Charlotte Valley Central School Technology Plan

2015-20

Version History

Version	Date		Contact
1.0	8/05	Mark Dupra	Charlotte Valley Central School Superintendant Davenport, NY 13750 607-278-5511
1.1	1/07		
1.2	6/13	David W. Slater	Charlotte Valley Principal Davenport, NY 13750 607-278-5511
1.3	11/18	James Harter	Charlotte Valley Superintendent Davenport N.Y 13757 607-278-5511

Charlotte Valley Central School District Technological Vision Statement

Empowering Students for the Challenges of tomorrow

The Charlotte Valley Central School believes that it can enhance learning through effectively integrating technology throughout the academic program. It is the district's purpose to infuse its students with the requisite skills which will lead to an understanding of not only today's technology but, will also enlighten, and engage students of the possibilities of tomorrow. As part of this, teachers and students will meet the New York State Technology Standards as outline by the New York State Board of Regents. The use of technology will be incorporated within all programs to provide data-driven decisions that are utilized to ensure student success and teacher accountability.

The district continually seeks technological resources to further develop and instruct daily learning. The use of computers, smart boards, and other advanced technologies will act to promote technological literacy throughout our Pre-kindergarten through twelfth grade school building. As part of our plan we will continue to utilize technology to assist in assessments, student achievement, and to assist with data driven decisions. We will actively pursue academic software

that is relevant within the core curricula and will enable students the opportunity to expand their technological awareness. We will also upgrade and stay current with technological trends.

Technology Goals and Objectives

Goal 1: Every student and staff member will have the opportunity to use learning technologies to access and analyze information in ways that develop higher order thinking skills, increase their ability to use technology as a tool in solving problems, and support their confident use of the technology skills they will need for success in their future study and employment.

Charlotte Valley Central School's instructional staff will incorporate appropriate applications of software into the curricula for all academic areas. This will especially include: English and Language Arts, Social Studies, Science, PE, Mathematics, Science, and LOTE (Spanish). Special emphases will be placed upon software that is aligned with the NYS Learning Standards and linked to the classroom curriculum.

- CVCS staff will become conversant with the following software:

    o Windows server 2010 to the extent that staff can "sign-on" to the server and use targeted individual and shared directories
    Anticipated Completion Date with 100% compliance – 10/30/18.

    o E-student records management software for attendance, grade book purposes and publication of grades / homework.
    Anticipated Completion Date with 100% compliance – 10/30/18.

    o IEP Direct software for special education teachers to facilitate IEP development and to review student IEP information.
    Anticipated Completion Date with 100% compliance – 10/30/18.

    o IEP Direct software for regular education teachers to facilitate IEP development and to review student IEP information.
    Anticipated Completion Date with 100% compliance – 10/30/18.

    o Other available software: Accelerated Reader (student), RTIm Direct (teacher), IEP Direct (teacher), Scott-Foresman Software (teacher/student), and Study Island (teacher/student/parent).

Goal 2: Learners, teachers, and administrators are proficient in the use of technology for learning.

- CVCS professional staff will, as appropriate, infuse technology into their specific day-to-day instructional applications. Examples include, but are not limited to, the following:

  - Use the network, website and email system for assigning homework and receiving student projects.
  <u>Anticipated Completion Date with 100% compliance – 10/30/15.- Completed</u>

  - Develop lesson plans that incorporate the use of spreadsheets, databases and presentation software for professional and student uses.
  <u>Anticipated Completion Date with 100% compliance – 01/01/15 Completed</u>

  - Bringing their classes to the library / media center for group activities that will involve internet and other media research.
  <u>Anticipated Completion Date with 100% compliance – 01/02/15. Completed</u>

  - Bringing their classes to the library / media center for group activities that will involve internet and other media research.
  <u>Anticipated Completion Date with 100% compliance – 01/02/15.- Completed</u>

  - Use the network, website and email system for intra-district communications and dissemination of information..
  <u>Anticipated Completion Date with 100% compliance – 01/02/15.- Completed</u>

  - Working collaboratively with the school's library/ media specialist to facilitate the above-referenced research.
  <u>Anticipated Completion Date with 100% compliance – 01/02/15- Completed</u>

  - CVCS staff will, as appropriate, use AIS Direct, management software used to facilitate organization and record keeping for students participated in state and federal mandated remedial programs.

  <u>Anticipated Completion Date with 100% compliance – 11/01/18.- reviewing</u>

  - Training will be item specific as new technology is phased into the overall technology infrastructure.

  - Records will be maintained relative to staff member's participation in training. As new staff members are employed by the district, they will, as part of the orientation process, be trained appropriately.

Goal 3: New York's technology infrastructure supports teaching and learning in all environments.

- The CVCS website will be restructured to include appropriate links. These links will eventually include, but not be limited to the following:

  - Access to on-line school tax data
  - Access to on-line versions of various district handbooks
  - Access to grade information for 7-12 students

- Relative/general communication information
- District emergency plans and other emergency information
- Creation of a homework assignment access portal.
  <u>Anticipated Completion Date with 100% compliance – ongoing .</u>

• The CVCS website will be restructured to access Board of Education information (i.e meeting minutes, draft agendas, etc.).
<u>Anticipated Completion Date with 100% compliance – 06/30/15.</u> **continuing**

- The district will secure web services from a company that will work to facilitate web site maintenance by non-technical staff members. As supplemental training is required, it will be provided to the designated website technician(s).

- A record will be kept of trained personnel. Develop a prioritized list of desired website characteristics. Reevaluate the emerging changes in the district's website.

• The Charlotte Valley Central School will replace 20-35% of its equipment each year to keep the district's hardware/software current.

- Establish a "lend/lease" arrangement with ONC BOCES for future purchases of technology equipment.

- Create purchase plan to maximize Aid on a 3 year purchasing rotation

  <u>Anticipated Completion Date with 100% compliance – ongoing every budget year.</u>

- Supplement above arrangement with equipment purchases through various federal grants.

  <u>Anticipated Completion Date with 100% compliance – (/1 2018.</u>

- The Charlotte Valley Central School will develop long-term strategies to improve its out-of-district access to technological improvements and/or upgrades.

  - Explore, in conjunction with the ONC BOCES, gigabyte internet access.

    <u>Anticipated Completion Date with 100% compliance – 10/30/18</u>

    Continue to update our "Voice over IP" phone system.

  - Utilize Schedule N and REAP grants where possible

    <u>Anticipated Completion Date with 100% compliance – 09/01/20 continuing service.</u>

- Maintain uninterrupted wireless accessibility throughout the building. <u>Upgrade WIFI access point 7/1/2018 -ongoing</u>

- Install Smart-board over head projectors in every academic classroom.

- The Charlotte Valley Central School will implement a district-wide, PC based, standardized technology format. 7/1/2020   90% complete

  - All staff members will use PCs and PC based software for their daily technology needs.

    <u>Anticipated Completion Date with 90% compliance – 10/31/15. Ongoing</u>

  - All staff members will use PCs and PC based software for daily lesson planning and instruction.

    <u>Anticipated Completion Date with 90% compliance – 11/30/15.- ongoing</u>

Goal 4: In order to support parents in monitoring and reinforcing the instruction their child receives at school, parents will have the opportunity to access web-based information about their children's learning environment, climate, and outcomes, as well as a wide range of student activities that can help them to assist their children at home.

- Student performance will be updated weekly(Monday's) on E-School and will be accessible for, monitoring by parents from home.

  <u>Anticipated Completion Date with 100% compliance –9/1/2018- ongoing</u>

Goal 5: The Charlotte Valley Central School will implement network-based security systems to improve overall safety within the single-building district.

- Evaluate various, affordable, network-based electronic locking systems.

  <u>Anticipated Completion Date- 07/01/18</u>

- Evaluate various, affordable, network-based video surveillance systems.

  <u>Anticipated Completion Date- 07/01/19</u>

- Purchase a network-based, electronic locking system.

  <u>Anticipated Completion Date- 07/01/15 completed</u>

- Purchase a network-based, video surveillance system.

  Anticipated Completion Date- 7/1 2019

- Install a network based, electronic locking system.

  Anticipated Completion Date- 07/01/15

- Install a network based, video surveillance system.

  Anticipated Completion Date- 07/01/19   75% complete

Technology Integration Plan

A)   Applications of technology within the curriculum are occurring and will continue to occur on several levels as follows:

1)   The district has been, and will continue to be, working very hard at making technology ubiquitous in grades Pre K-12 for both staff and students. Software emphases will, as appropriate, be on the day-to-day applications of word processing, use of spreadsheets, use of databases and use of presentation software. The targeted vender for these software applications has been Microsoft. Apple technology will be used when appropriate

Obviously, for primary age students, software applications will be purchased that will be developmentally appropriate.

2)   Teachers will use technology, particularly the core software applications, to facilitate the most effective means to provide instructional materials through digital means.

3)   Lesson planning will incorporate student applications of technology into the basic design.

4)   Applications of specialized hardware and software. As needs arise, the district will analyze the viability of applications of special equipment and software.   Examples could include: specific science equipment, new approaches to providing remedial services, musical applications etc.

B)   CVCS Uses of Technology for Administrative Applications include the following:

1) Accounting

    a) Budget Development

    b) District-Wide Accounts Receivable

    c) District-Wide Payroll

2) Records Management

    a) E-School – Pre-K-12 electronic student records database

    b) IEP Direct – PreK-12 Special Education and 504 student database

    c) RTIm Direct – K-12 AIS and NCLB student database

3) Personnel Records

    a) Professional staff communications and evaluations and are maintained in a confidential and secure file on the district's network

    b) Non-professional staff communications and evaluations and are maintained in a confidential and secure file on the district's network

C) Strategies to insure that technology will be integrated into K-12 curriculum and instruction will include the following:

1) Insure that applications of technology become integral to the district's strategic planning.

2) Insure that all professional staff have or develop basic technological skills

3) Insure that all professional staff employ their technology skills instructionally on two levels as follows:

    a) Personally to the extent that technology facilitates their preparations for instruction (i.e. lesson planning using spreadsheets or databases, instruction using presentation software, etc.)

    b) Instructionally to the extent that they require students to use technology as part of their day-to-day classroom routines (i.e. homework using a digital bulletin board, research expectations using the internet, expectations of written work being prepared and submitted using the district's internal network, etc.)

4) Insure that use of technology become criteria for staff evaluations. (My Learning Plan)

Access for All Learners

A)   Minimum Infrastructure and Equipment per School

At Charlotte Valley Central School, the issue of "access to technology" has been a priority for the past 9 years. The above mentioned goals outline the plan of implementation to ensure adequate progress for both students and staff members.

B)   Local Area Network

Accessibility to the local area network encompassing a single building set-up

C)   Wide Area Network

Not presently needed as the district is housed in a single building. Though multiple building uses are anticipated for the future (i.e. the bus garage is targeted for incorporation in the district's network). The proximity of the target venue is close enough to be accessible through a wireless interface.

D)   Software / digital content to be available, at a minimum, for all learners.

100% of all students and professional staff within the district have daily access to hardware and software resources. 1 on 1 grades 5-12 and PRE K -4 when applicable

E)   Assistive Technology and Processes to be in place.

As students require special technology resources, they are provided pursuant to the recommendations of the appropriate multi-disciplinary committee (CSE - 504 – AIS).

F)   Three Year Projection of Requisite Resources

09/13   <u>Equipment</u>

Internet	-	Upgrade to Gigabyte Internet Access (backbone for future distance learning and voice over IP applications)
Network (LAN)	-	Dedicated Wincap Server for Business Applications
		New Mobile Server Racks
Computers	-	No Change Anticipated
Security	-	Network Security Cameras / Recording System
		Network-controlled electronic Locks

		Network Security Cameras for all buses (50%)
Distance Learning	-	Add .5 FTE Aide to supervise Distance Learning Room
Wiring	-	No Change Anticipated
Wireless Access	-	Bus Garage
Phone	-	No Change Anticipated

Personnel

Instruction	-	No Change Anticipated
Technical Support	-	No Change Anticipated

Software

Administrative	-	No Change Anticipated
Instruction	-	Grade / Course Specific Software as requisitioned
	-	Study Island web-based test preparation software

10/14 Equipment

Internet	-	No Change Anticipated
Network (LAN)	-	Remote Backup Server Installation
Computers	-	Budget for BOCES Lend/Lease Arrangement to begin replacement on four year schedule
Security	-	Purchase Remotely Controlled Cameras (2)
		Network Security Cameras for all buses (100%)
Distance Learning	-	No Change Anticipated
Wiring	-	No Change Anticipated
Wireless Access	-	No Change Anticipated
Phone	-	Budget for transition for voice over IP

Personnel

	Instruction	-	Upgrade to 1.0 FTE Technology Instructor
	Technical Support	-	Add 1.0 FTE Network Technician
	Distance Learning	-	No Change Anticipated

Software

| | Administrative | - | No Change Anticipated |
| | Instruction | - | Grade / Course Specific Software as requisitioned |

11/15 Equipment

Internet	-	No Change Anticipated
Network (LAN)	-	Upgrade Network Switches
Computers	-	Install BOCES Lend/Lease Computers on a four year replacement schedule
Security	-	No Change Anticipated
Distance Learning	-	No Change Anticipated
Wiring	-	No Change Anticipated
Wireless Access	-	No Change Anticipated
Phone	-	Install voice over IP equipment

Personnel

Instruction	-	No Change Anticipated
Technical Support	-	No Change Anticipated
Distance Learning	-	No Change Anticipated

Software

| Administrative | - | No Change Anticipated |
| Instruction | - | Grade / Course Specific Software as requisitioned |

V.   Three-Year Projection of Telecommunication Services

A) Acceptable Use and Internet Safety Policy – See Appendix #1

B) The Acceptable Use and Internet Safety Policy is enforced through two means as follows:

    1) A district-wide, subscription hardware firewall (BT BOCES) was installed as outlined in Section II. The district's computer technician monitors and maintains the firewall's integrity.

    2) Other provisions of the policy are monitored administratively as outlined in the Appendix #1 and the district's Code of Conduct.

C) To the extent that is practical, Internet, Distance Learning and Voice Over IP technology resources are available to all learners as outlined in the district's general operating procedures (i.e. student and staff handbooks).

5 year Projection of Technology Improvements and Replacement

2015-20 Addendum

1. Adoption of Disaster Recovery Plan (DRP)   (Nov 2018)

2. Conversion from I pads to Chrome books   (2018-2020)

3. Replace desktops in computer lab, library and classroom 2019-20

4. Relocate Computer room to new location during the 2018-19 school as part of the voter approved building project

5. Continual upgrade of video security on buses and within and around school building. 2018-2020 Schedule N and REAP

6. Continual upgrade of assistive technology for Special Ed and IEP/504 students

7. Connects bus garage with Cap 5 wiring (2019)

8. Evaluate Distance learning policies and procedures (July 2019)

9. Evaluate current wiring and server capability (2018)

10. Offer Professional Development opportunities to keep teachers and staff current

Charlotte Valley Central School District Technology Budget

2012-2015 Technology Budgets

	2012-13	2013-14	2014-15
Computer Technician (1.0 fte)	38,900	40,500	46.311
Professional Development	19,100	19,900	20,320
Subtotal – Staffing and In-Service	**58,000**	**60,400**	**66,631**
Classroom Instructional Software	12,000	13,000	14,000
Library Automation	27,900	29,000	32,714
Instructional Hardware	18,000	20,000	22,500
Desktop	10,000	10,000	10,000
Wireless Lab	0,000	10,000	10,000
Other	5,500	6,000	6,500
Subtotal – Software	**73,400**	**88,000**	**94,714**
Telecom 5	Included	Included	Included
Medicaid Data Collection	Included	Included	Included
eSchoolPlus Management System	Included	Included	Included
eSchoolPlus – Centralization	Included	Included	Included
Annual Vender Software Maintenance	Included	Included	Included
Report Card Mailing	Included	Included	Included
Internet Base Service Fee	Included	Included	Included
Broadband Hub Charge	Included	Included	Included
Broadband Ring Charge	Included	Included	Included
Technology Research Committee	Included	Included	Included
Data Warehouse / Data Collection	Included	Included	Included
MicroCheck Café. Info. Service	Included	Included	Included
BOCES POS Service Charge	Included	Included	Included
MC400 Terminal - Maintenance	Included	Included	Included
MC800 Terminal - Maintenance	Included	Included	Included
WinFAR – Maintenance	Included	Included	Included
WinMaster Software - Maintenance	Included	Included	Included
Network Support Services	Included	Included	Included
11-30 Devices	Included	Included	Included
Subtotal – Maintenance and Connectivity	**87,300**	**90,100**	**93,827**
Telephone	6350	6600	7590
Distance Learning	16,750	17,500	17,798
Website Hosting	2,600	2,700	2,800
Subtotal – Telecommunications	**25,700**	**26,800**	**28,188**
WinCap	11800	12300	10900
IEP-Direct	5300	5500	4800
AIS-Direct	3300	3500	3000
Subtotal – Management Services Support	**20,400**	**21,300**	**22,700**
GRAND TOTAL – Technology Budgets	**264,800**	**286,600**	**306,060**

2017-20 anticipated budgets

	2017	2018	2019
Computer Technician (1.0 fte)	44,900	45,753	46.311
Professional Development	19,100	19,900	19,000
Subtotal – Staffing and In-Service	**64,000**	**65,653**	**66,331**
Classroom Instructional Software	13,000	13,000	13,000
Library Automation	27,900	29,000	32,714
Instructional Hardware	18,000	60,000	22,500
Desktop	10,000	10,000	18000
Wireless Lab	0,000	10,000	10,000
Other	5,500	6,000	6,500
Subtotal – Software	**72,400**	**92,000**	**101,714**
Telecom 5	Included	Included	Included
Medicaid Data Collection	Included	Included	Included
eSchoolPlus Management System	Included	Included	Included
eSchoolPlus – Centralization	Included	Included	Included
Annual Vender Software Maintenance	Included	Included	Included
Report Card Mailing	Included	Included	Included
Internet Base Service Fee	Included	Included	Included
Broadband Hub Charge	Included	Included	Included
Broadband Ring Charge	Included	Included	Included
Technology Research Committee	Included	Included	Included
Data Warehouse / Data Collection	Included	Included	Included
Café. Info. Service	Included	Included	Included
BOCES POS Service Charge	Included	Included	Included
MC400 Terminal - Maintenance	Included	Included	Included
MC800 Terminal - Maintenance	Included	Included	Included
WinFAR – Maintenance	Included	Included	Included
WinMaster Software - Maintenance	Included	Included	Included
Network Support Services	Included	Included	Included
11-30 Devices	Included	Included	Included
Subtotal – Maintenance and Connectivity	**87,300**	**90,100**	**93,827**
Telephone	6450	6600	7190
Distance Learning	16,750	17,500	17,798
Website Hosting	2,600	2,700	2,800
Subtotal – Telecommunications	**25,800**	**26,800**	**27,888**
WinCap	11800	12300	10900
IEP-Direct	5300	5500	4800
AIS-Direct	3300	3500	3700
Subtotal – Management Services Support	**20,400**	**21,300**	**23,400**
GRAND TOTAL – Technology Budgets	**269,900**	**295,853**	**313,160**

Appendix A

Charlotte Valley Central School

Davenport, New York 13750

Access to Electronic Communications

Policy #041209-1

(Effective date - 12/9/2004)

I.   The purpose of Acceptable Use Procedures for electronic telecommunications is to provide guidelines to students and staff of the Charlotte Valley Central School.

II. The purpose for providing access to electronic telecommunications is to support research and education in and among academic institutions, business, government, other organizations, and individuals by providing access to unique resources and the opportunity for collaborative work.

III. The Charlotte Valley Central School makes no warranties of any kind, whether expressed or implied, for the service it is providing in making electronic telecommunications available to students and staff. The Charlotte Valley Central School will not be responsible for any damages suffered by individuals. This includes loss of data resulting from delays, non-deliveries mis-deliveries, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via electronic telecommunications is at the risk of the user. The Charlotte Valley Central School specifically denies any responsibility for the accuracy or quality of information obtained through its provision of electronic telecommunications.

IV. The following guidelines will govern an individual's privilege to utilize electronic telecommunications. Any violation will jeopardize that individual's privilege and may result in other consequences.

   A) Vandalism is not permitted. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected via electronic telecommunications. This includes, but is not limited to, the uploading or creation of computer viruses.

   B) Accounts for utilization of electronic telecommunications are established and paid by the Charlotte Valley Central School. Permission to utilize these accounts is given to specific individuals. Individuals may utilize only those accounts for which they have been authorized.

   C) Electronic telecommunications may not be used for any illegal activity, including the violation of copyright or other contracts.

D)   Electronic telecommunications may not be used for financial of commercial gain.

E)   Electronic telecommunications will not be used to gain unauthorized access to resources or entities.

F)   Users of electronic telecommunications will abide by the generally accepted rules of etiquette:

   1)   Be polite and respectful of others.

   2)   Use appropriate language and gestures.

   3)   Respect the privacy and intellectual property of others.

   4)   Be responsible by identifying yourself in messages, transmissions of broadcasts, but do not reveal personal home addresses or telephone numbers of anyone.

   5)   Use electronic telecommunications with consideration and respect so that others can also make use of services.

   6)   Understand that electronic telecommunications are not guaranteed to be private. People who operate systems do have access to messages and transmissions over certain media such as E-Mail, Internet, Distance learning, and electronic interlibrary loan.

   7)   Electronic telecommunications may be monitored and records may be maintained of communications.

G)   Specifically forbidden is the transmission or receiving of communications in any form which are pornographic, profane, obscene, depicting explicit sexual scenes, violent or which contain other material or media with limited educational value according to local community standards.

H)   Users of certain types of electronic telecommunications such as the Internet and other on-line services will be required to sign a contract agreement and application in order to establish authorization for use of that service.

Adopted: December 9, 2004

Charlotte Valley Central School

Davenport, NY   13750