Williamson

Central School District

Technology Plan

3/2001

WILLIAMSON TECHNOLOGY COMMITTEE

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THE WILLIAMSON CENTRAL SCHOOL DISTRICT TECHNOLGY PLAN

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1. EXECUTIVE SUMMARY

To the extent technology can assist in the learning process, we embrace it. Sometimes it is the object of our study, particularly as our young people near the completion of their formal K-12 education. Children today will face a lifetime filled with technology. We need to teach them to be comfortable with it as a tool to be used when needed, a threat to be aware of when unnecessary or distracting to a mission and most importantly, to know the difference. Within the learning process, it should often be transparent, but always be used purposefully.

This plan is designed to look toward the future by anticipating how to facilitate and enhance the learning process. Our teachers need to know when, where, and if technology can help deliver the curriculum. Teachers know their own teaching styles and the learning styles of their students. They know best what works and what doesn't. They know what is important and what is not. Many adults, including teachers, did not learn in a technologically rich surrounding. The comfort level of educators with technology is necessary to enable them to make the important decisions of how much, why, and where technology enhances learning. To that extent, this plan seeks to integrate technology as an instruction. The teachers' knowledge of pedagogy and their curriculum will be the foundations for decisions regarding technology.

The technology committee has explored many aspects of the use of technology in the Williamson School District. Strategies have been selected from among many used in other districts and the new Learning Standards have been considered.

It is not possible to plan for all technology needs, especially since the needs change rapidly and educators struggle to decide what is necessary and what is simply nice. A yearly planning process has been established to provide periodic examination of critical areas.

2. OVERALL DISTRICT MISSION

Our mission is to provide an effective high quality learning experience every day, for every student with the goal of preparing students to be successful at each level and to be contributing members of society.

3. DISTRICT COMMENCEMENT OUTCOMES

The successful graduate will possess:
- Communication skills
- Math/Science/Technology Skills
- Global Awareness Skills
- Problem Solving Skills
- Personal Attributes and Socialization Skills

The acquisition of these skills is the shared responsibility of each student, each parent, each teacher, each administrator, and each and every member of the community. The student who is able to demonstrate these skills is prepared for his or her most important task-to be a life long learner.

4. TECHNOLOGY VISION

In the Williamson School District, the learning community will be technologically literate lifelong learners. Learners will be able to interact successfully in a technological environment to achieve their personal, educational and workplace goals. They will skillfully use technology to access, retrieve and use information school-wide, community-wide, nationally and internationally.

5. TECHNOLOGY BELIEFS

- Students need to be able to use a wide variety of technological tools to enhance their future success as students and workers.

- It is imperative for all students to have access to information via technology as a basis for lifelong learning.

- It is essential for all learners, including educators, to process and manage information through the skillful use of technology.

- Skillful use of technology supports the development of process skills such as flexibility, adaptability, critical thinking, problem solving and collaboration which are essential to success in our rapidly changing information age.

- Networked technology systems permit efficient and effective communications within and outside the district.

- Technology allows us to better serve the diverse learning styles of our students and educate them for a wider range of intelligence.

- Technology maximizes productivity and efficiency and enables schools to better prepare students for future learning.

- Our schools must prepare students for today's workplace and the workplace of the future.

6. *SUPPORT FOR INSTRUCTIONAL CHANGE*

- Facilitates access to collegial support and best practice information from a wide variety of resources.

- Expands the variety of teaching tools and strategies to support diverse learning styles.

- Supports productive and efficient management of student assessment.

- Increases support for emerging instructional strategies: inter-disciplinary, collaborative and active learning options.

- Enables curriculum, instruction and assessment to be developed and aligned with each other.

- Provides a system that helps students, parents and teachers work together to support educational outcomes.

7. *INTEGRATION OF TECHNOLOGY IN THE CLASSROOM*

- Expands classroom tools for teaching and learning.

- Provides for the integration of multiple resources for existing and emerging curriculum.

- Enables learning communities to communicate more effectively, access and process information, and work productively.

- Links the classroom with educational resources within the building, community and worldwide.

- Creates a collaborative environment for project oriented activities.

- Increases the productivity of students as they work toward attaining learning outcomes.

- Encourages the use of multimedia tools enabling students to become active and experiential learners.

8. *TECHNOLOGY GOALS FOR STUDENT*

- COMMUNICATION

  Students will communicate effectively and creatively.

- INFORMATION PROCESSING

  Students will use technology to access and retrieve, to interpret and evaluate visual and auditory information.

- PRODUCTIVITY

    Students will use technology and its applications to maximize productivity and skill development.

9. *TECHNOLOGY GOALS FOR STAFF*

- COMMUNICATION

    Staff will communicate effectively and creatively within the building, throughout the district, with educators in other districts and with parents.

- INFORMATION PROCESSING

    Staff will use technology to access and retrieve, to interpret and evaluate visual and auditory information through the use of software, electronic sources and on-line services.

- PRODUCTIVITY

    Staff will use technology and its applications to maximize productivity through the use of management programs, databases and spreadsheets. The use of technology will allow for the preparation of high quality teaching materials.

- INSTRUCTIONAL RESOURCES

    Staff will use a variety of multi-media materials to more effectively differentiate instruction to reach students with diverse learning styles, plan individualized programs and increase student motivation.

- ASSESSMENT

    Staff will use technology wherever appropriate to assess and document student progress.

10. *ACTION PLAN SUMMARY*

WHAT WE WILL DO

- The Elementary and Middle School must be wired so that each classroom has network connection available.

- All administration, health and guidance offices will be networked to coordinate student services and record management.

- The Middle School will be provided with two lab settings and the Elementary School with one lab setting.

- Technology will be readily available to staff and students (i.e., laptops, pointers, scanners, digital cameras).

- All libraries will be automated.

- An infrastructure will be established to enable electronic communication between and among buildings. (1st)

WHEN WE WILL DO IT

By the end of the 2001-02 school year, all of the four (4) district buildings will be wired. This will allow all student to benefit from LakeNet. Mandarin has been approved to bring the libraries on-line with the network.

11. STRATEGIC DECISION

GROWTH

Williamson has adhered to a deliberate, conservative approach to technology up to this point. With the adoption of this plan, the deliberate and purposeful expansion of technology will accelerate to allow for an infusion of current technology into the classroom as appropriate and supportive of curricular efforts.

PLATFORM

The platform used across the district will be PC-based. Training and maintenance will reflect this. Any remaining Macintosh instructional computers will be located in one building and will not be networked.

LAN/WAN

LAN, including connectivity between buildings, will include connection to WAN - LakeNet.
The middle school – elementary –district complex will be connected. Next the High School will be connected to the District Office complex and all will connect to LakeNet.

NETWORK USER MANAGEMENT

The LAN's will be managed locally with external support. Third party management software will allow technological management from a remote site within the WAN. A local district person will manage the network to include remote installations.

BACKUP

Media backup process – local personnel

Redundant backup process - Hot swap server drives

Student responsibility for saving their own data and backup to network or disk

Implications: WCS will maintain "live" redundant data storage capacities to minimize disruptions to the teaching and learning process.

VIRUS MANAGEMENT

Locally managed client / server virus protections. Virus checkers will be installed on local WAN servers and client workstations will be periodically updated.

ADMINISTRATION VS. INSTRUCTIONAL CONNECTIVITY

Local WAN including all connections to LakeNet, with firewall security both internally and externally managed.

WCS recognizes that there are security issues, but general connectivity outweighs maintaining strict application and hardware physically independent. Accordingly, internal password security will be in place to allow email, internet access and appropriate data sharing to occur.

STORAGE CAPACITIES

Administrative and clerical and student will store to secure LAN areas as well as removable media.

Other media storage will be used as appropriate (zip drives, dedicated storage servers)

E-MAIL

All staff would have email access. E-mail addresses will be provided by the District for staff. E-mail and web server access will be managed by BOCES personnel.

INTERNET ACCESS

All WAN workstations will have access to LakeNet with appropriate security and firewalls as deemed appropriate by local personnel.

FUNDING

On-going funding will follow routine expenditure process as determined by the administration and Board of Education. A general charter will establish spending guidelines at the beginning of this plan.

FLOOR PLAN DESIGNS

Building based floor plan designs have been utilized for location of technology. The District committee will help to determine building hardware and software allocations. Building committees will plan for specific use and placement.

DECISION MAKING

The District Technology Committee functions by consensus. Building committees will follow normal decision making procedures as established by the District Shared Decision Making Plan. (Part 100.cc)

HARDWARE MAINTENANCE

In house technical repairs will be done when possible. Local personnel will be assigned technical responsibility and be given appropriate support to manage repairs, upgrades and installations. External support will be used when needed.

STAFF DEVELOPMENT

An accepted standard for staff development is 30% of the money allocated for hardware and software. Ongoing staff development is an important part of this plan.

12. TECHNOLOGY CAPABILITIES

AUTHORING TECHNOLOGY

Word Processing

Building standards will be established and adhered to in order to manage site licensing, staff development support and platform compatibility. Individual preferences should yield to building or grade level considerations.

Music Composition

Midi interfaces and other music technology will be age and grade level appropriate. All music technology should be midi capable.

CAD Applications – Digital Drawing

Curricular needs will drive establishment of standard software and hardware applications. Appropriate departments should develop guidelines for standardization.

Publications (Publishing)

The same process as word processing management will be followed. Where possible, printing will be centralized and done internally.

CAPTURE

Digital Cameras

Cameras will be assigned to each building. The Principals and technology staff will determine sign out procedures and responsibilities.

Scanners

At least one flatbed scanner will be located on each floor or within reasonable walking distance for all teachers. Each full computer lab will have a flatbed scanner, as well as one available for faculty use. Since scanners are not easily relocated, building needs will determine placement.

Video

As compressed video becomes more realistic to utilize at the workstation level, projecting video in a classroom will become a form of distance learning of its own, without the necessity of a dedicated room. At this time, "eye ball" cameras will be installed in each building.

PRESENTATION

Projection

One multipurpose multimedia (video, computer) projector will be available in each building. This will not be the primary projection solution for the classroom, rather for large group gatherings. The projection device should be mobile and housed in a computer lab or building designated location. This can assist in technology staff development, support high school level presentations and other large group presentations. Curriculum and instructional practices will determine other projection needs.

Presentation Software

Appropriate presentation software will be available for all levels of instruction.

Printing and Plotting

All instructional areas with computers should have printing capability in the room. Centralized locations for printers will also be available.

COMMUNICATION

Internet/Email Access

All library media centers should have LakeNet access. LakeNet will provide internet availability to classrooms. An acceptable use policy will monitor student and staff access to the internet. The LakeNet project will include Email management and the district should avail themselves of this service until such time as the district is prepared to manage the Email locally.

Research

Digital research at the workstation level will complement Internet research capabilities. Library automation will complement Internet research capabilities.

13. CONNECTIVITY

All classrooms will be wired for technology. Switches will be located centrally and buildings will be connected. Consultant services will assist in determining the level of need. The district wiring strategy and standards adopted for the high school will be followed.

The high school will house a server farm for the district.

14. WORKSTATION ACCESS

HARDWARE PLATFORMS

A basic workstation is defined as:

Minimum Pentium III processor, 866 Megahertz, 128 megs of RAM, 48X CD, 10.0 Gigabyte of hard disk storage, a network card, and sound audio cards. Internet Access is assumed for all networked machines

Furniture

All computers and peripherals will be placed on electrically safe, secure and ergonomically appropriate furniture.

Labs

High School

High School – Business Lab

Workstations are connected to a network. Laser printers are accessible from each workstation. A scanner and projector will be available in each lab. Future video access will also be available.

High School – Computer Lab

All machines should be upgraded as necessary to allow connection to the internet. Current machines should be deployed to the classroom and standard machines should be secured.

High School - Library

All books will have bar codes and the library will be fully automated.

Middle School

25 workstations will be connected to a network in each of two lab settings. Laser printers will be accessible from each workstation. A scanner and projector will be in each lab. Future video access will also be available.

An additional bank of 10 computers will be located in the library.

Elementary School

20 workstations will be connected to a network in a lab setting. Laser printers will be accessible from each workstation. A scanner and projector will be available in the lab also.

An additional bank of 10 computers will be located in the library.

15. STUDENT RECORDS

SCHEDULING

The scheduling program of choice will be Schoolmaster for the high school and middle school. Other options will be explored when feasible.

MARK REPORTING

Middle School and High School will use Schoolmaster software to include the transcript builder and teacher module for direct teacher input.

ATTENDANCE

District census and attendance will be maintained at one central location.

TRANSCRIPTS

Following the Schoolmaster data management, the high school transcript module associated with Schoolmaster will be examined for adoption.

16. INSTRUCTIONAL SUPPORT

GUIDANCE

College Info Support

CHOICES software through BOCES will be college selection program with other programs examined.

LIBRARY

Media Access

Digital cameras and a roaming computer with projector and printing capabilities are available for sign-out in each library.

Automated Check Out

Mandarin automation will be instituted in the high school, middle school and elementary school. Access to School Library System holdings (inter library loan system) will be included. Internet connection to other library sources will be established.

17. NON-INSTRUCTIONAL SUPPORT

TRANSPORTATION

Fleet Maintenance Management

A vehicle management program is used to include fleet management, purchasing records, inventory management and routine maintenance management. Personnel driver information will be automated and links to NYS DMV information will be established. On line state database information will be accessed from transportation.

BUSINESS OFFICE

Payroll

Plans are being executed to provide hardware and capability to administer the CP financial management system. Hardware is being installed to allow for optional finance packages to include Finance Manager, WIN 2000 and other finance management programs.

Certification and Applicant Management

Local database management of applicant information and certification records of prospective applicants will be managed locally on Microsoft Access.

SPECIAL EDUCATION

Student record management, scheduling and preparation of IEF and other reports will be automated.

Part 200 Management System

The Part 200 software program use will be continued. Expansion to include the IEP development by classroom teachers will be explored once the classrooms are connected.

18. PROCESSES

Staff Development

Staff development will progress through the following stages:

- Awareness. This stage deals with the skill development in essential areas such as word processing, database, spreadsheet, presentation skills and network access.
- Application. This stage deals with applications of technology within the curriculum.
- Implementation. This stage deals with implementation of technology into the curriculum and evaluation of its effectiveness.
- Integration/Refinement. This stage deals with integration, refinement and advanced integration of technology within the curriculum.

A staff survey will be administered annually to identify training needs across the district.

Staff Development Plan-Year One and Two

<u>Core Team</u>

The above model will be implemented initially through the use of a technology core team. This team will follow through the stages outlined above and serve as peer coaches to staff in their building/curriculum areas. They will have multiple workstations in their classrooms and invite other staff into their classes to view technology based projects that align with the district's curriculum. The core team will be composed of 12-14 members from across the district as outlined below.

- Grade level representatives from grades K-8. Multiple grade levels may be represented by one person, e.g. 3-4 representatives.
- 9-12 Math Representative
- 9-12 Social Studies Representative
- 9-12 Science Representative
- 9-12 English/LA Representative
- District-wide Arts Representative
- District-wide Health, Home Ec., P.E. Representative
- District-wide Foreign Language Representative
- District-wide CDOS Representative

<u>Non-Core Team</u>

Non-core team members needs will be identified through the use of the survey mentioned above. A staff development program will be developed to meet the needs of this group.

Non-instructional Training – Clerical, Administrative, Teacher, Support Staff

Support

At present, one person addresses technical support across the District. Additional staff dedicated to technology should be considered according to the curricular, instructional, and hardware maintenance needs of the district.

Acquisition

A proactive acquisition process will be implemented so that purchases are planned according to instructional demands, and not in response to immediate requests.

Supply Acquisition

Supplies will be handled in the same manner as existing non-technology supplies are currently handled. The district technician/coordinator will be responsible for collating needs, maintaining an inventory of routine items, and planning for future purchases.

19. RESOURCES

Fiscal

The technology plan will include an estimated cost of equipment, personnel and staff development.

People

The technology needs three levels of support. A district technology coordinator with responsibility for creating, managing and supporting the technology plan, as well as coordinating staff developments is needed. The second level of support, technology specialist, will be technical and will determine the network management, workstation configurations, and consultant needs with staff. The third level of support will be a technology specialist at the building level. In some cases this person will be aided by a computer support aide.

Roles of Technology Coordinator
- Attend annual technology conferences such as - NYSCATE, NECC, Wayne County etc.
- Facilitate District Technology Committee.
- Coordinate in-service classes and enrollments, including adult education, local classes, BOCES classes, conference attendance.
- Work with curriculum personnel to assist with course development.
- Work on scope and sequence of course offerings.
- Work with building principals on developing continuity of technology services K-12.
- Oversee the district-wide technology budget.

Roles of Computer/Technology Specialist
- Troubleshoot and resolve problems with the network and network services.
- Understand the operation of the District computer system and peripheral equipment.
- Perform routine updates.
- Install hardware, software, virus protection, security.
- Establish compatibility of workstations, software, networks, etc.
- Serve as a technical resource for grant writing.
- Work in conjunction with the District Coordinator and Building Technology Specialists.
- Keep abreast of current research by attending workshops and reading.
- May assist in training District staff in use of computers.
- Reviews new programs and software for future purchase.
- Operates computers and related equipment in compiling and processing data for required reports.
- Inputs to Technology Coordinator on budgetary needs.
- Maintains current inventory of hardware and software.
- Consults with superiors and reports problems to the Building Technology Specialist and/or Technology Coordinator.
- Updates and maintains District WEB page.
- Other duties as assigned by Technology Coordinator.

Building Technology Specialist

- Advise school sites regarding hardware and software purchases.
- Make recommendations to the district's coordinator.
- Organize training on the use of software applications, hardware and presentation technology.
- Assist in the integration of technology applications in the K-12 curriculum.
- Establish a procedure for site assistance.
- Provide grant writing assistance to sites.
- Act as a resource to subject area specialists and resource staff.
- Meet regularly with key site technology persons to train, retrain and inform.
- Establish a plan for maintenance, replacement, upgrading and updating equipment on the site.
- Identify and showcase students who display exceptional technology skills and talent.
- Provide on-site staff development.
- Provide instruction based on the K-12 technology curriculum.
- Submit building budget to technology coordinator.
- Serve on Technology Committee in a decision-making capacity.

Computer Support Aide

- Loads software
- Updates virus program.
- Upgrades and updates equipment on the site.
- Troubleshoots building problems.
- Updates the building hardware and software inventory.
- Supports classroom teachers.
- Orders computer peripherals and supplies.
- Answers immediate need questions.

20.   ANNUAL PLANNING PROCESS

Month	Activity
October	Technology Committee meets to discuss personnel yearly plan
November	Conferences/workshops
January	Technology Committee meets to review formal plan
March	Technology Committee meets to review budget
May	Technology Committee meets to discuss summer work and review survey results
July, August	Continue staff development, address technology in building plans

Appendix A -Acceptable Use Policy

ADMINISTRATIVE REGULATIONS FOR COMPUTER USE WILLIAMSON CENTRAL SCHOOL DISTRICT

Overview

With computer technology comes an electronic network which provides vast, diverse, and unique resources. Our goal is to provide teachers, staff, and students with up-to-date computer technology, including access to the Internet, to promote educational excellence in our schools by facilitating resource sharing, innovation and communication. We believe, however, that the use of this technology within the Williamson Central School District is a privilege, not a right, and that certain guidelines must be adhered to.

Note: The procedures are universal in scope for both student and district employee. The word "user" will be employed to refer to anyone that has access to district computer technology.

Guidelines

Educational Purpose
1. Computer Technology in the Williamson Central School District and Internet access have been established for educational purposes only, which includes classroom activities, career development, and educational research projects consistent with Williamson Central School District policy.

2. Users are expected to follow the rules set forth in the Williamson Central School District Student Handbook (and any other document or policy regarding student behavior) that may apply to the use of computer technology.

3. Users may not use the Internet for commercial purposes. Users may not offer, provide, or purchase products or services through the Internet.

4. Users may not use the Internet for e-mail purposes unless it is involving an educational project.

5. Users may not use the Internet for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

Student Access
1. All students and staff will have access to the Internet World Wide Web information resources wherever available. Students in grades K-12 using the Internet will be under adult supervision.

2. All students & staff will have access to computer technology.

3. Access to the Internet and to district computer technology is not a right but a privilege and unacceptable usage will result in revocation of this privilege.

4. Elementary students will have e-mail access only under their teacher's direct supervision using a classroom account.

5. If students wish to access the Internet, the students and their parents must sign an Account Agreement to be granted an individual e-mail account by the Williamson Central School District. This agreement must be renewed on an annual basis. A student's parents may withdraw their approval at any time.

Unacceptable Uses

1. **E-mail and the Internet**
   a. Users will not post personal contact information about themselves or other people. Personal contact information includes information regarding home addresses, telephone numbers, school addresses, work addresses, etc. If you are requesting materials for a school-related activity, your school address may be used.

   b. Users agree not to meet with someone they have met on-line without your parent's approval. Your parent should accompany you to this meeting.

   c. Users will immediately notify a teacher, administrator or technology coordinator of any message they receive that is inappropriate or that makes them feel uncomfortable.

2. **Software**
   a. Users will not download software from the Internet without knowledge and consent of the Computer Coordinator. Downloading software could have an impact on the local network and/or the WAN.

   b. Users will not make illegal copies of district owned software. When software is purchased it is licensed for a particular computer or group of computers. To use software in a manner that is not in compliance with the software license is an infringement of copyright laws.

   c. Users will not load software from floppies, CD-ROM, or external hard drives.

3. **Illegal Activities**
   a. Users will not attempt to gain unauthorized access to any other computer system through the Internet access, or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".

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

   c. Users will not use the Internet to engage in any other illegal act, such as arranging for the sale or purchase of illegal drugs which includes alcohol and cigarettes, engaging in criminal gang activity, or threatening the safety of a person.

4. **Inappropriate Language**
   a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

   b. Users will not post information that could cause damage or a danger of disruption to the computer network.

   c. Users will not engage in personal attacks, including those that are prejudicial or discriminatory.

   d. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, then the user must do so.

   e. Users will not knowingly or recklessly post false or defamatory information about a person or an organization.

5. **Request for Privacy**
   a. Users will not report a message that was sent to you privately without permission of the person who sent you the message.

   b. Users will not post private information about another person.

6. **Respecting Resource Limits**
   a. Users will use the system only for educational and career development activities. Limited high-quality, self-discovery activities may also be pursued. A limit on self-discovery activities will be determined by student behavior, academic progress, the educational needs of other students, and system capacity. Self-discovery activities will be done during the activity period of the day only at Middle School and High School levels.

   b. Users will not download files to a computer unless approved by a supervising adult.

   c. Users will sign an Internet Usage Log Sheet for each on-line activity.

7. **Plagiarism and Copyright Infringement**
   a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas of writings of others and presenting them as if they were yours.

   b. Users will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, users should follow the expressed requirements. If users are unsure whether or not a work can be used, permission should be requested from the copyright owner. If in doubt about copyright status, consult with a teacher or library media specialist.

8. **Inappropriate Access to Material**
   a. Users will not use the Internet or any other computer technology to access material that is profane or obscene (pornographic). Users will not access material that advocated illegal acts, or violence or discrimination towards other people (hate literature).

   b. If a user mistakenly, without intent, accesses inappropriate information, that user should immediately tell a teacher, administrator, or computer coordinator. This will be documented and will protect the user against a claim that the user has intentionally violated this policy. However, if a user repeatedly accesses the inappropriate information, a review will be done to determine if the access was truly accidental. If it is determined that access was accidental, no further action need be taken. If it is determined that this is NOT accidental, disciplinary action will be taken in accordance with existing procedures.

   c. If there is material that a parent feels is inappropriate for their child to use, the Williamson Central School District fully expects that the student will follow their parent's instruction in this matter.

9. **System Security**
   a. Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account.

   b. Users will immediately notify a teacher, administrator or the technology coordinator if they have identified a possible security problem. Users will not identify this problem to anyone other than those persons specified.

   c. Users will avoid the inadvertent spread of computer viruses by taking all reasonable precautions to ensure that their diskettes or other data storage media is virus free.

   d. Any user identified as a security risk will be denied access to computer technology.

Your Rights

1. **Free Speech**
   Technology communication is considered a limited forum, similar to the school newspaper, and the Williamson Central School District may restrict your speech for valid education reasons.

2. **Search and Seizures**
   a. Users should expect only limited privacy in the contents of their personal files on the Williamson Central School district system. Teachers, administrators, and the computer coordinator will have access to all student files on the Williamson Central School District's computer networks. This excludes administrative files pertaining to the student's personal information.

   b. Routine maintenance and monitoring of the Williamson Central School district's computer networks may lead to the discovery that a user has violated this policy, (or any other district policy) or the law.

   c. An individual search will be conducted if there is reasonable suspicion that a user has violated the Acceptable Use Policy for Computer Technology, Student Handbook Policy, or the law.

   d. Parents have the right at any time to request to see the contents of their child's account.

   e. Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district computers will always be private.

3. **Due Process**
   a. The Williamson Central School District will cooperate in full with local, state or federal officials in any investigation related to any illegal activities conducted through the Internet or Williamson Central School District networks.

   b. In the event there is a claim that a user has violated this Policy in the use of computer technology, the user will be provided with a written notice of the suspected violation and an opportunity to be heard through normal disciplinary procedures.

   c. Williamson Central School District administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

4. **Limitation of Liability**
   The Williamson Central School District makes no guarantees that the functions or the services provided through the Williamson Central School District system will be error-free or without defect. The Williamson Central School District will not be responsible for any damage incurred, including but not limited to, loss of data or interruptions of service. The Williamson Central School District is not responsible for the accuracy or quality of information obtained through or stored on the system. The Williamson Central School District will not be responsible for any financial obligations arising through the unauthorized use of the system.

5. **Personal Responsibility**
   It is the user's responsibility to use computer technology, both inside and outside of school, in a proper, lawful fashion.

Student Section:

I agree to abide by the rules for authorized student uses of the Internet and understand that if I engage in any unauthorized use of the Internet or any use that is not strictly in compliance with Williamson Central School Policy, Practices and Procedures, my Internet privileges may be revoked, suspended, or modified. In addition, I assume personal responsibility and liability, both civil and criminal, for any unauthorized, improper or illegal use of the Internet.

Dated_____

Student Signature_____

Parent/Guardian Section:

I have received and read a copy of the Administrative Regulations for Computer Use for the Williamson Central School District. I will emphasize to my child the importance of following the rules for personal safety. I will also instruct my child regarding any restrictions that we may have in addition to the District's restrictions set forth.

_____   _____
Parent's Signature   Date

_____
Parent's Name (Please Print)

_____
Home Address

Technology Acceptable Use Agreement

Employee Account Agreement

I have received and read a copy of the Williamson Central School District Administrative Regulations for Computer Use. I will assume personal responsibility and liability, both civil and criminal, for my unauthorized, improper or illegal use of the Internet.

_____   _____

Signature   Date

Appendix B - Annual Staff Survey

WILLIAMSON CENTRAL SCHOOL
STAFF TECHNOLOGY SURVEY

STAFF: Please check the Building in which you spend the majority of your time:
_____Elementary
_____Middle
_____High

1.   Basic Computer Use
_____Level 1 – I do not use a computer.
_____Level 2 – I select, open, use and close a program on my own.
_____Level 3 – I open and use more than one program at the same time.
_____Level 4 – I learn new programs on my own.

2.   File Management
_____Level 1 – I do not save any files I create using the computer.
_____Level 2 – I select, open, save and delete files on different drives.
_____Level 3 – I create my own directories to keep files organized.
_____Level 4 – I move files between directories and drives.

3.   Word Processing Program
_____Level 1 – I do not use a word processing program.
_____Level 2 – I use a word processing program for simple documents but
                        generally find it easier to reproduce or use a typewriter.
_____Level 3 – I use the word processor for all my professional work.
_____Level 4 – I use the word processing program for all my work and
                        facilitate my student's use of these skills.

4.   Spreadsheet Program
_____Level 1 - I do not use a spreadsheet program.
_____Level 2 - I can create a simple spreadsheet which adds columns of
                        numbers.
_____Level 3 - I can use a spreadsheet for several applications & can use
                        formulas to analyze data.
_____Level 4 – I not only use spreadsheet but facilitate my students use of
                        these skills.

5.   Database Program
_____Level 1 - I do not use a database program.
_____Level 2 - I locate information from a pre-made database and add or
                        delete information.
_____Level 3 - I create, format and generate reports from a database.
_____Level 4 - I not only use a database but facilitate my student's use
                        of these skills.

6. Graphics
    _____Level 1 - I do not use graphics with my word processing pieces.
    _____Level 2 - I open and create pictures with painting and drawing programs.
    _____Level 3 - I edit clip art, import graphics, and use clipboard to take objects from one program to another.
    _____Level 4 - I create, select and use graphics to make a point or illustrate what I have learned.

7. E-mail
    _____Level 1 - I do not use e-mail.
    _____Level 2 - I compose, send and receive e-mail messages.
    _____Level 3 - I use e-mail to access professional information. I am an active participant with on-line discussions.
    _____Level 4 - I use e-mail with my students to communicate with other students.

8. Information Searching
    _____Level 1 - I do not use electronic technology to find information.
    _____Level 2 - I can conduct simple searches with electronic encyclopedias and library software.
    _____Level 3 - I select, gather, and save information from multiple electronic sources to answer questions.
    _____Level 4 - I have incorporated search strategies into my work with students.

9. Internet Research
    _____Level 1 - I do not use the internet.
    _____Level 2 - I can use the World Wide Web to find basic information but I spend little time doing it.
    _____Level 3 - I am able to make profitable use of Web searching software.
    _____Level 4 - I can create my own HTML pages and hot-lists of resources.

10. Presentation Skills
    _____Level 1 - I do not use technology for presentations.
    _____Level 2 - I use a single application program (word processing publishing program) to present my findings.
    _____Level 3 - I use multimedia presentations software to combine elements from a number of applications (graphics, database, word processing).
    _____Level 4 - I use multimedia presentation skills and facilitate the student's use of these skills.

Appendix C - District Standards for Technology

COMPUTER PROGRAM NEEDS	POSSIBLE SOFTWARE
All Computers Anti-Virus Programs	Inoculan (network) Norton (stand alone)
Computers w/internet access – security	Bess (network) ? (stand alone)
Word Processing – All teacher workstations; student workstations; (Gr. 3-12)	Microsoft Works 4.5* Microsoft Word 97**
Word Processing -- K-1	Kid Works Deluxe
Word Processing -- Gr. 1-3	Ultimate Writing and Creativity Center
Keyboarding	Read, Write & Type (K-2) Type to Learn (Gr. 3-4) Ultra Key (MS)
Presentation	MS Power Point 97** HyperStudio Kid Pix Studio Deluxe
Publishing	Microsoft Publisher 98 Print Shop Ensemble/Presswriter Adobe Pagemaker
Spreadsheets	Microsoft Excel 97* Microsoft Works 4.5*
Scanning	Omni Page Pro 10
Web Page Publishing	Microsoft Front Page
Reference	MS Encarta 2000
Graphics	
Database	Microsoft Access*** Microsoft Works 4.5*
Curriculum-Math	Math FactMaster (Gr. 1,2,3) Math Workshop Deluxe (MS) Mighty Math (K-8) Josten's Pre-Algebra & Algebra (HS) Graph Club (Gr. 1-3)
Curriculum-ELA	Reading Counts Inspiration

*MicroSoft Works 4.0 ($39.50)
    word processing
    database
    spreadsheet

**MicroSoft Office Standard '97 ($43.00)
    Word
    Excel
    PowerPoint

*** MicroSoft Office Pro '97 ($54.00)
    Word
    Excel
    PowerPoint
    Access
    Bookshelf

Appendix D - Funding

Local Budget

	Budget 2001-02	Budget 2002-03	Budget 2003-04
Technology Equipment/ Maintenance Software	310,000	350,000	370,00
Infrastructure	35,000	35,000	35,000
Staffing	175,000	200,000	225,000
Training	30,000	40,000	50,000
Telecommunications Equipment	37,000	39,000	41,000

Capital Project
2001-02

Wide Area Network	83,000
High School Base Project *(Networking and 2 labs)*	201,630
Middle School Base Project *(Networking, offices, 2 labs and library)*	234,906
Elementary School Base Project *(Networking, offices, 1 lab and library)*	125,896
High School - OPTION *(7 rooms with multiple drops)*	22,223
Middle School - OPTION *(Networking each classroom)*	28,249
Elementary School - OPTION *(Networking each classroom)*	27,849

E-Rate

2001-02	2002-03	2003-04
23,400	23,400	23,600

Appendix E - Current Inventory

Elementary School Inventory

Room	Grade	Computer	Mhz	Printer	Scanner	Proctjector
10	1	Vectra 500	133	HP 690 C		
11	2	Vectra 500	133	HP 895cxi		
13	2	Vectra 500	133	HP 690 C		
14	2	Vectra 500	133	HP 690 C		
15	2/3	Vectra VL6	233	HP 890 C		
16	2/3	Vectra VL6	233	HP 890 C		
2	1	Vectra vl5	100	HP 660 C		
20	1	Vectra VLi8	550	HP 690 C	HP 5200	
20	Reading	Omnibook	166			
21	4	vl400 D9861E	733	HP 950C		
23	Reading	Vectra VL	233	HP 890 C		
23	Resources	Vectra 500	200	HP Laser Jet 5L	Umax Astra 600s	
24	Reading	Vectra VL5	200	HP 890 C		
25	SpEd	Vectra VL	466	HP810C		
25		Vectra VL8	466	HP 810C		
26	4	Vectra VL8	400	HP 895 C		
26	4	Vectra VL8	400	HP895C		
27	3	Vectra VE	350	HP 895 C		
27	3	Vectra VL8	400	HP 820cxi		
28	3	Vectra VE	350	HP 895 C		
28	3	Vectra VL8	400	HP895C		
29	4	Vectra VE6	350	HP 895 C		
29	4	VectraVL8	400	HP895C		
30	3	Vectra VL6	233	HP 890 C		
32	4	Vectra VL6	233	HP 890 C		
33	4	Vectra VL6	233	HP 890 C		
33	3	Vectra VL6	233	HP 895 Cxi		
34	4	Vectra VL6	233	HP 890 C		

Elementary School Inventory

Room	Grade	Computer	Mhz	Printer	Scanner	Proctjector
40		vl8	650			
40	K	Vectra VL8	500	895Cxi	ScanJet 5200C	
41	K	Vectra VL8	550	HP895cxi		
42	K	Vectra 500	133	HP 690 C		
43	K	Vectra VLi8	500	HP 895cxi		
44	K	Vectra 500	133	HP 600		
45	K	Vectra 500	133	HP 690 C		
5	2	Compaq	333	HP 710 C		
6		Vectra VE6	350	HP 895 cxi		
7	2	Vectra VE	350	HP 895 C		
7	2	Vectra VL8	400	HP 895cxi		
8	1	Vectra 500	133	HP Laser Jet 4P		
9	1	Vectra 500	133	HP 690 C		
gym		Vectra 500	166	HP 690 C		
LIB		Vectra	733	HP950C		
lib		Vectra	733			
Lib		Vectra	733			
lib		Compaq	66	HP 690 C		
Library		Vectra VE8	350	HP 895 C	HP 6200	Sharp e690ub
Library		Vectra VL8	550	HP 895cxi		
M.Off		Vectra	733	HP950C		
Nurse		Vectra VE6	350	HP 895 C		
Office		Vectra VE	200	HP 820 C		
Office		Vectra VE	200	HP 895 C		
Physc		IBM 386	100	HP Deskjet 500		
pps	Reading	VL400	733	HP 895 Cxi		
roam	roam	OmniBook600	600	hp950c		CTX-EZPro 550
Speech	Speech	Compaq	333	HP 710		

Middle School Inventory

Rm	Teacher	Computer	Mhz	Printer	Scanner	Projector
0	Ryan	pavilion7125	133			
0	Gowan	Aptiva-IBM	200	Okkidata/HP laser	Sekonic SR-601	
0	Starr	HP Vectra	400	HP 895Cxi		
0	Dewhirst	Sony Vaio	266			
0		Pavilion 4455	400	HP 695C	hp 6200C	
0	Smucz	Sony Vaio	266	?		
0	Batz	HP Vectra	400	HP Laser 6MP		
0	Team	HP Vectra	500	HP 895Cxi	HP ScanJet 5200C	
0		Compaq	333	Epson FX870		
0	Verstraete	HP Vectra	350	HP 895Cxi	HP ScanJet ADF	
0	Princ	HP Vectra	600	HP 950C		
0		Vectra Vl8	600	LaserJet 2100		
0		Vectra	733	HP 950C		
0		OmniBook600	600	hp 950C		CTX EZPro550
0	Prescott	VL400	866			
3	Miller	Clone	400	HP 810C		
4	Brown, D	HP Vectra	500	HP 895Cxi		
6		Prolinea	50			
6	Grandjean	HP Vectra	400	HP 895Cxi	Hitachi Video Mon.	
10	Stookey	Compaq	333	HP 710C	HP 5300 cxi	
12	Lugwig	vl400	733	hp 950C		
16	Webster	HP Vectra	200	HP 820Cxi	Umax Astra6005	
16	Webster	Compaq	333	HP 710C	HP 5300cxi	
17	Bruinix	HP Vectra VL	500	HP 895Cxi	HP ScanJet 5200	
22	Blackwell	Acer	166	HP 820	HP Scanjet 4P	
23	Prill	Clone	400	HP 810C		
24	Drahms	Compaq	333	HP 710C	?Scanner	
25		vli8	650	950c		
26		vli8	650	hp 950c		
27		vli8	650	hp 950c		
28		vli8	650	hp 950c		

Middle School Inventory

Rm	Teacher	Computer	Mhz	Printer	Scanner	Projector
31	McCain	Vectra	733			
31	McCain	Vectra	733			
31	McCain	HP VL6	266			
31	McCain	Vectra	733			
31	McCain	Vectra VL6	266			
31	McCain	Vectra	733			
31	McCain	Vectra	733			CTX EZPro550
31	McCain	HP VL6	266			
31	McCain	HP Vectra	400			
31	McCain	HP Vectra	400			
31	McCain	HP Vectra	400			
31	McCain	HP Vectra	400			
31	McCain	HP Vectra	400	HP 895Cxi		
31	McCain	HP VL7	266			
31	McCain	HP VL6	266			
31	McCain	HP VL6	266	HP 890C		
31	McCain	HP VL7	266	HP 890C		
31	McCain	HP VL6	266			
31	McCain	HP VL6	266			
31	McCain	HP VL6	266	HP 890C		
31	McCain	HP VL6	266			
31	McCain	HP Vectra	400	HP 895cxi		
31	McCain	HP VL6	266			
31	McCain	HP VL6	266			
33	Verstraete	HP	400	HP 695C		
33	Verstraete	HP	400	HP 695C		
38	Murnane	Compaq	333	HP 710C		
38	Murnane(BG)	Acer Exensa	1	Deskwriter		

Middle School Inventory

Rm	Teacher	Computer	Mhz	Printer	Scanner	Projector
105	Ameele	Compaq	333	HP Laser		
105	Brown, C	LapTop	75	HP 710C		
105	Bush	HP Vectra	200	HP 720C		
106	Mason	HP Vectra VL	400	HP 895Cxi		
107	Brownell	Compaq	333	HP 710C	HP 5300 cxi	
109	Gallagher	HP Vectra	400	HP 895Cxi		
110	Wilkinson	HP Vectra	400	HP 895Cxi	HP 6200C	
112	Pagano	Compaq	333	HP 710C	HP 5300 cxi	
113		vli8	650	hp 950c		

High School Inventory

Room	Teacher	Computer	Mhz	Printer	Scanner	Projector
1	Barone	HP VL5	200	HP 890C		
10	Shepard	HP VL6	233	HP 890 InkJet		
114	Fiegl	HP VL6	233	HP 820cxi		
12	DiClemente	HP VL5	166	HP 670C		
125	Plyter	HP VL6	400	HP 880C		
13	McCarty	HP VL6	233	HP laserjet 4L		
13	McCarty	Compaq 924	66			
163	Ferraro	HP Vectra 500	200	HP 810C	UMAX Astra 600s	
163	Stephens	Compaq EP	333	HP 710C	Umax Astra 1200s	
2	Delehanty	HP VL6	233	HP 890C		
21	Monsees	HP VL6	233	HP 890 InkJet	HP 5200C	
22	Newby	Clone	400	HP 820		
28	Kingbury	Compaq EP	333	HP 890 InkJet	Umax Astra 600S	
28	DeFranco	HP Vectra 500	200	HP 820 Cxi InkJet		
29		vl400	733			
29	Breitkopf	HP VL7 ser7	233	HP 890C		
38	Ohlrich	HP VL8	400	HP 6mp laserjet		
38	Ohlrich	Vectra	733			
38	Ohlrich	Vectra	733			
38	Ohlrich	vectra	733			
38	Ohlrich	HP VL5	166	Epson 800 InkJet		
38	Ohlrich	HP VL5	166	HP laserjet 6MP		
38	Ohlrich	Vectra Vl400	733			
38	Ohlrich	HP VL8	400	Epson Stylus 800	HP ScanJet6200C	
38	Ohlrich	Vectra	733			
38	Ohlrich	Vectra	733			Eiki LC-7000UE
38	Ohlrich	Vectra	733			
38	Ohlrich	HP Vectra	100			

High School Inventory

Room	Teacher	Computer	Mhz	Printer	Scanner	Projector
39	Coon	HP VL5 ser5	166			
39	Coon	HP VL5 ser5	166			
39	Coon	HP VL5 ser5	166			
39	Coon	HP VL5 ser5	166			
39	Coon	HP VL5 ser5	166			
39	Coon	HP VL5 ser5	166			
39	Coon	HP VL5 ser5	166			
39	Coon	HP VL5 ser5	166			
39	Coon	HP VL5 ser5	166	HP Laserjet 6P		
39	Coon	HP VL5 ser5	166	HP Laserjet 6	HP 6200	
39	Coon	HP VL5 ser5	166	HP Laserjet 6P		
39	Coon	HP VL5 ser5	166			
39	Coon	HP VL5 ser5	166			
39	Coon	HP Vectra	100	HP 680C		
39	Coon	HP Vectra	100			
39	Coon	HP VL4	100			
39	Coon	HP VL5 ser5	166			
39	Coon	Vectra VL8	500	HP895		Eiki LC-7000U
4	Comstock	Generic	400			
4	Comstock	HP VL6	233	HP 890C		
4	Comstock	Generic	400			
4	Comstock	Generic	400			
4	Comstock	vli8	650			
4	Comstock	Generic	400			
40	Shaw	Compaq EP	333	HP 710C	ScanJet 4100	
40	Shay	Compaq EP	333	HP 710C	UMAX Astra 600s	
41	Luke	vli8	650	hp950c		
44	Legler	vl400	866	HP 950C	HP 5300	
46	Blakey	HP VL6	233	HP 890 InkJet		
49	Everitt	Compaq	75	HP 400		

High School Inventory

Room	Teacher	Computer	Mhz	Printer	Scanner	Projector
49	Everitt	VLI8	500		6-99	
5	Shaw	HP VL6	233	HP 890C		
52	Fetes	Compaq 5133	50			
57	Locklear	HP VL6	233	Hp 890C		
7	Taylor	HP VL6	233	HP 890C		
9	Hollenbaek	HP Vectra	500	HP 895C	HP 5200C	
AV	O'Dell	Dell Latitude	233			
AV	O'Dell	vectra	733	HP950C (USB)	HP 5300cxi	
Cafeteria	Forget	Gateway	233	HP Laserjet 4L		
Guidance	O'Hara	HP VL7 ser7	233	HP 890C		
Guidance	Student	HP VL6 ser 7	233	HP 890c		
Guidance	Merriett	HP233	233	HP 890 inkjet		
Guidance	Merriett	HP VL6	233	Oki 390		
Guidance	Richardson	HP VL6	233	HP 890 InkJet		
Guidance	Grenolds	HP	133	HP DeskJet 400		
Gym	VanHoover	Laptop clone	233	895cxi		
Library	Gray	Compaq	66			
Library	Gray	HP VL5	166	Laserjet 6P		
Library	Gray	HP Vectra	200	HP LaserJet 6P	Hand Held Opticon	
Library	Gray	HP VL5	166			
Library	Gray	HP VL5	166			
Library	Gray	HP VL5	166			
Library	Gray	HP VL5	166			
Main Ofc	Richman	HP VL5 ser5	166	HP LaserJet 6p		
Main Ofc	Henderson	HP VL8	233			
Nurse	Showman	Old 386	50			
Nurse	Showman	HP VL8	400			
roam	roam	omnibook6000	600	hp950c		CTX-EZpro550