Files

Software is available to students to be used as an educational resource. Students are not permitted to install, upload or download software without permission from the district technology department.

A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.

Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Hadley-Luzerne CSD electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.

Technology Hardware

Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

Vandalism

Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in termination of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.

District policies on copyright will govern the use of material accessed and used through the district system.

Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or obtained directly from the author.

Videoconference

Videoconferencing is a way that students are able to communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.

Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building and/or district.

Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

Student Rights

Students' right to free speech applies to communication on the Internet. The Hadley-Luzerne CSD electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.

An individual search will be conducted if there is any reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.

In the event there is an allegation that a student has violated the district acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network.

Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.

The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

Use of district network only under direct supervision

Suspension of network privileges

Revocation of network privileges

Suspension of computer privileges

Suspension from school

Expulsion from school

Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

STUDENT ACCESS RELEASE AND AUTHORIZATION FORM

As a user of the Hadley-Luzerne Central School District Computer Network, I hereby agree to comply with the Acceptable Use Policy (AUP) Agreement. This AUP is available on the web at <http://www.hlcs.org/Admin>, click the link to the technology plan and by request. Should I commit any violation, my access privileges may be revoked, and disciplinary action will be taken up to and including suspension/expulsion.

Student Name: _____ Grade: _____

Please Print

Student Signature: _____

As the parent or legal guardian of the student signing above, I grant permission for him/her to access networked computer services such as electronic mail (email) and the Internet. I understand that he or she is expected to use good judgment and follow rules and guidelines in making contact on the telecommunications networks (e.g., the Internet). The Hadley-Luzerne Central School District is not responsible for ideas and concepts that he or she may gain by his or her use of the Internet.

I understand and accept the conditions stated and agree to hold harmless and release from liability, the school and the school district.

Parent/Guardian

Signature: _____ Date: _____

Teacher Signature: _____

Appendix C

Hardware Costs

The following breakdown assumes certain prices, and line item budget amounts. Line item budgets should at least remain the same as for the previous school year.

The following is a breakdown of hardware expenditures over the next three years. These are representative of the desired result, and may change considerably depending on resource availability. In no year did the entire anticipated budget get allocated, for several reasons. Prices are constantly changing, so an exact expense could not be determined. Other resource avenues may provide additional funds or equipment. The need for hardware cannot be predicted 100% accurately. For these reasons, only approximately 80% of expected resources have been illustrated, giving an emergency buffer and account balance for other needs. In addition, as technology changes so rapidly, planning beyond three years is deemed to be so inaccurate as to be more of a hindrance than a help.

In planning for hardware expenditures, there are certain decisions that need to be made in advance. These decisions include setting priorities, determining the direction that technology should move toward, cost factors, resource availability and the manpower to not only implement the change itself, but to maintain the technology after the change. To this effect, these decisions have been reached:

- The priority is for the High School tech lab to have the latest technology in the District. After the lab, the priority falls to: The Middle School and computer labs in alternating years. Maintaining the Internet connectivity to the classrooms, High School, then Middle School, then Elementary School.

It has been decided that technology will move toward expanding accessibility and Internet connectivity.

Hardware must be purchased so as to keep up with the latest developments, without always having to have 'the latest and greatest'. As the latest is also the most expensive, and quickly outdated, year old technology has been deemed sufficient based on our needs and resources.

Resource availability is, as always, an unknown. The line item for hardware and software is sufficient. The line item for supplies needs to be increased to account for networking supplies and increased availability, and therefore usage, of computers and printers.

The manpower to implement the changes has been rectified with addition of another staff member.

Appendix D

Curriculum Update

A technology update to the grade level curriculums is forthcoming. The update will detail how technology will be integrated into the curriculum. Below is a proposed agenda that should be used as a model for the update.

1. The requirements of students to understand certain hardware components and terms must be decided.
2. Student's abilities to utilize input devices such as a mouse and keyboard must be assessed.
3. Students must learn how to use, and the terminology, of various operating systems.
4. The abilities of students will be assessed in their use of applications software including; word processors, databases, spreadsheets, desktop publishing and presentation software packages.
5. All students will receive training in ethics as well as legal and moral practices with technology.
6. All students will learn how to use network peripherals and other network resources.
7. All students will learn how to "surf the net" to enhance the research on specific topics.
8. All students will be instructed on the safe handling of computer equipment and media.
9. All students will receive training in the proper use of a network.

These and other areas will be addressed by curriculum committees to determine the appropriate grade level for instruction. Assessment procedures will be determined but are expected to include a practical examination at every even grade level.

Appendix F

Computer Inventory

ELEMENTARY SCHOOL 75

GX620	GX755	NEXLINK BLK	NEXLINK WHT
4	17	1	53

HIGH SCHOOL 213

GX620	GX755	NEXLINK BLK	NEXLINK WHT	ASPIRE A10	D630
63	32	24	14	3	10
2900	2950	GX620 SVR	NEXLINK SVR	ULTIMA	MICRON
1	1	2	2	2	3
E6400	GATEWAY	GX745	GX760		
19	1	2	34		

SMTMS 242

GX620	GX755	NEXLINK BLK	NEXLINK WHT	E6400
30	24	11	73	20
2900	NEXLINK SVR	GX620 SVR	2950	R710
1	3	1	1	1

GREEN	GX760	GX745	D630	GATEWAY
5	41	2	12	7
ASPIRE				
A10				
10				

Total	530
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Appendix G

Yearly Accomplishments

2012/2013

We implemented 3 iPad classrooms this year. We have seen tremendous success in our 3rd grade classroom, our second grade classroom and a 6-8 Special Education classroom. Students are extremely productive and engaged. We have seen an increase in attendance as well as an improvement in test scores and a very wide range of knowledge from use with the iPads. Students have improved overall computer skills and are creating 21st century projects and skills.

With the purchase of a modular server this year, we are well into our Virtualization Project that will reduce the amount of physical servers needed to support the infrastructure of the District. We have eliminated 3 physical machines. We now also have 16 Hyper V servers and continue to add services. By eliminating physical servers, we can reduce power consumption and we will realize cost saving from a slower replacement rate. We will continue this project by reducing the amount of physical servers needed by purchasing another modular server blade as soon as possible. We will also make the addition of a SAN when possible or focus on using the modular server as a storage pool.

Our wireless infrastructure project is complete. With the purchase of another controller and additional access points, we have wifi in approximately 95% of the district. We will continue to focus on staff usage of laptops and iPads throughout the district as well as placing iPads into the hands of our students.

With the current state of the economy, the technology department has also been focused on ways to save the district money. With paper consumption as the main target, we have implemented several technologies to address the paper usage.

- Global Communications has provided the district with a mass calling system as a means of furthering communication as well as reducing the number of informational flyers going home to parents.
- We have provided our students with email accounts through Google Services. This service allows teachers to email work to students rather than distributing paper handouts. Students then complete their homework and email it back to their teachers. Student email also allows for more communication between teachers and students. This system has many features that enhance the learning for our students such as; document sharing, webpages, contact list and many other features.

An upgrade to the Business Server will be made over the summer of 2011.

Deployment of windows 7 was made to 95% of district computers.

Proposed Task

2012/2013

This is a guide as to the Technology tasks we are proposing to accomplish for the 2012/2013-2012 school year. It will include the purchase of any hardware and software, new technologies and services that we will be providing.

1. Upgrading our Bandwidth to 1GB speed district wide and to the internet.
2. Continue the Hyper V project, upgrading the server infrastructure. This includes moving more servers to virtual servers, segmenting servers by their functions and upgrading all servers to 2008.
3. Continue training staff and students on the usage of the Google service. This will help to maintain communication between students and staff. We will continue to use Google for online document sharing and look to replace in house storage needs for students using Google and the new gDrive.
4. We will be researching and testing some VOIP options. As we move forward in the coming years, VOIP will become a more important project.
5. Again several scheduled after school trainings will be held for staff to work on curriculum, technology, web pages and software usage. We will be hosting Microsoft Office 2010, SchoolMaster and Promethean training sessions. The focus will be to work in small group settings with follow-up sessions. By working with peers, staff members will be able to collaborate with each other.
6. An Internet Safety Program will be implemented throughout the course of the upcoming 2012-2013 school year. We will target the younger students first and move up through the grade levels. The Technology Department will work closely with administration to develop a comprehensive program for all students.