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BLIND BROOK TECHNOLOGY PLAN

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INTRODUCTION

Description of District

The Blind Brook School District is located in central Westchester County, New York, about 25 miles north of New York City. Like many school districts in Westchester, Blind Brook is small (approximately 1,500 students) and proud of the quality of its schools, its faculty and its students. The Bruno M. Ponterio/Ridge Street School (K-5) and Blind Brook Middle/High School (6-12) are nationally recognized Schools of Excellence and both are accredited by the Middle States Association. The residents of the district have consistently supported its schools by passing virtually every budget and bond issue presented to them. Almost all graduates of Blind Brook High School matriculate at four-year colleges and universities, many of which are among the nation's most selective.

- The ***Blind Brook School District*** has state of the art computer technology to serve the students, administration, faculty, and community. Over \$5 million has been spent on this program in recent years. The high-speed fiber-optic network is multi-platform, providing students with state-of-the-art equipment and Internet access in both the Macintosh and the PC environments. The ratio of students to computers is 2.5, the lowest in Westchester County and among the lowest in the state.
- The ***Blind Brook School District*** is proud of the achievement of its students on both the state and national levels. Students consistently outperform their peers in similar public school districts and independent schools on a variety of measures, including tests administered by the State of New York, the College Board, and the Educational Records Bureau.
- The ***Blind Brook School District*** is also proud of the close and cooperative relationship that exists among the Board of Education, the Administrative Union, the Teachers' Federation, the Employee Union and the Parent-Teachers' Association. Educational planning in Blind Brook is frequently collaborative, as all constituencies share a strong interest in maintaining and enhancing Blind Brook's excellence. The keys to Blind Brook's continuing success are its small size, the quality of its teaching and administrative staff, its motivated students, and its supportive Board of Education, parents and community.

BLIND BROOK MISSION STATEMENT

The Mission of the Blind Brook-Rye Union Free School District is to provide an environment which engages all students as active learners in gaining knowledge, acquiring skills, and developing attitudes that encourage them to embrace learning as a life-long endeavor, and to prepare them to function as responsible citizens and contributing members of society.

DISTRICT GOALS 2010-11

EDUCATIONAL

- **Develop common assessments for subject areas**
- **Differentiated Instruction/RTI**
 - Develop and begin to implement differentiated instruction and RTI for K-12.
- **Character Education**
 - Exploration of a K-12 honor code.
 - Continued integration of character education in the K-12 curricula.
- **Subject area focus: K-12 LOTE**
 - K-12 LOTE program review with the objective of establishing a long-term plan in the District.
 - Evaluation of FLES
 - Evaluation of ESL
 - Complete K-12 ELA Curriculum Revision

TECHNOLOGY

- **Instruction**
 - Increase the application of technology in K-12 instruction.
 - Pilot electronic portfolios for grade 6
 - Expanded use of Web 2.0 tools
 - Video conferencing
 - Increased use of peripherals
 - Personal response systems: K-5
 - Document cameras
 - Wireless Stations
- **Infrastructure**
 - Study and recommend a student information management system for implementation in 2011-2012 school year.

PROFESSIONAL DEVELOPMENT

- **PLCs**
 - Continuation of the growth and development of PLCs.
- **Technology**
 - Train teachers in new classroom technology application.

FACILITIES AND FINANCE

- **Long Range Planning**
 - Recruit new members for the CBAC and revise the purpose and focus of the committee by 12/31/10.
 - School Business Official will update the long range demographic report.
 - Complete the five year capital facilities plan update by 12/31/10.
- **Capital Improvements**
 - Determine/Finalize future plans for District capital improvements by 4/30/11.

DISTRICT TECHNOLOGY VISION AND PLANNING PROCESS

District Technology Vision Statement

While constituting its own content area with implications for developing student's technological skills in preparation for employment in the adult world, technology's primary purpose and the reason for its presence in the classroom is to improve learning and further the ability of students to construct knowledge. Furthermore, the Technology Planning Committee is committed to the idea that curriculum integration, professional development, and network maintenance and upgrade must co-occur methodically for technology integration to occur as economically and effectively as possible.

The District Technology Vision is articulated as follows:

- Having achieved or exceeded the New York State learning standards, all graduates of the Blind Brook UFSD consistently demonstrate the technological skills, functional knowledge and conceptual understandings to succeed in life as healthy adults who contribute positively to their community.
- Professional staff, parents, and community are technologically informed and included as partners dedicated to the process of improving teaching and learning.
- The learning environment is technologically advanced and sound, and perceived by all as safe, secure, welcoming, and learner-centered.

Technology Professional Development Expectations

- Ongoing professional development opportunities will be provided to professional staff, parents, and community in order for them to develop the understandings and skills necessary to be technologically informed and included as partners dedicated to the process of improving teaching and learning.
- The professional development opportunities will include using technology to acquire data on student performance, designing performance and Standards-based instructional modules for increasing interactive student engagement and achievement.
- Professional development in the use of technology will consistently forward teachers' ability to use student performance data to evaluate the effectiveness of software currently in use or under consideration for adoption with regard to the software's potential to enhance, modify or elevate the quality of curriculum and instruction and forward student achievement.
- Ongoing professional development will be provided to all staff on all technologies, both hardware and software, that staff members are expected to use in the course of instruction, professional work, curriculum development and assessment design.
- Training and/or support will be provided to all technical staff on the hardware and software they are expected to support.
- Scheduling and format of professional development will be flexible to include workday, after school and summer opportunities.
- Professional development offerings will respond to needs determined from the identified gaps between each staff member's current knowledge base and the district's technology and instructional goals. Technology user surveys will be developed, distributed and analyzed by the Technology Planning Committee to determine the professional development needs of network users.
- Professional development courses will include access to follow-up support.
- All staff will be trained to do basic troubleshooting and equipment maintenance in order to maintain instructional efficiency. This training will include identification of critical problems and the procedures for determining whether to self-solve a technological problem using a diagnostic protocol seek immediate assistance or submit tasks to the Help Desk.

Technology Planning Advisory Committee

Statement of Purpose

The District Technology Planning Advisory Committee serves as an advisory group to District Administration. Its charges include:

1. To annually develop, review and revise the district's long-term technology plan, vision and goals;
2. To evaluate the district's progress in meeting its goals by
 - reviewing inventory and monthly reports;
 - reviewing student performance data;
 - reviewing the technology budget to ensure sufficient resources to support future initiatives and sustain current ones;
 - conducting and reviewing annual surveys to evaluate data concerning technology use, implementation, professional development and support;
3. To explore innovative instructional technology initiatives which anticipate the future needs of the district.

Membership

Committee members shall meet monthly and may form subcommittee groups for purposes of discussing subtopics in greater depth. Membership may include:

- a school board member
- director of technology
- technology coordinator
- business official
- a building-level administrator
- AV specialist or other tech support staff
- library media specialist
- technology teacher(s)
- faculty representatives from each building
- parent/community representatives

This committee must be formally appointed by the Board of Education at its annual reorganization meeting.

The superintendent shall be in receipt of all communications from the Technology Planning Advisory Committee including copies of email communications, meeting agendas, minutes and reports.

Meetings

Meetings shall be held monthly, although subcommittee meetings may be held more often. Although all topics may not be covered in all meetings, a rolling agenda for the monthly meetings shall include the following topics and timeframes for such discussions as established:

1. Tech Plan Updates
 - Progress reports on current initiatives
 - Inventory (hardware and software) and “Help Desk” reports
 - Recent student performance data
 - Annual plan revisions
2. Technology use surveys and evaluations
3. Instructional technology integration initiatives
4. Infrastructure upgrades
5. Annual technology budget

Because the Technology Planning Advisory Committee members represent diverse stakeholders, it is unlikely and unnecessary that the committee comes to consensus on every issue. Collaboration and cooperation of all members is expected, however, on all matters before the committee.

Any number of technology initiatives may be in progress in different stages at any given moment and may originate from within the committee or from stakeholders within district or beyond. It is not the duty of the committee to control initiatives or their progress but to review the relevance of the initiatives to the overall technology plan and district goals, and to provide input at various stages of project development as the timing of district deadlines and resources may permit.

When the committee comes to consensus, it may, as a committee, forward a recommendation to administration.

Where consensus does not occur, the minutes should reflect the discussion and suggestions of various members so that administration may consider alternatives with regard to technology planning, purchases and acquisition.

Because all accountability for decision-making ultimately falls to administration, all final decisions with regard to the district’s technology and budget rest with the Superintendent and the Board of Education.

Technology Planning Advisory Committee 2010-11

Formal Appointees

Glen Schuster, Member of Board of Education
Colin Byrne, Director of Technology
Jean Follansbee, Instructional Media Specialist
Nancy Knabl, Teacher BMP RSS
Marko Markolovic, Teacher HS
Robin Willig, Teacher BMP RSS
Abby Schwittek, Teacher MS
Ellen Kapsiotis, Teacher MS
Alain Oberrotman, Community Member
Giorgio Rietti, Community Member/Parent
Brian Berk, Community Member/Parent
Adam Sohn, Community Member/Parent
Kevin O'Neil, Community Member/Parent
Andrew Kaminsky, Community Member/Parent
Eric Kaye, Community Member/Parent
Brian Butler, Community Member/Parent
Seema Dayal, Community Member/Parent
Abbe Fleishaker, Community Member/Parent

OVERVIEW OF BLIND BROOK TECHNOLOGY PLAN 2012-15

Technology Status Update 2010-11

This Technology Plan is predicated on anticipated community support for school-year budgets of 2012 through 2015. Budgetary changes and advances in technology not anticipated in this plan will necessitate revision of the Technology Plan. This Technology Plan is also based on the assumption that the Board of Education and the community will continue to philosophically and financially support the development and integration of technology into instruction to promote a learner-centered education for all students. This three-year plan reflects the school district's extensive and on-going commitment to technology integration and serves as an assurance for the quality and integrity of the decisions made about technology acquisition and educational implementation.

The 2006-07 school year saw a refinement of the protocols and procedures for technology in the district with regard to filtering, system maintenance/monitoring and remote portal access. Technology purchase and repair requests were automated through help desk software. In addition, professional development tracking was begun through the use of web-based software. The district began to look at a more integrated student information management system compatible with other operational software for tracking AIS and IEPs, as well as to provide a parent portal for access to student progress reports and to promote teacher's ability to use local benchmarking software and PRS devices for ongoing assessment aligned with NYS Learning Standards. Finally, the district joined the local LHRIC of SW BOCES data warehouse project and hired a data consultant to work directly with teachers in making use of data for instruction.

The 2007-08 school year has been devoted to the conversion of our student information management database from an in-house server to a web-based service contracted through the LHRIC with eSchoolData. In addition, the district began to map its infrastructure, replace fiber drops with new CATVIs, replace the eChalk email service with an in-house managed MS Outlook Exchange and, finally, to implement Year One of the Two-Year SAN/Disaster Recovery Infrastructure Upgrade.

In 2008-2009, the Director of Curriculum, Instruction and Technology Integration position was divided into a Director of Curriculum and Instruction as well as a Director of Technology. This separation of duties demonstrated the district understands of the expanding role of technology in the district and the need for dedicated supervision of technology. This year saw the completion of the SMART Board deployment to class rooms as well as the continuation of the SAN/Disaster Recovery Infrastructure Upgrade. Due to the downturn in the economy, several projects were put on hold while others, such as the exploration into open source software, began. The district also spent time optimizing the many systems that were introduced last year including eSchoolData, Exchange and Total Traffic Control.

The 2009-2010 school year was focused on the integration of online resources into curricula as well as the establishment of new protocols and procedures for technology usage in the District. The continuing problems with the economy limited the purchase of new technologies. This was not a major issue as much work had been done in previous years to establish strong technology resources for the District. This year saw the

implementation of Web 2.0 tools in the classroom and an increase in the use of digital media for assessments. Video conferencing and online learning were explored and piloted. A new POS system was installed in the District to simplify the purchasing practices of the District.

The 2010-2011 school year saw a large increase in the types of technology that were integrated into the classroom. Teachers availed themselves of the many online resources that were available to them including blogging, wikis and social networking tools. Students used audio and video recordings to present information in a wide variety of formats. While only a limited amount of new equipment was purchased this year due to the continued troubles in the economy, the equipment in the district saw a greater variety of usage. In particular, the wireless laptop and netbook carts were used by a wide range of teachers. An iPod Touch cart was introduced this year and was successfully integrated into curricula at the high school.

In the context of increased accountability for student performance under the *No Child Left Behind Act*, this 2009-12 Technology plan, will continue to focus on the following goals that have informed the original umbrella five-year technology plan 2004-09.

Current Resources/Equipment

- 201 faculty and non-custodial professional staff (incl. 2 instructional media specialists, 3 technology teachers and 1 automated systems clerk for data management);
- 13 administrators;
- 2 building sites w/air-conditioned environments;
- 10 Windows servers (district website, email, web/email filtering, library database, financial program, domain controllers for each building, printer management, various software and network), 1 OS-X server and tape back-ups;
- Fiber-optic connections between buildings and to Internet;
- Hardware Equipment: 748 computers (comprising PC and MAC desktops, and wireless laptop carts), printers and scanners, digital cameras, DVD players, digital video cameras, graphing calculators, PASCO Science Probes, networked copiers and Elmo document projectors, closed-captioned TVs, Smart Boards (interactive white boards in 99% of all classrooms district-wide) and 86 projectors.

**BLIND BROOK TECHNOLOGY PLAN 2008-11
GOALS & OBJECTIVES**

Statement of Goals

- I. To evaluate and increase the integration of *interactive* instructional technology in the classroom to promote student achievement by improving the resourcefulness of instruction and student engagement through technology in keeping with ISTE and NYS Learning Standards;
- II. To evaluate and expand sustained, ongoing professional development in the instructional use of *interactive* technology and in the use of technological tools for data analysis, curriculum development, assessment design and student engagement;
- III. To integrate the student information management system for data analysis, instructional decision-making and benchmark assessments to enable the school district to become a networked organization focused on student achievement, and to provide discreet points of functional interface with other software systems for student benefit (college application software, AIS and IEP classification software instructional media/library systems and in-house POS systems).
- IV. To continue to evaluate and upgrade network functioning for user-friendly access to instructional technology and student data as will meet the needs of the increased numbers of users on the network.
- V. To identify, evaluate and implement environmentally aware technological solutions to ensure reliable communications, safety and security for the entire school/community.

Performance Indicators for Professional Staff

The following outline of outcomes frames the parameters for establishing performance indicators for professional staff for each of the strategic objectives detailing the five goals of the Technology Plan. As a result of the successful implementation of the district's Technology Plan, each professional staff member will

1. Use productivity tools for a wide variety of instructional and organizational tasks, demonstrating the ability to manage files, adjust settings and produce documents;
2. Comfortably operate a variety of hardware for instructional and administrative purposes;
3. Identify, request and use web-based and CD-ROM software applications in instruction;
4. Utilize databases to analyze student performance and inform instructional decision-making;
5. Integrate technology into the curriculum (specifically, identifies technological competencies and develops performance indicators for students within units of study);
6. Participate in district culture of electronic communication through email as a viable venue for expediting work-related issues and meeting in "blog" format with colleagues;
7. Access and evaluate critically Internet resources;
8. Construct web-pages for use by students and colleagues;
9. Trouble-shoot and perform routine maintenance tasks on peripherals and standard hardware equipment;
10. Utilize help desk for more critical technological problems.

Summary of Needs Assessment 2010-2011

1. Plan and implement wireless networking environment;
2. Evaluate the use of wireless devices in the classroom;
3. Coordinate functional student systems (library database, security ID, point-of-sale cafeteria system) for common user ID mechanism ;
4. Implement web-based student performance feedback system for parent/school communications on student progress;
5. Train teachers in use of new website software, and in the use of new assessment and data software;
6. Implement Web 2.0 and 3.0 resources into teaching curricula;
7. Revise and innovate computer instruction curriculum for students, with particular focus on digital literacy for all students;
8. Integrate Information Literacy Standards throughout curriculum through the use of technology;
9. Explore the possibility of integrating open source curricular resources into current classes.

Elaboration of Goals: Strategic Objectives

Goal I

(Addresses SED Criteria 1, 3 and 5)

To evaluate and increase the integration of *interactive* instructional technology in the classroom to promote student achievement by improving the resourcefulness of instruction and student engagement through technology in keeping with ISTE and NYS Learning Standards

Strategic Objectives

- 1.1 Annually evaluate the understandings and skills of the professional staff determined to be necessary for the staff to be technologically informed and included as partners dedicated to the process of improving teaching and learning;
- 1.2 Annually evaluate and expand inventory of instructional software and databases as well as professional development opportunities for making best use of these in learner-centered and problem-based constructivist pedagogy;
- 1.3 Continue to offer technology training workshops for teachers with a focus on technologies that further student's digital literacy (e.g. personal response systems, digital media, Web 2.0 tools);
- 1.4 Continue to integrate mandatory on site and online technology workshops, including the dissemination of the ISTE Standards, into expanded New Teacher University program (currently consisting of 12 workshops annually);
- 1.5 Develop in conjunction with the district's Professional Development Committee a unified teacher initiative for addressing students' ability to 1) make appropriate use of Internet resources and library databases for research; 2) fulfill expectations of completing research-based interdisciplinary projects using technological resources for production and presentation individually and cooperatively; 3) integrate productivity tools and devices in the pursuit of research, data analysis and experimentation; 4) create original works using technological resources (e.g., computer-assisted graphics and drafting, video-productions, musical compositions, choreographic creations, etc.) for electronic publication and/or public performance both in traditional academic realms as well as in the creative arts; and 5) exercise sound judgment in evaluating the credibility of Internet resources when conducting research and accessing primary and secondary sources of information;
- 1.6 Expand secondary technology course offerings to include advanced technology courses including but not limited to technology certifications (Microsoft, Cisco, etc.) and AP Computer Science;
- 1.7 Realize the long-term goal of providing closed-circuit student TV and video production by coordinating efforts with community groups and service providers to expand cable drops and develop a studio at the MS/HS site;
- 1.8 Evaluate, design and implement access to wireless infrastructure for student use of personal response devices and wireless palms pilots/tablets/notebooks;

- 1.9 Continue to ensure through ongoing evaluation and planning that network and equipment are in constant optimal condition for permitting uninterrupted student and teacher access to technological functioning in the classroom upon demand;
- 1.10 Continue to research and evaluate new and upcoming technologies for potential use as educational tools in K-12 classrooms.
- 1.11 Evaluate the effectiveness of the integration of technology in terms of student achievement through emphasizing the links that connect technology use and achievement. The supporting information for these links may be anecdotal or technical in nature.

Goal II

(Addresses SED Criteria 1, 3 and 5)

To evaluate and expand sustained, ongoing professional development in the instructional use of *interactive* technology and in the use of technological tools for data analysis, curriculum development, assessment design and student engagement

Strategic Objectives

- 2.1 Conduct frequent surveys (including intake survey of prospective teachers at time of interview) of teachers' technological knowledge base with respect to 1) level of technological proficiency; 2) level of satisfaction in accessing resources through current network; and 3) needs identification for greater productivity personally and technologically;
- 2.2 Research technology based tools and resources that will facilitate the sharing of information between teachers.
- 2.3 Develop district protocol for differentiated financial support for professional development aligned with district technology initiatives;
- 2.4 Prioritize resources (time and money) for training teachers in the use of benchmarking and assessment software for frequent local analysis of student performance as well as integration with NYS testing databases;
- 2.5 Evaluate and expand inventory of instructional software and databases as well as professional development opportunities for making best use of these in learner-centered and problem-based constructivist pedagogy;
- 2.6 Develop strategy for increasing teacher creation and use of web pages as instructional resources for students;
- 2.7 Develop advanced workshops for teachers with on interactive student use of technologies used in the classroom such as personal response systems, digital cameras, SMART Boards and other devices;
- 2.8 Integrate more mandatory technology workshops, including the application of the ISTE Standards to instructional practices, into expanded New Teacher University program (currently consisting of 12 workshops annually) as well as into the ongoing professional development program generally;

- 2.9 Continue to ensure through planning that network and equipment are in constant optimal condition for permitting uninterrupted teacher and administrative access to technological functioning for purposes of addressing professional development needs upon demand.

Goal III

(Addresses SED Criteria 2, 3, 4 and 5)

To integrate the student information management system for data analysis, instructional decision-making and benchmark assessments to enable the school district to become a networked organization focused on student achievement, and to provide discreet points of functional interface with other software systems for student benefit (college application software, AIS and IEP classification software instructional media/library systems and in-house POS systems).

Strategic Objectives

- 3.1 Annually evaluate the understandings and skills of the professional staff determined to be necessary for the staff to develop the technological facility for accessing and analyzing data and assessments;
- 3.2 Annually evaluate the extent to which teachers progressively develop curricula and lessons in which students' use of technology is assessed;
- 3.3 Identify, acquire and train professional staff in the use of benchmarking and assessment software for frequent local analysis of student performance as well as integration with NYS testing databases;
- 3.4 Ensure through planning that network and equipment are in constant optimal condition for permitting uninterrupted teacher and administrative access to technological functioning for purposes of data analysis and assessment upon demand.

Goal IV

(Addresses SED Criteria 3, 4 and 5)

To continue to evaluate and upgrade network functioning for user-friendly access to instructional technology and student data as will meet the needs of the increased numbers of users on the network.

Strategic Objectives

- 4.1 Create a replacement plan for all equipment including desktops, laptops, projectors and SMART Boards based on student need and budgetary resources.

- 4.2 Develop a multi-year plan to establish wireless access points throughout the district and budget appropriately for the purchase of wireless devices;
- 4.3 Expand remote access potential to district web site through a) existing Citrix mainframe structure; b) installation of fiber-optic connectivity; and c) use of web-based rather than site-based software applications;
- 4.4 Ensure through ongoing evaluation and planning that network and equipment are in constant optimal condition for permitting uninterrupted student and teacher access to technological functioning in the classroom upon demand;
- 4.5 Ensure through planning that network and equipment are in constant optimal condition for permitting uninterrupted school/community communications within and beyond the boundaries of the district.

Goal V

(Addresses SED Criteria 3, 4 and 5)

To identify, evaluate and implement environmentally aware technological solutions to ensure reliable communications, safety and security for the entire school/community.

Strategic Objectives

- 5.1 Plan and budget for an effective parent and students communication system;
- 5.2 Explore the use of student ID cards for class and activity attendance;
- 5.3 Continue to monitor the District storage area network and disaster recovery systems in keeping with regulations concerning electronic document archiving and retrieval and database security;
- 5.4 Ensure via planning that network and equipment are in constant optimal condition for permitting uninterrupted school/community communications within and beyond the boundaries of the district.
- 5.5 Evaluate the environmental impact of current technology practices and promote environmentally aware usage of all technology.
- 5.6 Design and implement procedures that will reduce the school district's impact on the environment

TECHNOLOGY BUDGET *(Addresses SED Criteria 4)*

Budget History

In 2008-2009 the Blind Brook Technology Department budget allowed for approximately \$876,057.00 throughout the organization on technology expenses. This represented a healthy decrease in the budget commensurate with having accomplished a major portion of the technology upgrades over the last several years. These funds are apportioned as follows:

- \$256,757.00 for hardware
- \$32,500.00 for professional development
- \$152,80.00 for software, including BOCES subscriptions
- \$284,000.00 for contractual codes relevant to both maintenance, upgrade and retro-fitting
- \$150,000.00 deferred lease/debt service for annual desktop procurement plan.

In 2009-2010 the Blind Brook Technology Department budget allows for approximately \$730,344.00 throughout the organization on technology expenses. This represents a 17% decrease in the budget partially driven by economic concerns but also by the high level of technology that currently resides in the district. These funds are apportioned as follows:

- \$100,300.00 for hardware
- \$ 83,123.00 for software
- \$ 79,991.00 for BOCES software and services
- \$217,830.00 for salaries and related expenses
- \$249,100.00 for contractual codes relevant to both maintenance, upgrade and retro-fitting as well as all relevant supplies and materials

In 2010-2011 the Blind Brook Technology Department budget allows for approximately \$640,477.00 throughout the organization on technology expenses. This represents a 12.3% decrease in the budget partially driven by economic concerns but also by the high level of technology that currently resides in the district. These funds are apportioned as follows:

- \$ 37,775.00 for hardware
- \$ 76,469.00 for software
- \$ 59,699.00 for BOCES software and services
- \$233,334.00 for salaries and related expenses
- \$233,200.00 for contractual codes relevant to both maintenance, upgrade and retro-fitting as well as all relevant supplies and materials

Adopted Technology Budget 2011-12

In 2011-2012 the Blind Brook Technology Department budget allows for approximately \$767,848.00 throughout the organization on technology expenses. This represents a 19.9% increase in the budget partially driven by the proposed installation of a wireless networking environment. These funds are apportioned as follows:

- \$ 144,800.00 for hardware
- \$ 87,650.00 for software
- \$ 62,828.00 for BOCES software and services
- \$246,370.00 for salaries and related expenses
- \$226,200.00 for contractual codes relevant to both maintenance, upgrade and retro-fitting as well as all relevant supplies and materials

Projected Budget Expectations

Historically, the annual budget reflects appropriate increases and responsible provision for the ongoing upgrade and maintenance of technological infrastructure, hardware and software, and associated professional development for making best instructional use of these resources, with the result that the community has consistently passed the school district's proposed budget in its entirety without exception. Budgets on average over the last several years accommodate the following allotment of expenditures:

- 24% for IPAs, Internet-related services (connectivity, filters, firewall), network technical support and BOCES professional development;
- 11% for debt service related to deferred lease of equipment;
- 13% for salaries and related expenses;
- 13% for purchased equipment;
- 2% for related technology supplies;
- 23% for Non-BOCES services and contractual expenses;
- 11% for software, library databases and technology equipment;
- 2% for technology-related non-BOCES professional development.

EVALUATION OF THE TECHNOLOGY PLAN

(Addresses SED Criteria 5)

A thoughtful evaluation component of the plan is necessary to ensure plan implementation and to measure plan success. The following benchmarks and procedures will be used to gauge the successful implementation and subsequent results of the plan:

Evaluation Benchmarks

- The expectations, needs assessments, goals and objectives for providing information access, user-interface with productivity tools and software, functional infrastructure, technical support, professional development, communication tools and security have been fulfilled;
- Policies, procedures and protocols concerning implementation and use of technology are in place and a part of operating procedure;
- Technology standards inform the curriculum;
- All faculty, students and school-related personnel routinely use technology for work processes and decision-making consistent with the Technology Plan.

Evaluation Measures

- Survey results and focus group discussion concerning the uses of technology, the quality and quantity of electronic communications, the effect of participation in professional development, and the expanded use of technology in instruction demonstrate that the Technology Plan has been effectively implemented;
- Requests for software and specialized equipment and peripherals reflect increased interest in procurement and use of technology;
- Frequency studies demonstrate that technology is used almost exclusively to evaluate student performance, create benchmark assessments and document improvement in student achievement;
- Exemplars of student work;
- Help desk data reflect a decline in calls for basic service assistance;
- Usage reports reflect increased patronage of library databases.

Appendix A: Acceptable Use Policies
(See attached)

BLIND BROOK – RYE UNION FREE SCHOOL DISTRICT
STAFF AGREEMENT
USE OF ELECTRONIC INFORMATION RESOURCES

Please read this agreement carefully. When signed by you, it becomes a legally binding contract. Before you can be provided with a network access account, you must sign this agreement form and return it to the Technology Coordinator.

Internet access is available to administration, faculty and staff members at the Blind Brook School District. We are very pleased to bring this access to the District and believe the Internet offers vast, diverse and unique resources to both students and staff. Our goal in providing this service to staff and students is to promote educational excellence in Blind Brook School District by facilitating resource-sharing, research, innovation and professional communication.

The Internet, however, is not designed exclusively for the use by schools. It is possible that staff and students may occasionally access inappropriate material either deliberately or by accident. District guidelines for Internet use prohibit access to material that is inappropriate in the school environment

Staff members are expected to use district technology equipment, software, and network services for educational purposes. Blind Brook School District has taken steps to help promote a safer Internet experience by providing a filtering system. The use of a filter is not a 100% guarantee that staff and students will not encounter information that is not controversial or of limited educational value and requires that staff exercise professional judgment in bringing inappropriate content to the attention of the network administrators. We, Blind Brook School District, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. ***It is highly recommended that you do not provide others with access to your accounts and that you change your passwords regularly.*** You are responsible for all actions on your account.

If a Blind Brook School District user violates any of the provisions, terms or conditions outlined in this agreement, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

TERMS AND CONDITIONS

1. **PERSONAL RESPONSIBILITY.** As an employee, the user will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse may come in many forms, but it is commonly viewed as any transmission(s) sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism and inappropriate language, or other issues described below.

2. **ACCEPTABLE USE.** The use of an assigned account must be in support of education, research and the fulfillment of professional responsibilities, and must be consistent with Blind Brook School District's educational goals and objectives. The user is personally responsible for the use of his/her account at all times.

Specifically:

- a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network;
- b. Transmission or download of any material in violation of United States or other state regulations is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret;
- c. Engaging in commercial activities by for-profit institutions is not acceptable;
- d. Use of the network for product advertisement, philanthropic solicitations or political lobbying is prohibited.

3. **PRIVILEGES.** The use of the electronic information system is a privilege, not a right. Inappropriate use may result in cancellation of the account. Each person who receives an account will receive instruction as to proper behavior and use of the network. The administration or staff of Blind Brook School District may request that the system administrator deny, revoke or suspend specific user accounts.

4. **GUIDELINES.** All computer users have the same right to use the equipment, wiring, and resources provided by the district. Resources are a shared commodity and of finite size that must be shared by all users. Consequently, all users will abide by the following guidelines, and to all other guidelines concerning the appropriate use of technology, as approved by Blind Brook School District's governing board:

- a. **BE POLITE.** Never send, or encourage others to send, abusive messages.
- b. **USE APPROPRIATE LANGUAGE.** Users are representatives of their school and District on a non-private system. What is said, written or done on a computer can be viewed globally. Profanity, threats, vulgarities, or any other inappropriate languages as well as illegal activities of any kind are strictly forbidden.
- c. **PRIVACY.** Users shall not reveal any personal information, home addresses or personal phone numbers, or those of students or colleagues.

Users must report to the system administrator any person who asks for personal information or violates user privacy.

- d. **ELECTRONIC MAIL.** Electronic mail (email) is not guaranteed to be private. All network computers, servers, wiring, and electronic resources that are owned by or connected to District 301 networks are subject to monitoring and review by network administrators. Messages relating to or in support of illegal activities must be reported to the system administrator.
- e. **DISRUPTIONS.** The network may not be used in any way that would disrupt use of the network by other users. The downloading or saving of large files is prohibited.
- f. **SOFTWARE.** Software is protected by copyright laws; therefore, users will not make unauthorized copies of software found on school computers, either by copying them onto one's own digital media or onto other computers through electronic mail or bulletin boards; and will not give, lend, or sell copies of software to others without the written permission of the copyright owner or unless the original software is clearly identified as shareware or in the public domain. Software is not to be installed on district servers or computers by staff members. All software programs that are to be used on District-owned computers must be approved and installed by the Technology Department.
- g. **MISUSE.** Any misuse of the Network must be reported to the system administrator.

5. **SERVICES.** Blind Brook School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or by user errors or omissions. Use of any information obtained via the information system is at ser's own risk. Blind Brook School District specifically denies any responsibility for the accuracy of information obtained through its services.

6. **SECURITY.** Security on any computer system is a high priority. If a user identifies a security problem, he/she must notify the system administrator at once and not demonstrate the problem to other users. All use of the system must be under the user's own account. Any misuse of an account is the personal responsibility of the user.

7. **VANDALISM.** Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies, or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation may result in the loss of network privileges, could be treated as refusal to follow an administrative direction and may be an intentional violation of board policy, and/or legal referral.

8. UPDATING YOUR ACCOUNT. Users must notify the system administrator of any changes in account information or employment status.

9. PERSONAL USE. Blind Brook School District realizes that some personal (non-educational based) use of the district's networks and the Internet may normally occur. If this use interferes with the performance of District resources, normal work/ educational related duties, or is deemed inappropriate for a work/educational environment, steps will be taken to rectify the situation. These may include notification to the direct supervisor, the superintendent of schools, and removal of network and Internet privileges where possible. Pertinent information may be turned over to local law enforcement agencies when necessary. Personal usage should be minimized or done at home.

10. ACCEPTANCE OF TERMS AND CONDITIONS. Users take full responsibility for individual use. All terms and conditions as stated in this document are applicable to Blind Brook School District computer users. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of New York, and the United States of America.

Required Signature

Blind Brook School District Network User

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the system administrator. I understand that misuse may come in many forms, but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

Staff Name (please print). _____

Staff Signature _____ *Date* _____

ACCEPTABLE USE POLICY

2010-11

*Terms and Conditions for Student Use
of the Internet, District Network and Technology for Grades K-5*

Adopted 06-09-97 Revised 06-21-09

CONTRACT FOR ACCEPTABLE COMPUTER USAGE BMP RIDGE STREET ELEMENTARY SCHOOL

While using the computer I will:

1. Show respect for others.
2. Show respect for the things that people have on the computer.
3. Respect the software laws by not copying software.
4. Respect the copyright laws by not copying text from the Internet without referencing my sources.
5. Keep my password to myself and not try to find out someone else's password.
6. Not share my password or use someone else's account.
7. Understand that teachers will be able to see what I have put on the computer.
8. Use the Internet for my school work only.
9. Not post or release my last name, home address, home telephone number, social security number or photograph on the Internet or e-mail that information.
10. Not post or release the home address, home telephone number, social security number or photograph or e-mail of anyone on the Internet or e-mail that information

STUDENT AGREEMENT

I have read these rules with my parents and we have discussed them together. I promise to follow the rules. If I do not, I might not be able to use the computers in school.

Student

Grade

Date

PARENT(S) / GUARDIAN(S) AGREEMENT:

I (We) have read the Acceptable Use Policy. As the parent(s) or guardian(s) of the above named student, I (We) understand that the internet access to the school is intended for educational purposes, and that it is impossible to restrict access to all controversial material. The Blind Brook-Rye UFSD cannot be responsible for materials accessed on the Internet.

Name

Date

ACCEPTABLE USE POLICY
Terms and Conditions for Student Use
of the Internet, District Network and Technology for Grades K-5
2010-2011

Adopted 06-09-97 Revised 06-21-08

Introduction

The Blind Brook-Rye School District is pleased to offer its students, faculty and staff access to the Internet. The Internet, a global electronic information infrastructure, is a connection of networks used by educators, business, government, the military and other organizations. The Board of Education strongly believes in the value of telecommunications and recognizes the potential of such to support our curriculum, students, faculty and staff.

The Internet is a fluid environment. In general, electronic traffic passes freely in a trusting atmosphere. But with such access comes the availability of material that may not be appropriate in a school setting. It is our goal to provide users with the understanding and skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational objectives.

This policy is designed to facilitate and set guidelines for exploring and using the Internet, the district network applications and web based instructional and research tools, in a responsible, ethical and legal manner. Of necessity, it places the primary responsibility for proper conduct on the user. Use of the School District's local network and Internet facilities in contravention of the following guidelines will result in cancellation of the user's account as determined by a building administrator and possible legal intervention when applicable.

Terms and Conditions for Student Use

- A. I understand and grant permission for my child _____
to access the Internet, District Network and other District technology and have discussed with
him/her the requirement that he/she abide by the following Rules and Code of Ethics:
1. The use of a user's account must be for research in support of education, consistent with the objectives of the Blind Brook-Rye School District.
 2. Network accounts are to be used only by the authorized owner of the account for authorized purposes. Using or sharing another user's login name and password is prohibited.
 3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
 4. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, copied, damaged, or abused in any way. Nor shall the network be used in any way that intends to disrupt operation of the network or use of the network by others.
 5. Malicious use of the Internet or the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system (e.g., create viruses) is prohibited.
 6. Hate mail, harassment, profanity, obscenity, discriminatory remarks, misrepresentation, impersonation, and/or other similar behavior are prohibited on the Internet and the network.
 7. Intentional uses of the Internet or the network to access or process pornographic material, text files unrelated to course work or academic research, materials for use in illegal activities, or files

- dangerous to the operating integrity of the network and its users are prohibited.
8. Exemplary behavior is expected on "virtual" field trips, as the user is representing the Blind Brook-Rye School District when visiting locations on the Internet.
 9. Users shall not reveal anything that would enable others to locate or exploit them, e.g., last name, home address, credit card, photos of themselves/others or social security number. Similarly, users shall not reveal such information about others over the Internet.
 10. Students without parental permission to use the Internet are prohibited from teaming up with those who have permission to use the Internet.
 11. Use of the Internet, network or district web based e-mail tool to hack into other users accounts is prohibited.
 12. Use of the Internet or the network for commercial or for-profit purposes is prohibited.
 13. Use of the Internet or the network for product advertisement or political lobbying is prohibited.
 14. Each user is responsible for his/her own actions while using the Internet or the network.
 15. The use of Cell Phone text messaging during an exam or during instructional time is prohibited.
 16. The use of a Pager text messaging during an exam or during instructional time is prohibited.
 17. If a graphing calculator must be used, having students show the instructor that they have reset their calculator prior to the start of an exam.
 18. All PDA/PC's shall be turned off during exams.

B. Intellectual Property

1. I recognize that material received via the Internet or a computer network is owned by the author or the person holding the copyright and/or other intellectual property rights, and my child will give full credit for all materials received electronically.
2. I recognize that software is protected by copyright laws; therefore, my child will not make copies of software found on school computers either by copying them onto my own diskettes, CD's or onto other computers through electronic mail or bulletin boards; and will not give, lend, or sell copies of software to others unless they have the written permission of the copyright owner or unless the original software is clearly identified as shareware or in the public domain. Attributions of authorship will follow the same copyright rules for material obtained via the network.
3. I recognize that electronic copyrighted text is protected by copyright laws; therefore, my child will not cut and paste or photograph electronically with my cell phone this copyrighted text into my reports, take home exams, school related documents without correctly referencing the copyrighted source. Attributions of authorship will follow the same copyright rules for material obtained via the network.

I understand and agree that any violation of the above will have serious consequences. Any violation of District policy and rules may result in loss of District-provided access to the Internet and network access. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language and behavior. Legal intervention may occur when applicable, including but not limited to network tampering, hacking and intentional equipment theft or damage.

PARENT(S) / GUARDIAN(S) AGREEMENT:

I (We) have read the Acceptable Use Policy. As the parent(s) or guardian(s) of our child, _____, I (We) understand that the internet, and network access to the school is intended for educational purposes, and that it is impossible to restrict access to all controversial material. The Blind Brook-Rye UFSD cannot be responsible for materials accessed on the Internet.

Parent (s) Name (s)

Date

Parent (s) Name (s)

Date

BLIND BROOK PUBLIC SCHOOLS

ACCEPTABLE USE POLICY *Terms and Conditions for Student Use* *of the Internet, District Network and Technology for Grades 6-12* **2010-2011**

Adopted 06-09-97 Revised 06-21-09

Introduction

The Blind Brook-Rye School District is pleased to offer its students, faculty and staff access to the Internet. The Internet, a global electronic information infrastructure, is a connection of networks used by educators, business, government, the military and other organizations. The Board of Education strongly believes in the value of telecommunications and recognizes the potential of such to support our curriculum, students, faculty and staff.

The Internet is a fluid environment. In general, electronic traffic passes freely in a trusting atmosphere. But with such access comes the availability of material that may not be appropriate in a school setting. It is our goal to provide users with the understanding and skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational objectives.

This policy is designed to facilitate and set guidelines for exploring and using the Internet, the district network applications and web based instructional and research tools, in a responsible, ethical and legal manner. Of necessity, it places the primary responsibility for proper conduct on the user. Use of the School District's local network and Internet facilities in contravention of the following guidelines will result in cancellation of the user's account as determined by a building administrator and possible legal intervention when applicable.

Terms and Conditions for Student Use

A. I understand and agree to abide by the following Rules and Code of Ethics regarding Internet, District Network and Internet web based instructional and research use:

1. The use of a user's account must be for research in support of education, consistent with the objectives of the Blind Brook-Rye School District.
2. Network accounts are to be used only by the authorized owner of the account for authorized purposes. Using or sharing another user's login name and password is prohibited.
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
4. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, copied, damaged, or abused in any way. Nor shall the network be used in any way that intends to disrupt operation of the network or use of the network by others.
5. Malicious use of the Internet or the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system (e.g., create viruses) is prohibited.
6. Hate mail, harassment, profanity, obscenity, discriminatory remarks, misrepresentation,

- impersonation, and/or other similar behavior are prohibited on the Internet and the network.
7. Intentional uses of the Internet or the network to access or process pornographic material, text files unrelated to course work or academic research, materials for use in illegal activities, or files dangerous to the operating integrity of the network and its users are prohibited.
 8. Exemplary behavior is expected on "virtual" field trips, as the user is representing the Blind Brook-Rye School District when visiting locations on the Internet.
 9. Users shall not reveal anything that would enable others to locate or exploit them, e.g., last name, home address, credit card, photos of themselves/others or social security number. Similarly, users shall not reveal such information about others over the Internet.
 10. Students without parental permission to use the Internet are prohibited from teaming up with those who have permission to use the Internet.
 11. Use of the Internet, network or district web based e-mail tool to hack into other users accounts is prohibited.
 12. Use of the Internet or the network for commercial or for-profit purposes is prohibited.
 13. Use of the Internet or the network for product advertisement or political lobbying is prohibited.
 14. Each user is responsible for his/her own actions while using the Internet or the network.
 15. The use of Cell Phone text messaging during an exam or during instructional time is prohibited.
 16. The use of a Pager text messaging during an exam or during instructional time is prohibited.
 17. If a graphing calculator must be used, students shall show the instructor that they have reset their calculator prior to the start of an exam.
 18. PDA/PC's shall be turned off during exams.

B. I recognize and agree to abide by the following Rules and Code of Ethics regarding protected by intellectual property rights, including copyrighted material:

1. I recognize that material received via the Internet or a computer network is owned by the author or the person holding the copyright and/or other intellectual property rights, and my child will give full credit for all materials received electronically.
2. I recognize that software is protected by copyright laws; therefore, my child will not make copies of software found on school computers either by copying them onto my own diskettes, CD's or onto other computers through electronic mail or bulletin boards; and will not give, lend, or sell copies of software to others unless they have the written permission of the copyright owner or unless the original software is clearly identified as shareware or in the public domain. Attributions of authorship will follow the same copyright rules for material obtained via the network.
3. I recognize that electronic copyrighted text is protected by copyright laws; therefore, my child will not cut and paste or photograph electronically with my cell phone this copyrighted text into my reports, take home exams, school related documents without correctly referencing the copyrighted source. Attributions of authorship will follow the same copyright rules for material obtained via the network.

I understand and agree that any violation of the above will have serious consequences. Any violation of District policy and rules may result in loss of District-provided access to the Internet and network access. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language and behavior. Legal intervention may occur when applicable, including, but not limited to cases of network tampering, hacking and intentional equipment theft or damage.

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Date

Parent (s) Name (s)

Date