



## **Glen Ridge Public Schools Technology Plan 2010-2013**

### **Mission Statement/Executive Summary**

In partnership with a close knit community, the Glen Ridge Public Schools will provide each individual student with a motivational and highly challenging educational program in an atmosphere respectful of individual and cultural differences, so that students can advance their future education, contribute socially, and compete productively in an ever-changing, increasingly technological global society.

### **Committee Members/Stakeholders**

John Mucciolo, Superintendent  
Winnie Boswell, Director of Technology  
Dirk Phillips, Principal/Curriculum Committee Member  
Mayra Bachrach, Teacher  
Eric Dimeck, Teacher  
Jenelle Hamer, Special Education Teacher  
Caitlin Reilly, Special Education Teacher  
MaryLynn Savio, Library Media Specialist  
Linsley Deptula, Guidance Counselor  
Elisabeth Ginsberg, Board of Education Member  
Kathleen Weisenberger, Parent/Community Member  
Samuel Goodchild, Student  
Mary Lynn De Pierro, Director of Student Services/Curriculum Committee  
Andrew Barney, IT Technician  
Kevin Cox, IT Technician



### **III. Technology Overview & Needs Assessment**

#### **A.1-2 Inventory of Current Technology Networking and Telecommunications Equipment**

- Current technology networking equipment described in sections below. Telecommunications equipment also includes: Audix Intuity Voice Mail/Homework hotline system with emergency battery backup.

#### **Technology Equipment and Networking**

##### **Glen Ridge High School - Current Status**

- ✓ 3-bound T-1's for Internet access with a wireless Ceragon gigabit connection to Ridgewood Avenue School
- ✓ Cisco switches and network backbone
- ✓ All classrooms networked
- ✓ All classrooms have Internet access
- ✓ Network is Category 5 cabling
- ✓ Network cards on machines range from 100 MB/sec – 1 Gigabit/sec.
- ✓ Networked multi-media computers are in every classroom with connectivity to a large screen projection device
- ✓ The library contains 25+ networked computers
- ✓ The CAD Lab contains 26 networked computers
- ✓ Room 232 (PC Lab) contains 24+ networked computers
- ✓ There are 3 wireless laptop carts for scheduled use throughout the building

##### **Glen Ridge High School – Projected Needs for 2010-2013**

- ✓ Additional wireless laptop cart by 2013
- ✓ Additional wireless laptop carts designated for Special Education classrooms by 2010
- ✓ Upgrade of selected classrooms to include multi-media presentation system including a ceiling mounted projector and multi-media cabinet for multi-media classrooms by 2013
- ✓ Investigate and implement increased bandwidth with continued monitoring of current use
- ✓ Plan and install wireless network by 2011

##### **Ridgewood Avenue School - Current Status:**

- ✓ 3-bound T-1's Internet access with a wireless Ceragon gigabit connection to Glen Ridge High School,
- ✓ Cisco switches and network backbone
- ✓ All classrooms networked
- ✓ All classrooms have Internet access
- ✓ Network is Category 5 cabling
- ✓ Network cards on machines range from 100 MB/sec to 100 Gibabit/sec.
- ✓ Networked multi-media computers are in every classroom with connectivity to a large screen projection device

- ✓ The library contains 24+ networked computers
- ✓ There are 3 wireless laptop carts for scheduled use throughout the building
- ✓ SMARTboards are installed in 11 classrooms
- ✓ Projection systems are installed in 5 additional classrooms

**Ridgewood Avenue School – Projected Needs for 2010-2013**

- ✓ Additional multimedia workstations throughout the building 2010-2013
- ✓ Additional wireless laptop cart by 2013
- ✓ Additional SMARTboard systems for classrooms 2010-2013
- ✓ Investigate and implement increased bandwidth with continued monitoring of current use

**Forest Avenue School - Current Status**

*Forest:* DSL Internet access, 3COM switches/Hubs, all classrooms networked, all classrooms have Internet access, network is Category 5 cabling, network cards on machines range from 100MB/sec to 100 Gigabit/sec. Networked multi-media computers are in every classroom. The library contains 5 networked computers. SMARTboards installed in 5 classrooms

**Forest Avenue School – Projected Needs for 2010-2013**

- ✓ Additional multi-media computers to have at least 3 computers in every classroom by 2010
- ✓ Additional SMARTboard systems for classrooms 2010-2013

**Linden Avenue School – Current Status**

- ✓ DSL Internet access
- ✓ 3COM switches/Hubs
- ✓ All classrooms networked
- ✓ All classrooms have Internet access
- ✓ Network is Category 5 cabling
- ✓ Network cards on machines range from 100MB/sec to 100 Gigabit/sec.
- ✓ Networked multi-media computers are in every classroom
- ✓ The library contains 5 networked computers
- ✓ SMARTboards installed in 5 classrooms

**Linden Avenue School – Projected Needs for 2010-2013**

- ✓ Additional multi-media computers to have at least 3 computers in every classroom by 2010
- ✓ Additional SMARTboard systems for classrooms 2010-2013

**Software Used for Curricular Support and Filtering**

**District Current Status**

- ✓ Sonic Wall firewalls with premium content filtering/Gateway Anti-virus/Anti-Spam and Intrusion Prevention are in place at all schools.

See Software Inventory – Appendix B

**District – Projected Needs for 2010-2013**

- ✓ Continue to license all software listed in Appendix B through 2013
- ✓ Investigate and implement additional software through 2013

## **Technology Maintenance Policy and Plans**

### **District - Current Status**

The Glen Ridge Public Schools use an online Maintenance/Technology work order system. All requests are routed for approval and assigned a technician. Updates to work in progress can be seen online, and new staff are trained to use the system.

There is ongoing documented maintenance and summer maintenance of all computer systems.

### **District – Projected Needs for 2010-2013**

Continue to maintain our online work order system and summer maintenance of all computer systems through 2013.

## **Telecommunications Services**

### **District - Current Status**

- ✓ All administrators, teachers, and support staff have access to district voice mail
- ✓ Teachers use their voice mail messages to create a homework hotline for students and parents
- ✓ Delayed openings and school closures also utilize the district voicemail system
- ✓ Every classroom in the Glen Ridge School District has a telephone with direct access to voicemail
- ✓ Every classroom at Ridgewood Avenue School also has an intercom telephone for direct contact to the main office
- ✓ Every classroom at Forest and Linden Avenue schools also have a PA system for communication to the main office

### **District - Projected Needs for 2010-2013**

- ✓ Continue to maintain our present telecommunications services with providing replacement telephones as needed to maintain a telephone in every classroom
- ✓ Research the need and possibility for upgrading the telephone system in the future
- ✓ Current service contracts are scheduled to be maintained

## **Technical Support**

### **District - Current Status**

The Glen Ridge Public Schools use an online Maintenance/Technology work order system. All requests are routed for approval and assigned a technician. Updates to work in progress can be seen online. The system is web-based and can be accessed at both school and home.

### **District – Projected Needs for 2010-2013**

Renew our subscription to our online Maintenance/Technology work order system through 2013.

## **Facilities Infrastructure**

### **District - Current Status**

- ✓ All of our facilities are wired with Category 5 cabling and networked to Local Area Networks
- ✓ Electrical capacity has been updated several times over the past few years to accommodate technology

- ✓ Telephones are located in each classroom, with a voice mail system residing at the High School that is used for all employees.
- ✓ Security cameras are installed in each building, and recorded to a centrally located device in each building

### **Projected/Needs for 2010-2013**

- ✓ Maintain current facility infrastructure and update as necessary
- ✓ Maintain present telephone system
- ✓ Replace telephones in classrooms when necessary
- ✓ Upgrade/replace/add security cameras throughout the district

### **3. Assistive Technology Devices**

- ✓ The district has multiple licenses for Kurzweil software, and this is used at the High School Media Center, Ridgewood Avenue Library, and in Resource Room classrooms. There is also a scanner for use with Kurzweil in the Child Study Team Office.
- ✓ Alpha-Smarts are used when indicated on a student's IEP to accommodate student needs
- ✓ Zoom Text is used when indicated on a student's IEP to accommodate student needs
- ✓ Laptops are used when indicated on a student's IEP to accommodate student needs

### **4. How Educators have access to Educational Technology in their Instructional Area**

- ✓ Every classroom is equipped with at least one multi-media networked computer
- ✓ The use of the media center is available for all teachers through scheduling with the library media specialist
- ✓ The use of the portable wireless laptop cart is obtained through use of the work order system
- ✓ Every school also has multiple tech carts and portable interactive white boards available for classroom use through the work order scheduling system

Every new staff member receives an orientation day in technology to learn of all the district technology resources including: united streaming, world book online, skyward student management system, e-mail, online training modules, district webpage, etc.

### **5. How Administrators Have Access to Technology in their Workplace**

- ✓ Every administrator has a desktop and/or laptop computer in their work area
- ✓ The use of the media center is available for all administrators through scheduling with the library media specialist
- ✓ The use of the portable wireless laptop cart is obtained through use of the work order system
- ✓ Every school also has multiple tech carts and portable interactive white boards available for use through the work order scheduling system.

Every new administrator receives an orientation day in technology to learn about all of the district technology resources including: united streaming, world book online, skyward student management system, e-mail, online training modules, district webpage, etc.

## **6. Describe how the District's Web Site is Accessible to all Stakeholders – Using Federal Accessibility Standards**

The Alliance for Technology Access operates in accordance with the following principles:

- People with disabilities have the right to maximum independence and participation in all environments, without barriers.
- Technology can be harnessed to diminish or eliminate environmental barriers for people with disabilities.
- People with disabilities have the right to control and direct their own choices, and the right to access the information they need in order to make informed decisions according to their goals and interests.
- People with disabilities have the right to employ assistive technologies, strategies for implementation, and necessary training support to maximize their independence and productivity.

The Glen Ridge School district incorporates the above principles into technology planning and into the navigation and design of our website. The Glen Ridge website employs “Bobby” which is the classic tool for aiding web authors in assessing their pages for accessibility. This will be an ongoing process as we further enhance and upgrade our website.

Our district is moving our webpage to a hosting service called Schoolwires which designs all school websites in compliance with accessibility standards.

## **7. Replacement Plan for Obsolete Computers/Technology**

Computers are generally replaced every 5 years. There is limited funding every year for replacement equipment, and equipment is replaced during the summer for those machines that are the oldest, or have required the most support to keep in operating condition. The work order system is utilized to determine the greatest need. The warranty schedule from our computer hardware vendor typically expires at the end of three years, however, we still provide hardware support on these machines after the hardware warranty expires. Our old and obsolete non-working equipment is collected by a computer and electronic recycling company periodically throughout the school year.

There are some computers/technology that remain in working condition after the 5 year replacement schedule. Some teachers have older computers in their classrooms that run one or two specific working programs. These will remain unless requested to be removed by the classroom teacher.

## **B. Cyber Safety**

### **1. Filtering Methods used:**

Sonic Wall with Advanced Premium Content filtering.

The definitions are updated through the firewall on a daily basis. This is a subscription service and is renewed on an annual basis. Filtering can be done by category, IP address, or url.

## **2. Acceptable Use Policies – Appendix**

- 3a.** District Policy that addresses the technology protection measure that protects against access through computers with Internet access to visual depictions by adults or minors that are obscene, child pornography, or harmful to minors.

### **Policy 2361 – Appendix**

- 3b.** Process for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response, as required by the Protecting Children in the 21<sup>st</sup> Century Act.

**Online Student Safety Awareness** – As part of the comprehensive K-12 character education program, students are taught about online safety including use of social networking sites and online chat. There have also been additional workshops and presentations throughout the grade levels on this topic. Peer Leaders have also included this topic in their presentations/discussions with students.

**Parent Resources for Online Safety** – Multiple presentations have been given to parents regarding online safety. In addition, the student assistance counselor includes online safety tips in monthly newsletters to parents. The Principals have also communicated these important issues to parents throughout the year, and will continue to do so in the future.

- 4.** 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.

Policy #2361 - Appendix

## **C. Needs Assessment – See Technology Overview**

### **a. Evaluate staff's current practice in integrating technology across the curriculum**

Technology is integrated across the curriculum. The staff use many forms of technology to enhance instruction including: the use of wireless laptop carts in classrooms, power point presentations, communication with parents via e-mail, age-appropriate websites activities, teacher-created classroom websites, science probes, SMARTboards, SMART-tables, response systems, etc.. The integration of technology across the curriculum has increased since the previous technology plan. Teachers are coming better prepared to integrate technology into any subject area or specific grade level. Included in our curriculum template is a technology/internet resources section that has recently been added.

### **b. Provide a summary of educators' proficiency in the use of technology within the district.**

Library media personnel technology are advanced proficient. 30% of teaching staff is advanced proficient, 60% of teaching staff is proficient, 10% of teaching staff is partially proficient. The overall technology proficiency of the teaching staff has improved over the last three years.

**c. Determine the current educational environment and barriers by describing how:**

- i Educators are assured access to technology to facilitate technology integration across the curriculum.*

Every classroom in The Glen Ridge Public Schools has at least 1 multi-media networked computer. Teachers can reserve classroom time in the Library Media Center, or reserve the laptop wireless cart for their classroom. Many technology staff development opportunities are available to staff both during school, and after school.

- ii. Often students have access to technology to support the use of 21<sup>st</sup> century skills in their learning environment.*

Students have access to technology in their learning environment on a daily basis through classroom use, library use, mobile laptop use, access to teacher webpages, access to Student Access through Skyward database. All students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade take multiple technology based courses including computers 7, computers 8, technology integration 6, CAD cycle, Pathways cycle, multiple research cycles, etc. The High School is scheduled to have building wide wireless access that will allow students internet access throughout the building on a multitude of devices. (iPhones, iTouch, netbooks, laptops, etc)

- iii. The needs of staff are evaluated.*

Every year the staff can request technology through the budget process, and there is an annual staff development questionnaire for each staff member. This helps to determine technology staff development offerings and planning for additional technology.

- iv. The needs of students are evaluated.*

Students can request technology through their teachers and building administrators. The High School has recently established a student technology council and this program will be further developed over the next three years.

- v. Past professional development addressed the educators' and students' needs for technology integration*

In response to the professional development annual questionnaire, suggested technology training and courses were offered to staff to meet their needs. We have delivered more in-school staff development for the 2007-2010 school years at the technology training center, and this will continue and probably increase for the 2010-2013 school years.

- vi. Past professional development for all administrators was provided to further the effective use of technology in the classroom or library media center.*

Over 90% of administrators have successfully completed the NJ Elite Administrator technology training program to help further the effective use of technology in the classroom or library media center. In addition, administrators have received additional technology training at team meetings, and other workshops.



vii. *Ongoing, sustained professional development was provided in 2007--2010 for all educators to further the effective use of technology in the classroom or library media center.*

Professional Development was provided in 2007-2010 through approved workshops, and onsite workshops. These workshops were available for all staff. Many technology workshops were also provided at staff meetings to ensure that all staff received technology training.

viii. *Ongoing, sustained professional development was provided in 2007-2010 for administrators to further support the effective use of technology in the classroom or library media center*

Professional Development was provided in 2006-2007 for administrators in the form of workshops, conferences, and district offered technology workshops, and technology staff development at administrator meetings.

ix. *Supports were provided for staff other than professional development.*

Supports through the online work order system are provided for all staff members. In order for technology to be integrated successfully into the curriculum, it must be in working order.

x. *Professional development needs and barriers related to using educational technology as part of instruction have been identified*

Many after-school technology workshops have been offered, but not all staff takes advantage of these opportunities. We plan to offer more technology staff development during the school day to reach all staff members. Many staff meetings throughout the district have been dedicated to professional development in the area of technology. Many trainings have also taken place during the school day.

**2. *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.***

1. We need to maintain our present infrastructure and equipment replacement schedule. We need to investigate and plan for increased bandwidth with increased internet/online usage.
2. We need to offer staff development throughout the school day to reach all staff members, and continue to support technology workshops, conferences, staff meeting training opportunities, and after school workshops.
3. The use of technology in the classroom has increased with the wireless laptop carts available for staff. We need to investigate and possibly increase the number of laptop carts available for classroom use to insure the availability for all classes.
4. As new technologies emerge, the district needs to research and implement these technologies to continue to improve the technology opportunities for our students and

staff. These new technologies can include: interactive white boards, clickers, projection systems, and other new emerging technologies.

**3. *Prioritize the identified needs***

As represented above, in priority needs.



## Goals and Objectives: 2007-2010

### Education Technology Plan for New Jersey – New Jersey Department of Education Goals:

***All students, no matter which district or school they attend, will be able to achieve the Core Curriculum Content Standards because they will have unlimited access to people, to a vast array of curriculum and instruction, and to information and ideas -- no matter where they exist.***

-- This Belief Statement is the ultimate goal of all New Jersey Educational Technology programs and grants.

- Goal 1:** Students will attain the educational technology and information literacy skills that will assist them in achieving the Core Curriculum Content Standards and to succeed in the workplace of the 21<sup>st</sup> century.
- Goal 2:** Educators will attain the skills and knowledge necessary to effectively use educational technology to assist students to achieve the Core Curriculum Content Standards.
- Goal 3:** Students, teachers, and administrators will have access to educational technology in all learning environments, including classrooms, media centers, schools, and other educational settings, such as community centers.
- Goal 4:** New Jersey school district will establish and maintain the technology infrastructure necessary for students and educators to access electronic information and to communicate freely via technology.

The Glen Ridge Public Schools adopted the New Jersey Department of Education Technology Goals for our own district.



**The status/evaluation/benefits/outcomes of these goals from 2007-2010:**

- Goal 1:** Students continue to learn educational technology and information literacy skills across the curriculum in grades PreK-12. These skills will assist them in achieving the Core Curriculum Content Standards and to succeed in the workplace. Technology grade level standards have been implemented in grades 3 – 8 through building/course technology standards. This goal needs to continue for 2010-2013.
- Goal 2:** Educators continue to use and learn educational technology skills to assist their students to achieve. Many technology staff development opportunities have been given to staff and will continue in the upcoming years. This goal should be continued for 2010-2013.
- Goal 3:** Students, teachers, and administrators continue to have access to educational technology in all learning environments. In the past three years, the Glen Ridge School district has obtained additional laptop portable labs, a telephone in every Glen Ridge school classroom, updated auditorium with presentation capabilities, updated website to include teacher created classroom web pages, interactive white boards, response systems. This goal should be continued and expanded where necessary.
- Goal 4:** Glen Ridge technology continues to be upgraded and replaced as needed. The infrastructure has been constantly updated (server replacement schedule) as necessary for students and teachers to access electronic information. A wireless connection between Glen Ridge High School and Ridgewood Avenue has provided the means to keep all servers housed at one location, creating a more efficient WAN environment. Redundant DSL service is in place should a global outage occur in an emergency. This goal should be continued and research conducted to provide the best bandwidth for the educational and administrative needs of the district.

## Goals and Objectives: 2010-2013

### Education Technology Plan for New Jersey – New Jersey Department of Education Goals:

#### ***Vision Statement:***

*All students will be prepared to meet the challenge of a dynamic global society in which they participate, contribute, achieve, and flourish through universal access to people, information and ideas.*

**Goal 1:** All students will be prepared to excel in the community, work place and in our global society using 21st century skills.

**Goal 2:** All educators, including administrators, will attain the 21st century skills and knowledge necessary to effectively integrate educational technology in order to enable students to achieve the goals of the core curriculum content standards and experience success in a global society.

**Goal 3:** Educational technology will be accessible by students, teachers and administrators and utilized for instructional and administrative purposes in all learning environments, including classrooms, library media centers, and other educational settings such as community centers and libraries.

**Goal 4:** New Jersey school districts will establish and maintain the technology infrastructure necessary for all students, administrators and staff to safely access digital information on demand and to communicate virtually.

The Glen Ridge Public Schools will adopt the New Jersey Department of Education Technology Goals for our own district.



## New Jersey Core Curriculum Content Standards For Technology Literacy

The technology education standard was developed to ensure the literacy needed by all students to succeed in a highly technological world. Business and industry has clearly stated the need for technological skills in the workplace of the 21<sup>st</sup> Century.

**Standard 8.1:** Computer and Information Literacy – All students will use technology skills and tools and computer applications to gather and organize information and to solve problems.

**Descriptive Statement:** Using computer applications and technology tools students will conduct research, solve problems, improve learning, achieve goals, and produce products and presentations in conjunction with standards in all content areas, including career education and consumer family, and life skills. They will also develop, locate, summarize, organize, synthesize, and evaluate information for lifelong learning.

**Standard 8.2:** Technology Education – Engineering and Technological Design – All students will develop an understanding of the nature and impact of technology, engineering, technological design, and the designed world as they relate to the individual, society, and the environment.

**Descriptive Statement:** The following indicators are based on the Standards for Technological Literacy (STL, 2000) and support the National Academy of Engineering’s (2002) call for students to gain technological literacy. Students will be expected to understand the various facets of technology and the design process. They will analyze and evaluate design options and then apply the design process to solve problems. A systems perspective is employed to emphasize the interconnectedness of all knowledge and the impact of technology and technological change. Students will be expected to use technology as it applies to physical systems, biological systems, and information and communication systems. The intent at the elementary and middle school levels is that all students develop technological literacy and are prepared for the option of further study in the field of technology education. At the elementary level, the foundation for technology education is found in the science standards, particularly standards 5.2 and 5.4.



**Glen Ridge Public Schools  
Technology Goals and Objectives  
Adopted from the NJ State Technology Goals**

**Goal 1:** All students will be prepared to excel in the community, work place and in our global society using 21st century skills.

**Objectives:**

- 1.1 All students will demonstrate proficiency with educational technology, information literacy, expert decision making and complex communications.
- 1.2 Technology will be used to pursue academic excellence for every student by supporting instruction that is within and beyond the school walls.
- 1.3 Educational technology will be infused across all curricular areas.
- 1.4 Instruction and content materials will be universally designed to assure access for all learners through technology that is equitable and barrier free.



**Goal 2:** All educators, including administrators, will attain the 21st century skills and knowledge necessary to effectively integrate educational technology in order to enable students to achieve the goals of the core curriculum content standards and experience success in a global society.

**Objectives:**

- 2.1 All educators, including administrators, will participate and provide ongoing, sustained, high-quality professional development activities focused on infusing 21st century skills into curricula and instructional practices.
- 2.2 All educators, including administrators, will use e-mail and other interactive tools to communicate with parents/legally designated caregivers, students and other educators electronically.
- 2.3 All educators, including administrators, will act responsibly and ethically when obtaining and using technological resources and applications.
- 2.4 All educators, including administrators, will use technology tools and applications to provide opportunities for authentic, student-centered, inquiry-based learning with a real-world focused curriculum.





**Goal 3:** Educational technology will be accessible by students, teachers, and administrators and utilized for instructional and administrative purposes in all learning environments, including classrooms and library media centers.

**Objectives:**

- 3.1 All students and educators will have consistent, equitable and barrier free access to appropriate technology including technologies with universal design features that assure access for all students in all learning environments.
- 3.2 All districts, schools and classrooms will be connected to high- speed voice, video and data networks in all learning environments.
- 3.3 All districts and schools will have web sites that are informative, interactive, timely, relevant to school and community and allow access to e-mail and meets accessibility standards.
- 3.4 All educators will have access to technical support via a technician and/or other means as necessary to maintain equipment and infrastructure.
- 3.5 All school districts will implement their Acceptable Use Policy (AUP) and other means to ensure that all members of the learning community are able to use technological systems, online resources and software in a safe, ethical and secure manner.



**Goal 4:** The Glen Ridge Public Schools will establish and maintain the technology infrastructure necessary for all students, administrators and staff to safely access digital information on demand and to communicate virtually.

- 4.1 All school districts will obtain and/or maintain high-speed networks, current hardware/software and Internet access which enable all students and educators to support their curricular activities.
- 4.2 All school buildings will have the equipment, connectivity and technical support necessary to provide e-learning opportunities in all learning environments.



## Three –Year Implementation Strategies/Activity Tables July 2010 – June 2013

**Goal 1:** All students will be prepared to excel in the community, work place and in our global society using 21st century skills.

**Objective 1.1** All students will demonstrate proficiency with educational technology, information literacy, expert decision making and complex communications.

<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Documentation, Evaluation</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>
Students in PK-2 will compose simple documents and learn basic computer operations and terms	Classroom teacher	Student Work Actual Utilization Teacher Lesson Plans	X	X	X
Students in Grade 3-6 will compose, edit, save, and print original works; format and spell check documents; add graphics as appropriate	Classroom teacher Library Media Specialist	Student Work Actual Utilization Teacher Lesson Plans Project Based Assessment	X	X	X
Students in Grade 7 – 12 will be proficient in the use of a word processing program to produce comprehensive documents	Classroom teacher Library Media Specialist Computer Cycle Teacher	Student Work Project Based Assessment Actual utilization Teacher Lesson Plans	X	X	X
Students in Grades 3 – 6 will complete minimally one Microsoft Word project.	Classroom teacher	Student Work Teacher Lesson Plans Project Based Assessment	X	X	X
Students in Grade 3 will complete a minimal of one Power Point presentation containing at least 4 slides	Classroom Teacher Library Media Specialist	Student Work Teacher Lessons Plans Project Based Assessment	X	X	X
Students in Grade 4 will complete a minimal one Power Point presentation containing at least 5 slides	Classroom Teacher Library Media Specialist	Student Work Teacher Lesson Plans Project Based Assessment	X	X	X
Students in Grade 5 will complete a minimal one Power Point presentation containing at least 6 slides	Classroom Teacher Library Media Specialist	Student Work Teacher Lesson Plans Project Based Assessment	X	X	X
Students in Grade 6 will complete a minimal one Power Point presentation containing at least 7 slides	Classroom Teacher Library Media Specialist	Student Work Teacher Lesson Plans Project Based Assessment	X	X	X
Students in Grade 6 will construct simple	Classroom Math teacher	Student Work Teacher Lesson Plans	X	X	X

spreadsheet applications with real world data and construct charts and graphs		Project Based Assessment			
Students in Grade 7-12 will construct spreadsheets using common formulas; create charts and graphs; interpret data	Classroom teacher Computer Cycle Teacher	Student Work Teacher Lesson Plans Project Based Assessment	X	X	X
Students in PK-2 will use simple word processing and graphics to create and illustrate stories with teacher assistance	Classroom teacher	Student Work	X	X	X
Students in Grade 7 will complete a computer cycle on Word applications and Excel applications with final projects for each software product	Computer Cycle Teacher	Student Work Student Final Projects	X	X	X
Students in Grade 7 will complete a simple project using Microsoft Access and learn the basics of a computer database	Computer Cycle Teacher	Student Work Student Final Projects	X	X	X
Students in Grade 8 will complete a computer cycle on Power Point, Photoshop, Webdesign with final projects for each software product	Computer Cycle Teacher	Student Work Student Final Projects	X	X	X
Students in Grade 8 will complete an introduction to CAD with a final project in Computer Aided Design	CAD Cycle Teacher	Student Work Student Final Projects	X	X	X
Special needs students in PreK-12 will be offered assistive technology as indicated by their IEP to help them achieve technological literacy.	CST Members Classroom teachers	IEP documentation	X	X	X

These activities will allow Glen Ridge students to successfully attain the cumulative progress indicators of Technological Literacy Standard 8.1 – All students will use computer applications to gather and organize information and to solve problems.

**Goal 1:** All students will be prepared to excel in the community, work place and in our global society using 21st century skills.

**Objective 1.2** Technology will be used to pursue academic excellence for every student by supporting instruction that is within and beyond the school walls.

<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Documentation, Evaluation</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>
Every student in grades 3-6 will do a minimal of one internet research project	Classroom Teachers Library media Specialist	Lesson Plans Student Projects	X	X	X
Every student in grades 3 and 4 will do a minimal of one Web Quest	Classroom Teachers	Lesson Plans Student Completed Web-Quests	X	X	X
Every student in grade 7 research cycle will learn how to find and use online sources; they will use search strategies and evaluate web sites; they will access and use research databases; they will also use Word to prepare a brief research paper in MLA format.	Library Media Specialist	Lesson Plans Student Research Papers	X	X	X
Every student in grade 8 research cycle will find and use online sources to support a chosen thesis; they will use Word to prepare an outline and a research paper in MLA format; they will properly document and cite online sources to avoid plagiarism.	Library Media Specialist	Lesson Plans Student Research Papers	X	X	X
Students in grade 9-12 will complete research papers utilizing MLA format	English Teachers Social Studies Teachers	Lesson Plans Student Research Papers	X	X	X
Opportunities exist for teachers to utilize Skype for communication and projects	Classroom Teachers Technology Department	Lesson Plans		X	X

These activities will allow Glen Ridge students to successfully attain the cumulative progress indicators of Technological Literacy Standard 8.1 – All students will use computer applications to gather and organize information and to solve problems.

## **Application of Productivity Tools**

### **By the end of Grade 4 students will:**

- Discuss the common uses of computer applications and identify their advantages and disadvantages.
- Recognize and practice responsible social and ethical behaviors when using technology, and understand the consequences of inappropriate use including:
  - Internet access
  - Copyrighted materials
  - On-line library resources
  - Personal security and safety issues
  - Practice appropriate Internet etiquette
  - Recognize the ethical and legal implications of plagiarism of copyrighted materials.
- Information Access and Research
- Recognize the need for accessing and using information.
- Identify and use web browsers, search engines, and directories to obtain information to solve real world problems.
- Locate specific information by searching a database.
- Recognize accuracy and/or bias of information.
- Problem Solving and Decision Making
- Solve problems individually and/or collaboratively using computer applications.
- Identify basic hardware problems and solve simple problems.

### **By the end of grade 8 students will:**

- Demonstrate an understanding of how changes in technology impact the workplace and society.
- Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of misuse.
- Explain the purpose of an Acceptable Use Policy and the consequences of inappropriate use of technology.
- Describe and practice safe Internet usage.
- Describe and practice "etiquette" when using the Internet and electronic mail.
- Information Access and Research
- Choose appropriate tools and information resources to support research and solve real world problems, including but not limited to: On-line resources and databases and search engines and subject directories
- Evaluate the accuracy, relevance, and appropriateness of print and non-print electronic information sources.
- Problem Solving and Decision Making
- Use computer applications to modify information independently and/or collaboratively to solve problems.
- Identify basic hardware problems and demonstrate the ability to solve common problems.
- Determine when technology tools are appropriate to solve a problem and make a decision.

**By the end of Grade 12 students will:**

- Describe the potential and implications of contemporary and emerging computer applications for personal, social, lifelong learning, and workplace needs.
- Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of misuse.
- Make informed choices among technology systems, resources, and services in a variety of contexts.
- Use appropriate language when communicating with diverse audiences using computer and information literacy.
- Information Access and Research
- Select and use specialized databases for advanced research to solve real world problems.
- Identify new technologies and other organizational tools to use in personal, home, and/or work environments for information retrieval, entry, and presentation.
- Evaluate information sources for accuracy, relevance, and appropriateness.
- Compose, send, and organize e-mail messages with and without attachments.
- Problem Solving and Decision Making
- Create and manipulate information, independently and/or collaboratively, to solve problems and design and develop products.
- Identify, diagnose, and suggest solutions for non-functioning technology systems.
- Identify a problem in a content area and formulate a strategy to solve the problem using brainstorming, flowcharting, and appropriate resources.
- Integrate new information into an existing knowledge base and communicate the results in a project or presentation.

**NCLB Requirement for Technology Literacy**

The above activities show how the Glen Ridge district will meet the NCLB requirement that all students be technologically literate by the end of grade eight.

The completed student projects will serve as a Project Based Assessment of technology literacy of our students.

**Goal 1:** All students will be prepared to excel in the community, work place and in our global society using 21st century skills.

**Objective 1.3** Educational technology will be infused across all curricular areas.

<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Documentation, Evaluation</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>
Re-assess technology needs in curriculum areas in the curriculum review cycle; align with New Jersey Core Curriculum Content Standards	Building Principals Curriculum Committee members	Adopted curriculums and committee recommendations	X	X	X
Identify priorities for technology purchases in curriculum review recommendations; employ on-line resource curriculum materials	Curriculum Committee members	Adopted curriculums and committee recommendations	X	X	X
Identify relevant, appropriate technology resources needed for a state-of-the-art program through the curriculum review process; emphasize world applications, problem solving and hands-on learning. Consider all technology, not just computers	Director of Technology Curriculum Committee members	Adopted curriculums and committee recommendations	X	X	X
All students at Glen Ridge High School will successfully complete a computer science/technology course as a graduation requirement	Principal Computer Teacher	Program of Studies High School transcripts	X	X	X



**Goal 1:** All students will be prepared to excel in the community, work place and in our global society using 21st century skills.

**Objective 1.4:** Instruction and content materials will be universally designed to assure access for all learners through technology that is equitable and barrier free.

<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Documentation, Evaluation</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>
Provide high-speed access to Internet for communication and research-based activities	Director of Technology Technology Techs	DSL/T-1 Service Agreements	X	X	X
Investigate the purchase of additional mobile wireless computer labs for use Grade 7-12	Director of Technology	Wireless computer lab purchased and documented use	X	X	X
Investigate the purchase of additional mobile wireless computer labs for use Grade 3-6	Director of Technology	Wireless computer lab purchased and documented use	X	X	X
All students regardless of gender, race, national origin, special need and religious affiliation will have equitable access to educational technology	Director of Technology	Documented use of Technology Documented assistive technology through IEP	X	X	X
Investigate the feasibility of creating a wireless campus for Glen Ridge High School and install a wireless network	Director of Technology	Feasibility and cost study	X	X	X
Investigate the purchase of laptop carts designated for special education areas	Director of Technology	Wireless computer lab purchased for special education	X	X	X

**Goal 2:** All educators, including administrators, will attain the 21<sup>st</sup> century skills and knowledge necessary to effectively integrate educational technology in order to enable students to achieve the goals of the core curriculum content standards and experience success in a global society.

**Objective 2.1:** All educators, including administrators, will participate and provide ongoing, sustained, high-quality professional development activities focused on infusing 21<sup>st</sup> century skills into curricula and instructional practices.

<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Documentation, Evaluation</b>	<b>07/08</b>	<b>08/09</b>	<b>09/10</b>
Provide technology training for all new staff hired prior to the start of the school year	Director of Technology	Staff Sign-in Sheet Program Evaluation	X	X	X
Offer technology training in-services after-school periodically throughout the school year for staff	Director of Technology Staff Development Council	Staff Sign-In Sheet	X	X	X
Allow for out-of-district technology in-services	Director of Technology Principal Superintendent	Workshop Registration	X	X	X
Develop a plan and continue to provide technology workshops to teachers during the school day	Director of Technology Principal	Teacher Lesson Plans Teacher Sign-In Sheets	X	X	X

**Goal 2:** All educators, including administrators, will attain the 21<sup>st</sup> century skills and knowledge necessary to effectively integrate educational technology in order to enable students to achieve the goals of the core curriculum content standards and experience success in a global society.

**Objective 2.2:** All educators, including administrators, will use e-mail and other interactive tools to communicate with parents/legally designated caregivers, students, and other educators electronically.

<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Documentation, Evaluation</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>
All staff will have <a href="http://www.glenridge.org">www.glenridge.org</a> e-mail accounts	Director of Technology	Staff e-mail Distribution Lists	X	X	X
Onsite training will be provided for access to web-based e-mail	Director of Technology	Staff Sign-in Sheet	X	X	X
Provide server information for blackberry and smartphone usage for staff	Director of Technology	Work Order Requests	X	X	X
Provide online gradebook for teachers in grades PreK-12 as a mechanism to communicate student achievement with parents and students	Director of Technology Building Principal	Staff Gradebook Usage	X	X	X
Provide webpages with the ability to create teacher-monitored blogs	Director of Technology	Staff BLOG Usage Teacher Webpages	X	X	X
Provide login information for United Streaming/Discovery Education, World Book online, and other interactive district electronic subscriptions for staff	Director of Technology Principals	United Streaming Logins Worldbook Logins Naviance	X	X	X

**Goal 2:** All educators, including administrators, will attain the 21<sup>st</sup> century skills and knowledge necessary to effectively integrate educational technology in order to enable students to achieve the goals of the core curriculum content standards and experience success in a global society.

**Objective 2.3:** All educators, including administrators, will act responsibly and ethically when obtaining and using technological resources and applications.

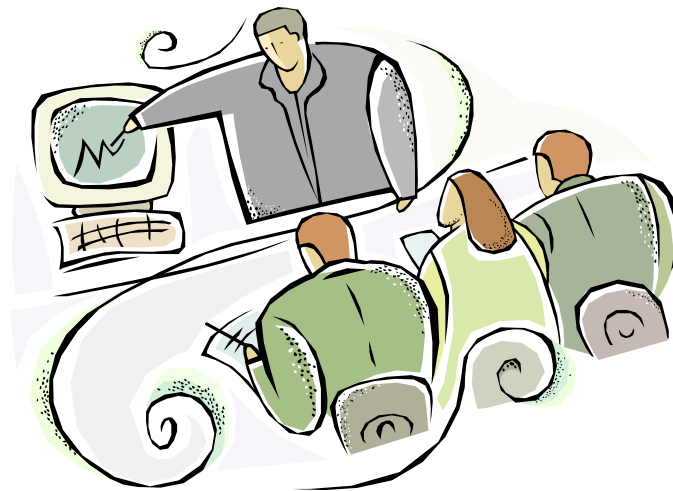
Activity	Person(s) Responsible	Documentation, Evaluation	10/11	11/12	12/13
All staff will be provided the Acceptable Use Policy	Director of Technology Superintendent	Glen Ridge Board of Education Policy #3321	X	X	X
Maintain Internet Content Filtering and Firewall at all buildings	Director of Technology	Firewall in place Internet Content Filtering software agreement updated yearly	X	X	X



**Goal 2:** All educators, including administrators, will attain the 21<sup>st</sup> century skills and knowledge necessary to effectively integrate educational technology in order to enable students to achieve the goals of the core curriculum content standards and experience success in a global society.

**Objective 2.4:** All educators, including administrators, will use technology tools and applications to provide opportunities for authentic, student-centered, inquiry-based learning with a real-world focused curriculum with an opportunity to improve their technology proficiency.

Activity	Person(s) Responsible	Documentation, Evaluation	10/11	11/12	12/13
All teachers will complete the Technology Proficiency Survey every September	Director of Technology Principal Superintendent	Results of Technology Proficiency Survey	X	X	X
Integrate technology activities into instructional practices	Principals	Teacher Lesson Plans	X	X	X
All teachers will be given professional development opportunities to increase their technology proficiency	Director of Technology Staff Development Council	Workshop Attendance	X	X	X



**Goal 3:** Educational technology will be accessible by students, teachers, and administrators and utilized for instructional and administrative purposes in all learning environments, including classrooms and library media centers.

**Objective 3.1:** All students and educators will have consistent, equitable and barrier free access to appropriate technology including technologies with universal design features that assure access for all students in all learning environments.

<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Documentation, Evaluation</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>
Staff access to technology equipment based on a sign-out procedure	Director of Technology Principals	Teacher Sign-Out Sheet	X	X	X
Students in grades 7-12 have access to technology/Internet after-school hours	Library Media Specialist	Student Attendance	X	X	X
Students in grades 3-6 have access to technology/Internet after-school hours	Library Media Specialist	Student Attendance	X	X	X
All students in Grades 7 and 8 will successfully complete a computer cycle course	Principal Computer Cycle Teacher	Student Schedules	X	X	X
All students in Grades 9 – 12 will have access to technology in the library	Principal Library Media Specialist	Student Attendance Completed Student Projects	X	X	X
All classrooms will have at least one computer with Internet access	Director of Technology	Technology Inventory	X	X	X
Teachers in grades 3-12 can reserve a mobile wireless laptop cart for use in their classroom	Classroom Teacher	Work Order System Reservation	X	X	X



**Goal 3:** Educational technology will be accessible by students, teachers, and administrators and utilized for instructional and administrative purposes in all learning environments, including classrooms and library media centers.

**Objective 3.2:** All districts, schools and classrooms will be connected to high-speed voice, video and data networks in all learning environments.

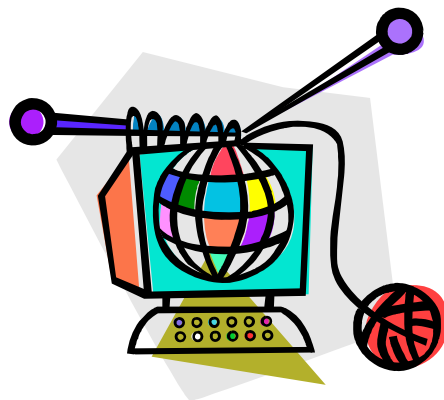
<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Documentation, Evaluation</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>
Connect all computers at GRHS to the Internet	Director of Technology Technology Techs	Inventory/DHCP Listing	X	X	X
Connect all computers at Ridgewood Avenue School to the Internet	Director of Technology Technology Techs	Inventory/DHCP Listing	X	X	X
Connect all computers at Forest Avenue School to Internet	Director of Technology Technology Techs	Inventory/DHCP Listing	X	X	X
Connect all computers at Linden Avenue School to the Internet	Director of Technology Technology Techs	Inventory/DHCP Listing	X	X	X
Increase bandwidth of present networks	Director of Technology	Bandwidth Reports	X	X	X
Provide a telephone in every classroom	Director of Technology Principal	Telephone Directory	X	X	X



**Goal 3:** Educational technology will be accessible by students, teachers, and administrators and utilized for instructional and administrative purposes in all learning environments, including classrooms and library media centers.

**Objective 3.3:** The Glen Ridge Public School will have websites that are informative, interactive, timely, relevant to school and community and allow access to e-mail and meets accessibility standards.

Activity	Person(s) Responsible	Documentation, Evaluation	10/11	11/12	12/13
Continue to maintain and expand the Glen Ridge website, transfer website to schoolwires.net for more interactive possibilities for teachers	Director of Technology Principals	Website: <a href="http://www.glenridge.org">www.glenridge.org</a>	X	X	X
Update timely information from each school to post on the website	Director of Technology Principals	Website: <a href="http://www.glenridge.org">www.glenridge.org</a>	X	X	X
Provide links for updated district information	Director of Technology Superintendent	Website: <a href="http://www.glenridge.org">www.glenridge.org</a>	X	X	X
Provide for teacher created classroom webpages	Classroom Teachers	Website: <a href="http://www.glenridge.org">www.glenridge.org</a>	X	X	X
Provide child-friendly teacher directed BLOG resources for classroom teachers	Director of Technology	Website: <a href="http://www.glenridge.org">www.glenridge.org</a>	X	X	X





**Goal 3:** Educational technology will be accessible by students, teachers, and administrators and utilized for instructional and administrative purposes in all learning environments, including classrooms and library media centers.

**Objective 3.4:** All educators will have access to technical support via a technician and/or other means as necessary to maintain equipment and infrastructures.

Activity	Person(s) Responsible	Documentation, Evaluation	10/11	11/12	12/13
Continue to maintain and expand on-line work order system	Director of Technology Technology Techs	<a href="http://www.schooldude.com">www.schooldude.com</a> Work Order Reports	X	X	X
Provide teachers with an expanded “Information Technology Handbook” to provide for assistance with troubleshooting	Director of Technology	Information Technology Handbook	X	X	X



**Goal 3:** Educational technology will be accessible by students, teachers, and administrators and utilized for instructional and administrative purposes in all learning environments, including classrooms and library media centers.

**Objective 3.5:** The district will develop and maintain an acceptable use Policy to ensure that all students, teachers, and administrators are able to use technology systems, online resources, and software in a safe, ethical, and secure manner.

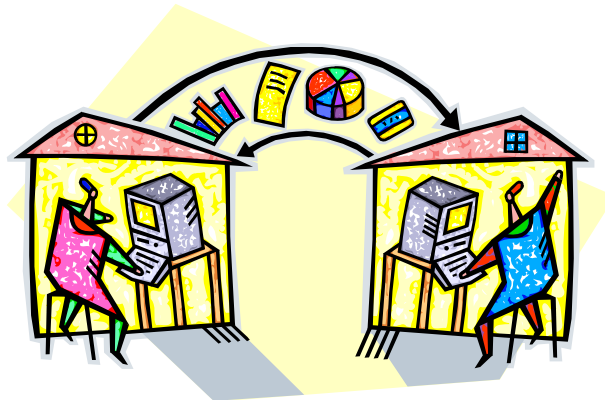
<b>Activity</b>	<b>Person(s) Responsible</b>	<b>Documentation, Evaluation</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>
Provide the Acceptable Use Policy to all staff members	Superintendent Director of Technology	Acceptable Use Policy Staff Sign-Off	X	X	X
Revise Acceptable Use Policy as needed	Superintendent Director of Technology	Revised Acceptable Use Policy	X	X	X



**Goal 4:** The Glen Ridge Public Schools will establish and maintain the technology infrastructure necessary for all students, administrators and staff to safely access digital information on demand and to communicate virtually.

**Objective 4.1** We will obtain and maintain broadband, high-speed networks and reliable Internet access that enables students and educators to support their curricular activities.

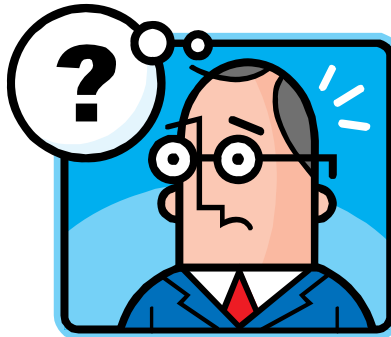
Activity	Person(s) Responsible	Documentation, Evaluation	10/11	11/12	12/13
Continue to troubleshoot any networking or Internet speed problems – Research an increase in bandwidth where necessary	Director of Technology Technology Techs	Use of network sniffer to maintain networks Bandwidth Use Reports	X	X	X
Continue to provide network firewall and filtering software to safeguard the school network	Director of Technology Technology Techs	Firewall and Content Filtering License renewal	X	X	X
Continue to provide and upgrade virus protection for entire network including servers and workstations	Director of Technology Technology Techs	Symantec Licensing	X	X	X



**Goal 4** The Glen Ridge Public Schools will establish and maintain the technology infrastructure necessary for all students, administrators and staff to safely access digital information on demand and to communicate virtually.

**Objective 4.2:** All schools will have the equipment, connectivity and technical support necessary to provide e-learning opportunities in all learning environments.

Activity	Person(s) Responsible	Documentation, Evaluation	10/11	11/12	12/13
Develop, and update the Glen Ridge technology replacement schedule	Director of Technology	Replacement Schedule Inventory listing Work Order History	X	X	X
Replace district servers every 2 years	Director of Technology	Server Agreement licensing	X	X	X
Maintain wireless networks	Director of Technology District Techs	Wireless Networks Utilization Report		X	X



**B. 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:**

Provide interactive whiteboards, interactive tables, text/type audio devices as appropriate for student use and as identified in the Individualized Education Plans. (IEP's) Use of these items should be reflected in the IEP and teacher lesson plans.

Use of technology should be reflected in the lesson plans for all teachers/courses.

**C. Provide details of the process for meeting the NCLB requirement that all students be technologically literate by the end of grade eight.**

By the end of **Grade 4**, students will:

**Basic Computer Skills and Tools**

Use basic technology vocabulary.

- Use basic features of an operating system (e.g., accessing programs, identifying and selecting a printer, finding help).
- Input and access text and data, using appropriate keyboarding techniques or other input devices.
- Produce a simple finished document using word processing software.
- Produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template.
- Create and present a multi-media presentation using appropriate software.
- Create and maintain files and folders.
- Use a graphic organizer.
- Use basic computer icons

Building upon knowledge and skills gained in preceding grades, by the end of **Grade 8**, students will:

- Use appropriate technology vocabulary.
- Use common features of an operating system (e.g., creating and organizing files and folders).
- Demonstrate effective input of text and data, using touch keyboarding with proper technique.
- Input and access data and text efficiently and accurately through proficient use of other input devices, such as the mouse.
- Create documents with advanced text-formatting and graphics using word processing.
- Create a file containing customized information by merging documents.
- Construct a simple spreadsheet, enter data, and interpret the information.
- Design and produce a basic multi-media project.
- Plan and create a simple database, define fields, input data, and produce a report using sort and query.
- Use network resources for storing and retrieving data.
- Choose appropriate electronic graphic organizers to create, construct, or design a document.
- Create, organize and manipulate shortcuts.
- Design a simple website
- Learn basic programming features and functions through WYSIWYG type programming (Alice, etc)

## **NCLB Requirement for Technology Literacy**

The above activities show how the Glen Ridge district will meet the NCLB requirement that all students be technologically literate by the end of grade eight. Students will complete a technology integration year long course in grade six, computer and research cycle in grade seven, computer-aided-design, pathways cycle, and computer cycle in grade 8. The combination of all of these technology courses will provide many assessments of technology skills.

The completed student projects will serve as a Project Based Assessment of technology literacy of our students.

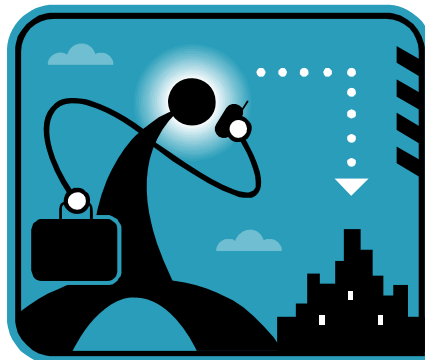


### **D. Identify specific Telecommunications and Information Technologies that help reach our Technology Goals:**

Technology will promote parental involvement through the use of e-mail distribution mailboxes for sending out important information to parents of the district. The further use of e-mail will increase communication with parents. Also, homework hotlines have been setup by teachers to assist parents and students in obtaining their homework assignments. As part of our pandemic plan, all teachers are required to maintain a website. These websites can be used to communicate homework assignments, class notes, curricular information and other important classroom information. .

The use of our Student Management System is another information technology tool that helps us communicate with parents and students about their schedules, assignments, assessments, and other information.

Parents will also be informed of the technology being applied in their child's education through curriculum guides, website information, parent-teacher conferences, and newsletters sent to the parents.



## VI. Funding Plan (July 2010 – June 2013)

### A. Anticipated Costs to maintain current Technology Program for district

	2010-2011	2011-2012	2012-2013
CST - TECH SUPPLIES	\$ 500.00	\$ 500.00	\$ 500.00
PURCHASED TECHNICAL	\$ 92,500.00	\$ 93,000.00	\$ 94,000.00
C/S TECHNOLOGY	\$ 5,200.00	\$ 5,500.00	\$ 5,500.00
GENERAL SUPPLIES	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
1-5 SUPP – TECH	\$ 45,500.00	\$ 45,500.00	\$ 45,500.00
6-8 SUPP - TECH	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
9-12 SUPP - HS - TECH	\$ 54,400.00	\$ 55,400.00	\$ 55,400.00
6-8 SUPP - MID - TECH	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
REPLACE TECH EQUIP-DIST	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
<b>Totals</b>	<b>\$ 224,900.00</b>	<b>\$ 231,400.00</b>	<b>\$ 232,000.00</b>

The above spending plan should be at the least maintained over the next three years, in order to keep up with the replacement costs of computers/technology that are approaching 5 years and older in age.

Purchased Technical includes: (Ongoing annual expenses to maintain current program)

- Maintenance agreement with Trend Micro (Corporate anti-virus and backup exec)
- Microsoft licensing
- Annual renewal of Student Management System (Online Gradebook/attendance, discipline, health, report cards, transcripts, etc)
- Annual renewal of IEP Student System – currently integrated into our Student Management System
- Sonic Wall Firewall renewal – and advanced content filtering annual renewal
- United Streaming annual renewal
- World Book online annual renewal
- Alexandria library automation software renewal with transition to the web
- Naviance annual renewal
- Online charges for T-1's and DSL lines for Internet access

The supplies line for each school or department include: replacement equipment (computers/laptops), new equipment, software licensing, new/updated software requests, replacement printers, hubs, wiring, and other needed technology peripherals.

Software purchase requests are made to the Principal upon their completing their budget and submitting that request to the technology department. Whenever possible, site licenses will be purchased for individual schools. No software will be loaded without proper licensing.

### Curriculum Purchasing

New curriculum including any technology enhancements come through the superintendent curriculum budget line and money is budgeted every year as curriculum gets updated through the district 5 year technology review cycle. Technology enrichment activities and online textbooks have been part of the past several curriculum adoptions.

### National Instructional Materials Accessibility Standard (NIMAS)

NIMAS is a technical standard used by publishers to produce source files (in XML) that may be used to develop multiple specialized formats (such as Braille or audio books) for students with print disabilities.

The source files are prepared using Extensible Markup Language (XML) to mark up the structure of the original content and provide a means for presenting the content in a variety of ways and styles. For example, once a NIMAS fileset has been produced for printed materials, the XML and image source files may be used to create braille, large print, HTML versions, DAISY talking books using human voice or text-to-speech, audio files derived from text-to-speech transformations, and more.

The separation of content from presentation is an important feature of the NIMAS approach. In most cases, a human will need to enhance the source files to provide additional features needed by diverse learners.

In reviewing to purchase curriculum items, most publishers are using and employing the NIMAS standard.

## **B. Federal/State/Local Sources of Funds**

### **State:**

Glen Ridge will receive less than 5% from state aid for budget year 2009-2010, this is not expected to change dramatically over the term of this technology plan. The percentage of the amount of state aid that Glen Ridge receives every year has diminished.

### **Federal:**

The Glen Ridge School District applies every year for E-rate money. Since our “free-milk” population is very small, we receive the lowest amount of funding available from the e-rate program. We are eligible for a 20% discount on telecommunications services.

Federal Special Education grants are available and have been used and will continue to be used to assist with the technologies in the Special Education Department.

### **Local:**

The Glen Ridge Educational Foundation is a local fund-raising group in town that has funded many technology projects over the years including: Synergistics Laboratory, CAD Lab, TV Studio, and Pathways Lab. This organization is funded through community donations and fund-raising and will continue to support technology in the years ahead.

Alternative Funding has been very generous towards funding technology projects over the past several years. The first SMARTboards were purchased for each school with this funding.

Teachers are encouraged to submit mini-grant applications, and many times these applications request technologies including software and hardware to supplement their curricular programs.

The Home and School Associations have also been generous in supporting technology through teacher wish lists, and have funded several SMARTboards for classrooms at the elementary schools. We are hopeful that this support will continue throughout the life of this plan.

## **C. Board Approval of Technology Plan (Appendix E)**

## **D. Board Approved Budgets (Future – to be attached for each year)**

## **E. Technology Plan Creation Date: 07/01/2010**

The elements of goals and strategies for using telecommunications and information technology, professional development strategy, assessment of telecommunications services, hardware, software, and other services needed, budget resources, and an ongoing evaluation process were developed by the technology plan creation date.



## VII. Professional Development

### A. Name/Title of Person Responsible for Coordinating the Professional Development Activities

- District Professional Development Coordinator – Michael Donovan, Assistant Principal, Ridgewood Avenue School
- Coordinator of Technology Professional Development: Winnie Boswell, Director of Technology

### B. Description of Planned Professional Development for teachers, administrators, and school library media personnel

The key to implementing effective use of technology is staff development. Staff Development efforts must be targeted to all staff in the district: teachers, administrators, clerical, teacher assistants, and technicians. Technology training must be planned with the realization that the needs of individual adult learners vary in both learning styles and levels of development. Efforts must be made to tailor training to the needs of individual schools, while at the same time serving district-wide needs. District programs are committed to finding and utilizing a variety of methods to deliver training in addition to the traditional workshop.

Professional Development goals address the New Jersey Core Curriculum Content Standards for Technological Literacy.

#### 1. How ongoing, sustained professional development for all administrators will be provided to further the effective use of technology in all learning environments:

All administrators have a desktop computer in their office and a district issued laptop used to access e-mail and the Student Management system remotely from home.

Most administrators have completed the NJ Elite Technology training program.

Administrators have attended district workshops, offsite technology workshops, workshops/instruction during the school day, technology training during administrative meetings, and other technology offerings.

#### 2. 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.

All instructional areas within the Glen Ridge School system have computers with Internet access. All teachers have access to e-mail and online resources.

The Library Media Center at Ridgewood Avenue and Glen Ridge High School can be reserved for additional research activities, allowing each student their own computer.

Additional computers are available in teacher work areas to allow for planning access for teachers and staff.

Wireless, laptop carts area available to be reserved to bring the technology to the classroom at Ridgewood Avenue School and Glen Ridge High School.

Tech projector carts can be reserved through the Principal if needed for classroom instruction.

Teachers/Library Media Personnel attend district workshops, offsite technology workshops, new teacher technology orientation, and workshops/instruction during a teacher prep, technology training during staff meetings, and other technology offerings. Technology offerings have even been scheduled during the school day offered in the Technology Training Center.

**3. Professional development opportunities that exist for technical staff.**

Technical staff have attended off-site workshops from CISCO and Gateway. Technical staff attend district workshops, offsite technology workshops, instruction during the school day and other technology offerings.

**4. How Professional Development is provided to all staff on the application of assistive technologies to support all students in their learning.**

As assistive technology is purchased, opportunities are offered to train staff. Kurzweil software was purchased, and on-site and off-site training was offered to staff members.

Zoom text training was offered last year, and as new assistive technology devices are purchased, training opportunities will be scheduled.

**C. Based on educator's 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.**

**New Teacher Technology Training:** Every year prior to the beginning of the school year, new staff members to Glen Ridge Board of Education are given a technology training day to acquaint them with our e-mail network, our webpage, and our technology procedures. By the end of the training session, all teachers have activated their voice mail account and e-mail account and have been instructed in the technology available at Glen Ridge. This program has recently been expanded to include a full day of training for new staff. This will allow for introduction to the Student Management System, WorldBook Online, United Streaming, Teacher created webpages, and other available technologies for the district. This training is done for teachers, teacher assistants, and clerical staff as well. This training will be scheduled for 2010-2013.

**Glen Ridge Staff Development Council:** The Staff Development Council is comprised of representatives from all schools and sets up various professional development opportunities for all staff throughout the year. This committee is schedule for 2010-2013.

**Professional Day, October 2010:** This day of professional development is planned by staff members and The Staff Development Council for training opportunities. Input from staff is always vital to this program's success.

**rofessional Workshops:** The district does provide for off-site professional workshops on an individual basis through formal request to the building principal and board of education approval.

**ASCD Convention 2010:** The district sends a representative teacher from every level and school in the district to the annual ASCD convention for a 2-3 day conference complete with workshops in many curricular areas including technology. Teachers return and share that information with their peers.

**Staff Meetings:** Principals plan staff development opportunities involving technology training at their monthly staff meetings. Staff Development hours are given to staff for attendance at these meetings.

**Tech on a Prep – Technology Training Center:** A plan will be developed and evaluated to provide some “in-class” technology support for teachers at grade level and subject area. This plan will be developed through the principal recommendation. This will include coaching to ensure effective use of technology.

**Glen Ridge Webpage Training:** Glen Ridge will be launching a new webpage for the 2010-2011 school year. Training opportunities for all teachers in the district will be scheduled in the Technology Training Center. All teachers will receive training to use the new features of the webpage including blogs, podcasts, newsletters, and assignments. All teachers will be required to have an updated webpage.

**Glen Ridge High School Goes Wireless:** Glen Ridge High School will have a new wireless campus for the 2010-2011 school year. This will create new opportunities for students, and a plan needs to be developed by the High School administration to address the application of this new technology.

**Involved Partners associated with Professional Development:**

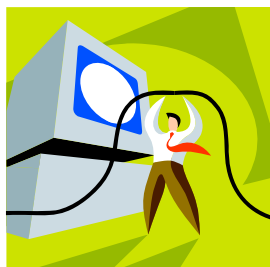
Professional Development Committee, Teachers, Guidance Counselors, Teacher Assistants, Library Media Specialists, Child Study Team Members, Secretarial/Clerical Staff, Administrators, Technology Technicians. All of the above partners do complete a Professional Development survey at the beginning of the year, and follow-up evaluations after workshops and other offerings.

**D. Project professional development activities that will continue to support identified needs through 2013, including all partners.**

All activities listed above will be continued and further evaluated through 2013. Further development of the high school wireless network and more advanced webpage training will be offered in subsequent years.

**Financial Resources:** Professional development stipends are given to teachers/staff who present after school workshops. Professional development money is available by building/department for staff to attend offsite workshops and conferences as appropriate and approved by the superintendent and Board of Education. These resources help to keep staff learning and current in new technologies.

**Time Resources:** Staff meetings district wide have taken a Professional Development focus at all buildings. These meetings are required for staff to attend and are a great opportunity to teach/instruct/model various technology skills subject on an ongoing basis.



## Evaluation Plan

### **Technology Committee:**

This committee will continue to meet annually to evaluate the progress and implementation of technology in the Glen Ridge Public School District. Principals will meet with the Director of Technology with input from staff regarding technology planning for their buildings/level. An annual report on the progress of the Technology Plan will be submitted to the Superintendent of Schools for their review. The Glen Ridge community, teachers, administrators, support staff, and students will remain active participants in the delivery and evaluation of technology in the district.

### **Curriculum Integration:**

The Core Curriculum Content Standards will continue to be integrated into the technology plan as curriculum areas are restructured. New curriculum adoptions will contain technology rich resources for students and teachers.

Activity tables will be checked to determine whether target dates have been met. Student achievement will be measured by successful completion of several grade-level projects. Improvements in current technologies and emerging technologies will be evaluated for possible inclusion in the Technology Plan.

### **Meet Challenging State Academic Standards – Life-Long Learning:**

Students will continue to meet challenging state academic standards as outlined in our present technology activity tables. These activities can and will change as new technologies emerge. Our students are digital natives, and the process of technology integration will assist them in developing life-long learning skills.



## Software Inventory – Appendix B

- Microsoft Office XP Professional
- Microsoft FrontPage
- Adobe Pagemaker
- Adobe Illustrator
- Adobe Photoshop
- Adobe Creative Suite
- Adobe Premiere
- Adobe Photo Elements
- Adobe Acrobat Reader
- AutoCad – SchoolBox
- Microsoft Publisher
- Adobe GoLive
- Worldbook – Online
- Alexandria (Library Automation)
- Kidspiration
- Inspiration
- Kurzweil Software
- CuteFtp
- Symantec Corporate Edition Virus Software
- Kidspiration
- Type to Learn
- Visual Basic
- Visual C++
- Skyward Student Management System – Subscription service
- FileMaker Pro
- OmniForm
- Print Shop Deluxe
- Print Shop Version 15
- Microsoft Works
- Microsoft Picture-It
- United Streaming – subscription service
- Software from Textbook Publishers (test banks, curricular support)
- Microsoft Project
- Microsoft Schedule
- JAVA
- Pathways server and associated software
- Academic Software from Textbook Adoptions
- Software for use in Synergistics
- CSI – (Business Office, Payroll, Accounts Payable)
- WorldBook Online – subscription service
- Individual Software purchases from Home and School “wish lists”
- Glen Ridge Educational Foundation software purchases
- Everyday Mathematics Games
- Write Outloud
- CoWriter
- Draft-Builder

## **Policy Glen Ridge Board of Education – Appendix**

### **2361 Acceptable Use of Computer Network/Computers and Resources**

#### **Purpose**

It is the purpose of this policy to provide guidance relating to responsible use of the district's electronic information systems.

#### **General**

The Glen Ridge Public Schools strive to maintain access for its faculty, staff, students, administrators and Board of Education to local, national and international sources of information and to provide an atmosphere that encourages sharing of knowledge, the creative process and collaborative efforts within the District's educational and public service missions.

Access to electronic information systems at the Glen Ridge Public Schools is a privilege, not a right, and must be treated as such by all users of these systems. All users must act honestly and responsibly. Every user is responsible for the integrity of these information resources. All users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements related to the district's information systems. All users shall act in accordance with these responsibilities and the relevant local, state and federal laws and regulations. Failure to conduct oneself in compliance with this policy may result in denial of access to the district's information systems or other disciplinary action.

The Glen Ridge Public Schools is a provider of a means to access the vast and growing amount of information available through electronic information resources. The District is not a regulator of the content of that information and takes no responsibility for the content of information except for that information the District itself and those acting on its behalf create. Any person(s) accessing information through the Glen Ridge Public Schools' information systems must determine for themselves and their charges whether any source is appropriate for viewing.

Accepting any account and/or using the Glen Ridge Public School's information systems shall constitute an agreement on behalf of the user or other individual accessing such information systems to abide and be bound by the provisions of this policy.

The District may restrict or prohibit the use of its information systems in response to complaints presenting evidence of violations of District policies or state or federal laws. When it has been determined that there has been a violation, the District may restrict or prohibit access by an offending party to its information systems through district owned or other computers, remove or limit access to material posted on district owned computers or networks, and, if warranted, institute other disciplinary action.

#### **Definitions**

For purposes of this policy, the following definitions shall apply:

1. "Electronic communications" shall mean and include the use of information systems in the communicating or posting of information or material by way of electronic mail, bulletin boards, World Wide Web (internet), or other such electronic tools.

2. "Information systems" shall mean and include computers, networks, servers and other similar devices that are administered by the District and for which the District is responsible. "Networks" shall mean and include video, voice and data networks, routers and storage devices.
3. "Obscene" with respect to obscene material shall mean that an average person applying contemporary community standards would find the material taken as a whole predominantly appeals to the prurient interest or a shameful or morbid interest in nudity, sex, or excretion, the material depicts or describes in a patently offensive way sexual manner, and the material taken as a whole lacks serious literary, artistic, political, or scientific value.

### **Permitted Use**

1. District Business Use and Limited Personal Use. District information systems are to be used predominately for district related business. However, personal use is permitted so long as it conforms with this policy and does not interfere with district operations or an employee user's performance of duties as a district employee. As with permitted personal use of telephones for local calls, limited personal use of information systems does not ordinarily result in additional costs to the district and may actually result in increased efficiencies. Personal use of any district information systems to access, download, print, store, forward, transmit or distribute obscene material is prohibited. Personal use may be denied when such use requires an inordinate amount of information systems resources (e.g. storage capacity).
2. Prior Approval Required for Personal Use for Outside Consulting, Business or Employment. Personal use of district information systems resources or equipment by any user for personal financial gain in connection with outside consulting, business or employment is prohibited, except as authorized for employees. Employee personal use in conjunction with outside professional consulting, business or employment activities is permitted only when such use has been expressly authorized and approved by the district administration or the Board of Education.

### **Access**

Unauthorized access to information systems is prohibited. No one should use the ID or password for another, nor should anyone provide his or her ID or password to another, except in the cases necessary to facilitate computer maintenance and repairs. When any user terminates his or her relation with the Glen Ridge Public Schools, his or her ID and password shall be denied further access to district computing resources.

### **Misuse of Computers and Network Systems**

Misuse of district information systems is prohibited. Misuse includes the following:

1. Attempting to modify or remove computer equipment, software, or peripherals without proper authorization;
2. Accessing without proper authorization computers, software, information or networks to which the district belongs, regardless of whether the resources accessed is owned by the district or the abuse takes place from a non-district site;
3. Taking actions, without authorization, which interferes with the access of others to information systems;

4. Circumventing logon or other security measures;
5. Using information systems for any illegal or unauthorized purpose;
6. Personal use of information systems or electronic communications for consulting, business or employment, except as expressly authorized;
7. Sending any fraudulent electronic communication;
8. Violating any software license or copyright, including copying or redistributing copyrighted software, without the written authorization of the software owner;
9. Using electronic communications to violate the property rights of authors and copyright owners. (Be especially aware of potential copyright infringement through the use of e-mail. See the provisions under "E- Mail" contained in this policy.);
10. Using electronic communications to harass or threaten users in such a way as to create an atmosphere which unreasonably interferes with the education or the employment experience. Similarly, electronic communications shall not be used to harass or threaten other information recipients, in addition to District users;
11. Using electronic communications to disclose proprietary information without the explicit permission of the owner;
12. Reading other users information or files without permission;
13. Academic dishonesty;
14. Forging, fraudulently altering or falsifying, or otherwise misusing district or non-district records (including computerized records, permits, identification cards, or other documents or property);
15. Using electronic communications to hoard, damage, or otherwise interfere with academic resources available electronically;
16. Using electronic communications to steal another individual's work, or otherwise misrepresent one's own work;
17. Using electronic communications to fabricate information;
18. Launching a computer worm, computer virus or other rogue program;
19. Downloading or posting illegal, proprietary or damaging material to a district computer;
20. Transporting illegal, proprietary or damaging material across a district network;
21. Personal use of any District information system to access, download, print, store, forward, transmit or distribute obscene material; and
22. Violating any state or federal law or regulation in connection with use of any information system.

## **Privacy**

1. **User Privacy Not Guaranteed.** When District information and telecommunications systems are functioning properly, a user can expect the files and data he or she generates to be private information, unless the creator of the file or data takes action to reveal it to others. Users should be aware, however that no information system is completely secure. Persons both within and outside of the district may find ways to access files accordingly, the



district cannot and does not guarantee user privacy and users should be continuously aware of this fact.

2. **Repair and Maintenance of Equipment.** Users should be aware that on occasion, duly authorized district information systems technological personnel have authority to access individual user files, data and voice mail in the process of performing repair or maintenance of computing equipment and telecommunications system the district deems is reasonably necessary, including the testing of systems in order to ensure adequate storage capacity and performance for district needs. Information systems technological personnel performing repair or maintenance of computing equipment and telecommunications equipment are prohibited by law from exceeding their authority of access for repair and maintenance purposes or from making any use of individual user files or data for any purpose other than repair or maintenance services performed by them.
3. **Response to a Public Records Request, Administrative or Judicial Order for Discovery in the Course of Litigation.** Users should be aware that the New Jersey public records statutes are very broad in their application. Certain records, such as proprietary information, personal information in personnel and student records are protected from disclosure. However, most other district records contained in electronic form require disclosure if a public records request is made. Users should remember this when creating any electronic information, especially e-mail. Also, users should be aware that the District will comply with any lawful administrative or judicial order requiring the production of electronic files or data stored in the District's information systems, telecommunications systems and will provide information in electronic files or data stored in the district's information systems in response to legitimate requests for discovery of evidence in litigation in which the District is involved.

### **E-Mail**

All policies stated herein are applicable to e-mail should reflect careful, professional and courteous drafting-particularly since it is easily forwarded to others. Never assume that no one other than the addressee will read your e-mail.

Be careful about attachments and broad publication of messages. Copyright laws and license agreements also apply to e-mail.

### **Web Pages**

The central administration may establish standards for those Web Pages considered to be "official" pages of the district.

Originators of all web pages using information systems associated with the district shall comply with district policies and are responsible for complying with all federal, state and local laws and regulations, including copyright laws, obscenity laws, laws relating to libel, slander and defamation, and laws relating to piracy of software.

The person(s) creating a web page are responsible for the accuracy of the information contained in the web page. Content should be reviewed on a timely basis to assure continued accuracy. Web pages should include a phone number or e-mail address of the person to whom questions/comments may be addressed, as well as the most recent revision date.

## **Notification**

This policy shall be published in all employee and faculty handbooks and student catalogs, and placed on the World Wide Web in order to fully notify users of its existence.

## **Application and Enforcement**

This Policy applies to all administrative units of the district. The central administration and each district building is encouraged to provide supplemental policy guidance, consistent with this policy, designed to implement the provisions herein. Each district building shall be responsible for enforcing this policy in a manner best suited to its own organization.

The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school district enforces the requirements of this policy.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the visual depictions prohibited in the Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors. The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361.

## **Consent Requirement**

No pupil shall be allowed to use the computer network and the Internet unless they shall have filed a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

## **Violations**

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network 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 from school;

7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act.

## **Glen Ridge Board of Education – Policy**

### **2360 Use of Technology**

The Board of Education recognizes the use of technology in the educational process is an essential part of the schooling experience. Technology is to be viewed as a resource to enhance the learning process among other resources available to teachers and students. In addition, technology can be used to enhance the administration of the schools and the district. In order to provide direction and meaning to the use of technology as an instructional resource, the Board encourages and supports staff use technology as a component of the learning process.

For purposes of this policy "technology" includes, but is not limited to, the use of computers and computer peripherals, communications networks, access to databases and libraries of information and the integration of audio, video, multimedia devices and media for purposes of teaching and learning.

The Superintendent in consultation with teaching and support staff shall recommend to the Board the acquisition of appropriate technology to best implement the curricular, instructional and administrative program of the school district. The Superintendent shall prepare a technology plan for the school district to encompass the following:

#### **Curricular, Instructional and Administrative Need**

The technology plan shall define the curricular, instructional and administrative need for technological equipment and media for the district.

#### **In-service Education**

The Board shall provide opportunities for school staff to participate in in-service programs on hardware or software programs to be used in the execution of educational and administrative tasks. In-service programs may be provided in or out of the district.

#### **Standards, Codes and References**

All technology installations shall conform to the industry standards and applicable federal, State and local statutes and codes.

#### **Facilities Planning**

In all facilities projects involving new constructions, additions and renovations the Superintendent or designee shall ensure the plans include provisions for current and future technology needs in terms of the structural, electric/ electronic, mechanical, acoustical and visual systems of the building(s). All educational specifications shall include features required for the use of instructional technology.

#### **Computers**

The school district will provide support or maintenance agreements for specified brands of computers. All other computers purchased or donated will be subject to repair only when non-allocated funding is available and therefore may remain unrepaired until funding is available.

#### **Computer Software Acquisition and Upgrading**

The school district will only support the specified upgrades and training. Staff members shall not purchase software that has not been included on a list of specified software or has been approved by the Director of Technology and the Building Principal.

The Superintendent will recommend the purchase of upgrades to software as needed. An evaluation of upgrades shall be made by appropriate personnel and no upgrade shall be purchased without the express approval of the Director of Technology Director or the Building Principal.

#### **Site Licenses**

In the case, where more than one copy of a software program is required, the Director of Technology shall attempt to acquire or negotiate a site license with the software developers. In the event a site license is not possible, vendors shall be sought who will provide multiple copies at a discounted cost.

### **Software Copyright**

All employees shall strictly adhere to the copyright laws of the United States. No software shall be copied and/or distributed except in accordance with these laws. All software placed on media workstations or any network with public access shall be copy protected by the Director of Technology who shall assure that individuals who have access to such programs shall not copy them without authorization.

### **Internal Communication (District)**

The school district shall provide communication between schools by a variety of means.

### **External Communications**

The Board encourages the use of external communications so schools may utilize the vast resources of external databases and communicate with other schools, external agencies and businesses throughout the world. Gateways to such communications will be supported by the school district. The use of particular gateways shall be approved by the Director of Technology. The Director of Technology shall be responsible for the installation of software in district owned computers and/or computer systems that prevents access to gateways and Internet sites that have material considered by the Superintendent and the Director of Technology to be inappropriate for use by pupils.

### **Computer Laboratories and Distributed Computing**

In order to provide teacher, staff, and pupil access to computers, the Board directs that provisions be made to provide computer access in computer laboratories, classroom, and school libraries/media centers.

### **Audio/Video**

All audio and/or video materials shall be used in accordance with the copyright laws of the United States. Teachers, students or staff who create audio or video materials containing the voices or images of the individuals involved shall obtain proper releases from those individuals, their parent(s) or legal guardian(s) for instructional use within the school.

### **Informing Parents, Legal Guardians and Interested Parties**

Upon request, the Building Principal shall make available to parent/legal guardians the computer hardware and software used in the district in order that a computer purchased privately for home use may be compatible with the computer and software the pupil uses in the school setting.

### **Technology Coordination**

The Board shall appoint a Director of Technology to assure the technology needs of the district are met in the most efficient manner possible at the lowest costs available to meet specified needs.

### **Broadcast Rights and Copyrights**

The Board specifically retains the Broadcast rights and copyrights to all materials created by employees of the Board as part of their responsibilities to the Board. Any financial remuneration for the use of such materials shall be retained by the Board.

### **Computer Security**

The Director of Technology shall develop security procedures to include, but not be limited to, the following areas:

#### 1. Physical Security of Equipment

All computer equipment shall be maintained in a secure manner appropriate to its location.

#### 2. Data Security

a. Back-up procedures for system files, libraries, and data shall be practiced in a timely fashion.

- b. Disaster recovery plans shall be kept up-to-date at all times.
- c. Password protection shall be in place and updated periodically.
- d. Resource security shall be in place to prevent unauthorized access to system files, libraries, and data.

### 3. Employee Training

All new employees having, as part of their job responsibilities, access to computers and information systems will be trained in the proper security procedures outlined above.

All employees having, as part of their job responsibilities, access to computers and information systems will be kept up-to-date on current security procedures for equipment and data.

### 4. Transaction Audit Trail

Appropriate procedures will be maintained in order to monitor system activity and users, as necessary.

### 5. Security Officer

The Superintendent shall designate the Director of Technology as the district's Computer Security Officer to monitor system security procedures.

#### Use of Facsimile (FAX) Machines

Fax machines provide a useful means of communicating and shall be subject to the same rules that apply to the use of telephones. All incoming faxes shall be considered confidential mail. No disclosure of the contents of any fax shall be made except to the individual for whom the fax is intended. Any individual violating this confidentiality shall be subject to discipline as provided by the policies and regulations of the Board.

N.J.A.C. 6A:26-6.1 et seq.

17 U.S.C. 101 et seq.

Adopted: 25 November 2002

Revised: 5 December 2005