

TECHNOLOGY INTEGRATION PLAN

(2015 through 2018)

For



WESTHILL CENTRAL SCHOOL DISTRICT
400 Walberta Road
Syracuse, NY 13219

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- Appendix 1 Resource Web Link Page (ITSE, WCSD, NYSED) needs more work**
- Appendix 2 AUP and Agreements**
- Appendix 3 Westhill CSD Network Diagram**

District Technology Committee Members

Casey Barduhn, Superintendent of Schools
Sarah Van Liew, Assistant Superintendent of Curriculum
Beth Kramer, Elementary Principal and Director of Special Education
Marietta Lachenauer, High School Assistant Principal
Rob Leo, Integration Support Specialist (Model Schools)
Aneisa Linton, Primary School Library Media Faculty
Karin Backus, Elementary Library Media Faculty
Penny Feeney, Middle School Library Media Faculty
Karen Fenner, High School Library Media Faculty
Stephanie Merritt, Elementary Teacher
Tamara Phillips, Special Education Elementary Teacher
Greg McCrea, Elementary Teacher
Lisa Sammon, Middle School Teacher
Tina Shepardson, Middle School Teacher
Tracy Derrenbacher, Middle School Teacher
Annette Casper, High School Teacher
Anne Taormina, High School Special Education Teacher
Jillian Forman, High School Teacher
Alaina Weinsztok, High School Teacher
Susan Bland-Medici, Parent
Nadine Bongio, Helpdesk IT Support for Teachers
Nate DeVita, IT Department
Deric Tallman, Director of Technology

Executive Summary

DISTRICT MISSION STATEMENT

The Westhill Central School District community has a long tradition of educational excellence. It is committed to developing well-rounded children who are nurtured and supported by their families and instructed by a professional and compassionate staff. Students are empowered to achieve personal and academic excellence, to become literate life-long learners who respect themselves and others, and who desire to become responsible participants in an ever-changing global society.

BOARD OF EDUCATION GOALS (2015-2016)

1. Students of the Westhill Central School District will learn in a supportive district culture and climate that fosters a love of learning while providing innovative educational opportunities in programs that inspire creative, self-motivated, confident, and resilient learners who take pride in their work.
2. Students of the Westhill Central School District will experience a comprehensive educational program that is meaningful, collaborative, and purposeful, designed to promote persistent, curious, and self-disciplined learners.
3. Students of the Westhill Central School District shall be engaged in inquiry-based instructional practice that encourages collaboration, risk-taking, and critical thinking.

BELIEF STATEMENTS

As Westhill Central School District moves into the 21st Century, we acknowledge that technology is transforming the process of learning, communicating and managing information. In response to these changes, we seek to maximize the use of technology in creating environments which enhance student learning, support effective instruction, provides for equal access and prepares learners to be citizens who are able to be productive in a technologically competitive and ever-changing world.

Computers and information technology are transforming the way the world
learns, communicates and conducts its business.

The Westhill Central School District embraces this reality.



Teachers and students need to use technology as a tool to
enhance and expand their teaching and learning experiences.



Westhill graduates need to access, analyze, and communicate information effectively to succeed in higher education, their community, and the workplace.



To maintain Westhill's overall excellence in a changing technological world, we must make an ongoing investment in this vision.

LITERACY

The fundamental goal of our academic community is to promote and support literacy across all communication platforms including but not limited to speech, reading, writing, mass media, social media and digital media. Our mission is to instill in students the desire and ability to access, analyze and communicate ideas and information with coherence and credibility. As a result, Westhill students will become critical thinkers who shape the world.

PLAN SUMMARY

With our mission and goals in mind, the Westhill Central School District (WCSD) is committed to continuing to move forward with a technology integration plan that is focused on creating learning opportunities for faculty, administration and support staff, and integrates technology standards for students across the curriculum. Additionally, WCSD provides support and training for all teachers to take a part in having students meet those standards.

WCSD provides a technology-rich environment with up-to-date hardware, software and networking capabilities that allows equitable access for everyone at WCSD.

WCSD addresses the following areas in order to provide all students with a quality education:

- Literacy
- Professional Learning Communities
- Learning Standards
- Development of the Whole Child
- Facility Planning
- Technology

Technology integration at WCSD addresses the following areas:

- Communication Services
- Library Management
- Information Processing Tools
- Administrative Applications
- Instructional Technology

Curriculum Development and Assessment

Technology Objectives and Plans

OVERALL OBJECTIVES

- I. Provide access and learning opportunities to all students so that they may be effective users of computer technologies.
- II. Promote the integration of technology into classrooms by all faculty in all content areas.
- III. Provide ongoing staff development for teachers, support staff and administrators to make effective use of computer technology to improve education.
- IV. Develop an information-rich retrieval environment for students, teachers, support staff and administrators.
- V. Support a physical infrastructure that allows networking within and among school buildings.
- VI. Maintain a funding plan for a long-term commitment to computer technology that includes staff development, technical and educational support, hardware and software.
- VII. Continue communication with the public on the use of computer technology in the schools.
- VIII. Review the assessment process for integrating technology for learning.

GRADES-APPROPRIATE CURRICULUM INTEGRATION

Graduates from the Westhill Central School District will have substantial experience in the following skill areas (based on the International Society for Technology in Education (ISTE), National Educational Technology Standards (NETS) for Students. (Appendix 1)

- Creativity and Innovation
- Communication and Collaboration
- Research and Information Retrieval
- Critical Thinking, Problem-Solving and Decision-Making
- Digital Citizenship

- Technology Operations and Concepts

As a teaching tool, educational technology will expand the breadth and depth of instruction. From the student perspective, technology will provide increased access to information, promote learning through skill reinforcement and application processes, and provide opportunities for student directed learning which extends beyond traditional classroom walls.

Examples of software and resources that supports technology integration for grade appropriate curriculum integration for learning are:

*The five most often used installed software on devices are in **BOLD**.*

(NYS Tech Survey – 2015)

Microsoft Office (Word, Excel, Powerpoint)	Notebook (Smartboard)	Audacity
Adobe CS (Photoshop, Indesign, Dreamweaver)	iLife (iMovie, Garageband)	KidPix
Crossword Forge	Choregraphe	Finale
Inspiration/Kidspiration	The Print Shop	Timeliner
Smartboard programs (Sounds, Ending Sounds, Rhyming Sounds, Calendar Math)	TI SmartView TI-84 (math)	ePals
The Layered Earth Geology and Meterology	Video Field Trips	iPods
Earobics	Various iPad Apps	PowerReader

Most Commonly Used Websites

Wonderopolis <http://wonderopolis.org/>
 Citation Tools: <http://www.easybib.com/>
 Media Literacy: <http://pbskids.org/dontbuyit/>
 New York State History: <http://www.libertyskids.com/>
 U.S. History: <http://www.digitalhistory.uh.edu/>
 National Science Digital Library <https://nsdl.oercommons.org/>
 African-American
 Inventions: <http://teacher.scholastic.com/activities/bhistory/inventors/index.htm>
 American Memory from the Library of Congress <http://memory.loc.gov/ammem/index.html>
 Internet Public Library <http://www.ipl.org/>
 EDSITEment - The Best of the Humanities on the Web <http://edsitement.neh.gov/>
 New York Times Learning Network <http://www.nytimes.com/learning/index.html>
 Ben’s Guide to U.S. Government for Kids <http://bensguide.gpo.gov>
 A kid-friendly web site about animals <http://www.zoobooks.com>
 Early readers learn about neighborhood workers <http://teacher.scholastic.com/commclub/>
 A kid-friendly site about planets. <http://kids.f9.net.uk/html/planets.html>
<http://www.ivyjoy.com/rayne/kidssearch.html>
<http://www.exploratorium.edu/>
<http://www.atlapedia.com/>

Integration of technology within the curriculum is recognized as “best practice.”

The district will continue the integration of library services, databases, and content area activities. WCSD will continue to realize its goals of expanding our “Community Learning Network” while supporting and promoting Westhill’s literacy focus by connecting our students

to both local and global resources. In addition, WCSD recognizes that technology serves as a key component in the development of Westhill's Professional Learning Community (PLC); therefore, WCSD continues to build capacity in order to support the development of the PLC.

PLANNING PROCESS TO DEVELOP THE TECHNOLOGY PLAN

The Westhill Central School District Instructional Technology Committee (WCSDITLC) is comprised of instructional technology staff, the Assistant Superintendent of Curriculum and Instruction, the District Superintendent, principals, teachers, teacher assistants, library media specialists, members of the Technology Department, and parents. During the summer the committee meets to collaborate on strategy to align learning and instruction with the district's Board of Education's (BOE) goals. Technology is integrated into the strategy to help achieve success toward the district's goals.

Outcome of Summer ITLC Meeting: Clarification and understanding district goals, and development of their role in implementing action to help increase awareness and practices that align with district goals. Evaluate prior year's progress pertaining to implementation of technology that supports district's goals.

The WCSDITLC will implement teaching practices and the use of technology within their buildings to increase capacity among other teachers and staff members. By modeling and helping others through training, workshops, and professional development, members of the WCSDITLC can better help district teachers and staff further student learning.

During the school year, the WCSDITLC will monitor their progress toward achieving district goals. Such monitoring, followed by assessments, will occur during meetings, such as, professional learning community meetings, collaborative meetings, WCSDITLC meetings, walk-through, admin meetings, and at an end-of-the-year meeting of the WCSDITLC. The Instructional Integration Specialist working in concert with the Assistant Superintendent of Curriculum and Instruction, and the Director of Technology ensures that oversight is provided to the WCSDITLC members and staff in their practice.

Outcome of Meetings During School Year: To review and assess progress in their role as a member of the WCSDITLC in practices that support the district's goals.

CHALLENGES/ASSESSMENT FOR ACHIEVING OBJECTIVES

Top Three Gaps: Devices, Professional Development, and Staffing

During the past three years, the district was stressed financially. This stress resulted in a reduction in the number of workshops, sessions, and meetings designed to improve technology integration, training for teaching, and support. Acquisition of technology equipment was also limited and in a few situations, the district had legacy equipment placed in rooms in order to provide a minimal access level of technology; moreover, these legacy equipment made it difficult to support.

The level of support for technology was reduced for the IT department, and the level of training for technology integration was not possible from the Central New York Regional Information Center because of funds.

Plan to Overcome Challenges

The district has worked with the community to form the Westhill Educational Foundation. This foundation sponsors fund-raising events that support the need to acquire innovative technology and sponsor educational event/trips for students to participate.

The district has also looked at new technology, such as tablets, and Chromebooks that align with the district's goals while reducing the cost of ownership. The district leases equipment in order to manage budget annually.

The district has reviewed services from the Central New York Regional Information Center in order to acquire a technology instructional specialist to be onsite to provide individual and group workshops for teachers. The district increased the district's IT helpdesk support person to full time.

Technology Inventory and Assessment

NETWORK

An Ethernet connection to BOCES interconnected buildings with Fiber at 1GB of bandwidth, classrooms equipped with presentation systems, library automation, web-site and additional cloud based computing, and student competencies will help us to achieve a Community Learning Network and build a professional learning community with a global reach. A new WAN network design (summer of 2015) improved the network: increase the Internet bandwidth to 100MBs and a connection to the Central New York Regional Information Center (CNYRIC) to 1GB. As WCSD assesses the achievement of district goals for increasing student learning, WCSD continues to review and adjust their strategy to meet the rapidly occurring changes in technology.

A network infrastructure (Appendix 3) provides the capability to permit electronic interconnection of all Westhill school-system computers with each other and to other selected outside networks. The district's Virtual Private Network (VPN) provides access for administrators and high school guidance counselors. A demilitarized zone (DMZ) network had been developed during the school year of 2008-2009 in order to place servers. These servers provide instructional software application programs to students while those students are not in attendance at school. The WCSD network is protected by two Cisco firewalls that also provide failover redundancy. The district's Internet filter system is designed for redundancy and back-up and is located in the high school server room. Moreover, redundant wireless controllers are configured to support wireless Access Points (AP) placed throughout the district. Two separate wireless networks function over the wireless network: one network is for guests and Bring Your Own Device users; the other wireless is for internal users and is protected. A total of 14 student and teacher Apple file servers were consolidated into three Windows virtual servers and relocated to the CNYRIC. The virtual servers are backed up to another server, afterwards data is archived and sent to the Western New York Regional Information Center; having data in two physical locations is "best- practice" for disaster recovery.

Benefits of a Network

- Reduced computer hardware costs by sharing large server disk storage, CD-ROMs, printers, and additional backups and data archives.
- Reduced management personnel costs due to fewer individual servers to maintain as opposed to hundreds of customized workstations.
- Faster turnaround times for minor repair and software issues through remote access of client computers.
- Earlier access to upgraded software applications since they are centrally installed on servers.

- Enhanced class interaction is possible among schools of the same and different grade levels from within the District and around the world.
- Access to educational and informational resources within the school, in other schools and throughout the world.
- Enables both Macintosh and IBM computer workstations to have applications and files stored on the same server. Both can effectively utilize common data retrieval systems and can share data files with each other through a common network operating system.
- Enhanced timeliness and efficiency with e-mail communication among students, parents, teachers, administrators and support staff.
- Allows for an automated and centralized backup/recovery system for all staff and student documents
- Provides security measures by enforcing access credential requirement through two AAA domain controllers.
- Increase in bandwidth as part of the consortium with our regional information center.

Specifics of the network bandwidth is listed below:

(NYS Tech Survey 2015)

NETWORK BROADBAND BANDWIDTH	Minimum Capacity (Expressed in Mb or Gb)	Maximum Capacity (Expressed in Mb or Gb)
Network Bandwidth: Incoming connection TO district schools (WAN)	100MB	125MB
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	1GB	1GB
Bandwidth: Connections WITHIN school buildings (LAN)	100MB	100MB

Note: The Central New York Regional Information Center is the district's primary vendor.

WIRELESS NETWORK

The district uses a wireless network that provides convenience with security in order for students and community members to access the Internet and content. Two separate logical networks traverse the wireless media: guest wireless network and private wireless network. The guest network allows access to the Internet while shielding critical file servers from potential vulnerabilities. The private network allows teacher and students to access their data on file servers. The wireless network is managed by two domain controllers that function in redundancy/recovery mode. Wireless access points are distributed throughout the buildings and wireless access availability is at 100 percent with complete coverage.

Protocols used on the wireless network is listed below in the table:

(NYS Tech Survey 2015)

WIRELESS PROTOCOLS	Available	In use
802.11a	<input type="checkbox"/>	<input type="checkbox"/> Yes
802.11b	<input type="checkbox"/> Yes	<input type="checkbox"/>
802.11g	<input type="checkbox"/>	<input type="checkbox"/> Yes
802.11n	<input type="checkbox"/> Yes	<input type="checkbox"/>
802.11ac	<input type="checkbox"/>	<input type="checkbox"/>
802.11ad	<input type="checkbox"/>	<input type="checkbox"/>
802.11af	<input type="checkbox"/>	<input type="checkbox"/>

HARDWARE

Classroom Computers

Currently, all faculty have a computer in the classroom with a recent updates. All computers are networked to each building, and can connect to the Internet. Approximately 85% of district computers are Macintosh. Some classrooms have teaching centers of 5 computers or laptops. Computers are replaced as part of a systematic replacement cycle of four (4) years with the most recent available computer at the time of computer replacement. Commencing with the 2015-2016 school year, the district has acquired Google Chromebooks to better achieve the goals of the district – *see BOE goals in the Executive Summary section.*

Computer Laboratories/Mobile Classrooms and Mobile Devices

Computer labs within the district: Each elementary building has one Macintosh computer lab. The Middle School has two labs: one Mac lab and one PC lab. The High School has 7 labs: four

Mac labs, 2 (PLTW) PC labs, and 1 Business lab). *Project Lead the Way* labs (PLTW), which is a pre-engineering program, meet the specification requirements of PLTW. The district owns and uses 5 specific mobile Macintosh laptop labs and several other mobile device carts for student and teacher use. As of school year ending 2015, the district has 25 Samsung Nooks in a cart, and 30 Ereaders in a cart, and 60 Nooks – two carts of 30 each, 41 ipods in two cases of 20 to each case, 17 ipads provided accordingly and 30 Chromebooks in a cart. These wireless mobile devices are used by students when teachers engage students in large group learning activities, and in cases whereby students with special needs would best be served by the help of this technology. The wireless mobile carts are also used when a learning experience requires the activity to take place outside the physical classroom. Lastly, the practice at the high school of Bring Your Own Device helps with students having access to resources using their own device.

(NYS Tech Survey 2015)

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop Computers / Virtual Machine (VM)	495	495
Laptops / Virtual Machine (VM)	595	595
Chromebooks	30	30
Tablets less than nine (9) inches with access to an external keyboard	0	0
Tablets nine (9) inches or greater with access to an external keyboard	0	0
Tablets less than nine (9) inches without access to an external keyboard	95 (ipods, Samsung, Nook simplereaders)	95
Tablets nine inches or greater without access to an external keyboard	127 (ipads, NooksHD)	127

Presentation Equipment

One computer in each classroom is connected to a mounted projector or monitor, which is also connected to DVD/VCR, or COAX Converter, and CATV. Every classroom has immediate and easy access to digital support materials. The district owns rights to *United Steaming* media for presentation use. As of year ending 2014 school year, all classrooms have a Smartboard, which is used for engaging students in learning. Document cameras are available for classroom use and can be provided through technology request or signed out from the building library.

Peripherals and Assistive Technology

Each instructional area has access to the appropriate peripherals needed to meet instructional and curricular needs. These peripherals include networkable copiers, printers, scanners, storage and overhead devices, presentation equipment, digital cameras, and SMART Boards.

(NYS Tech Survey – 2015)

PERIPHERAL DEVICES	Number of devices in use that are less than five years old
Document Cameras	25
Flat Panel Displays	3
Interactive Projectors	none
Interactive Whiteboards (SMART Boards)	57
Multi-function Printers	15
Projectors	127

Scanners	14
Other Peripherals (Robots) arms	1 (104 cameras)

SMART Boards

SMART Boards are interactive white boards that allow teachers and students use the functionality of SMART board connected computer, which is also connected to the Internet, to bring dynamic multimedia learning lessons and activities to the class. As of the school year 2014-2015 school year, the district has 141 SMART Boards in classrooms and instructional areas, which is 99 percent coverage for all instructional areas.

District leaders and teachers decided to acquire SMART Boards in an effort to engage students in learning. Teachers who received SMART Boards in 2009 had reported students have become more focused and eager to participate in the learning activities. Several observations made by administrators of teachers who use SMART Boards have observed students demonstrating enthusiasm and a high level of participation during instructional lessons.

The district has adopted 21st Century Learning as a framework for student learning. The SMART Boards allow students to use technology for such 21st skills and learning.

SMART Board training has been and shall continue to be provided by the Central New York Regional Information Center Model Schools service program, as well as a “turn-key” train the trainer model. Teachers use SMART Boards for instruction and learning activities in their classroom; some groups of teachers have formed Professional Learning Communities pertaining to best use of SmartBoard. In addition; teachers use Black Board or Google as content management system to help develop and support lessons comprising of SMART Board lessons in order to engage students for the purpose of increasing student achievement. Teachers share, collaborate, support and demonstrate “best practices” for using SMART Board s in instruction.

ASSET TAGGING

Equipment leased from the Central New York Regional Information Center is tagged with OCMBOCES tag indicating the identification that they need to track within their management system; equipment purchased with district funds or acquired through a grant that are district owned are tagged with district tags and information is recorded in the district’s management system. In order to support software updates and monitor usage, the district’s IT department tracks the placement of the devices by recording the information in their management portal, as well as their server/device management system. Equipment that becomes outdated are recorded as part of the disposal process and is board approved before any action of liquidation.

Although the district does have a Bring Your Own Device policy, the tagging of BYOD devices does not apply to such equipment. On a given day there can be approximately 150 BYOD devices using the network.

Equipment lent to students who live within the district and attend school elsewhere are provided device(s) that have been tagged and recorded. The district complies with Education Law 754.

ELearning

Elearning is a service the Westhill Central School District (WCSD) district has acquired from the Central New York Regional Information Center (CNYRIC) to allow the students of the district to participate in virtual field trips. Virtual field trips provide students with an increase awareness and knowledge of the world they live by making connections to other people and organizations.

The district has adopted 21st Century Learning Framework and in order to help students become 21st Century learners it was important for students to participate in video conferencing virtual field trip learning experiences.

An annual budget has been placed for the support and continuation of the E-learning services. The WCSD LAN tech supports the set up of the system; the CNYRIC provides guidance and sends announcements to the district regarding virtual field trip opportunities. Teachers select the opportunities for virtual field trips appropriate to the learning curriculum.

SERVICES

Students, teachers and administrators are provided with an information environment that is technologically efficient and allows access to a variety of resources.

Electronic communication and global learning has become the norm for our society. Westhill Central School District provides an environment that allows staff and students the necessary resources for email, information retrieval, access to the Internet, and participation in educational learning communities. The district provides content filtering to all computers through our BOCES Services with two redundant designed Internet filtering systems (LightSpeed).

Each classroom has local area network and Internet access and is provided:

- Utilization of the wealth of information available on the World Wide Web (curriculum resources, web quests, online catalogs, electronic reference tools, lesson plan ideas, sharing forums, in-class presentation of timely topics, etc...)
- Communication and data transfer via email to save time and paper resources
- Availability of online courses and training
- Access to all district library catalogs as well as regional catalogs
- Access to online subscriptions and web sites that provide teacher resources
- Access to student demographic information, grade information, test data, and IEP's

Some of the major resources that serve WCSD are:

PowerSchool: The main student information system for the district that maintains all demographic, course, and grade information.

Finance Manager: The main staff information system that maintains all payroll, demographic, and most personnel information.

IEP Direct: Database for all student special education information, as well as 504 and AIS data.

RTImDirect: Management system designed to implement and track intervention methods for the purpose of improving student academic performance.

MyLearningPlan: Main database for all faculty professional development.

Opals: Library automation system.

NutriKids: Cafeteria point of sale system.

Lotus Notes: Email and organization/communication system.

United Streaming: Video resources to enhance instruction.

BlackBoard: A protected content management system that can be used for asynchronous instruction as well as a portal for Professional Learning Community.

SchoolMessenger: A system designed to deliver messages to district members using telephone systems, email, or both email and telephones in order to provide pertinent information deemed appropriate by school leaders.

Earobics: A proven, research-based intervention solution, Earobics directly impacts reading achievement in pre-K through third grade.

SmartBoards: Interactive White Board technology and software solutions to bring engaging multi rich content into the classroom for learners.

Ensemble: Video data streaming service that allows students to create and upload media content for the purpose of sharing, producing, learning, and making connections to other learners.

Transfinder: System designed to build routes for transportation of student to and from schools.

Web Site: District website allowing the communication of district information to the community as well as deliver instruction. Developed by the CNYRIC last year was a “News Story” component to the website that allowed the posting of learning event news stories on the main page of the district’s website.

Google Apps for Education: An online communication collaboration environment for teachers and students to use to develop 21st Century Skills.

BYOD Wireless Network: A wireless network has been provided to students and teachers for

their use in order to help them have access to Internet Resources anytime and anywhere in the building as practiced to follow rules and protocols set by the Acceptable Use Policy AUP / Responsible Use Policy (RUP).

Digital Print Center: Services for digital print through our Regional Information Center allows teachers to create print jobs and send them to the center for production of prints. The print service saves time and money for the district by placing the work at a location that is part of a shared service with other participating districts.

RaptorWare: Computer connected to New York State database to check visitors to buildings regarding sex offender alerts.

PaperCut: Printer management solution to direct print jobs appropriately to printers and offer confidentiality for print jobs sent to Multi Functioning Printers.

Security Badges: Badge requirement for employees to identify personal in school system.

INFRASTRUCTURE

District network built on Cisco switches in a spoke topology design, the WAN design is also built on the same design. District and Heating, Ventilation Air Conditioning, (HVAC) servers are located in the Data Center at Westhill High School and are powered by an Uninterrupted Power Supply (UPS) unit to provide clean power and provide business continuity in the event of a power outage; albeit, limited to one hour of run time. Fiber optic cables run between the buildings at 1GB and can be bundled to provide 10GB. All switch closets located throughout the district are Cisco and are also connected to UPS devices. Critical servers have data backed up and AAA servers have back up operational servers.

The district's phone system is analog-based with lines connected from phones to separate punch-down locations within each building. The phone system is Nortel, and phones are analog phones in teacher classrooms with digital phones for non-instructional personnel.

The district's security camera system is an analog-based system with several cameras located in strategic surveillance locations. Controllers for the cameras are located in each building's main office where access to the controllers is limited to the administration team.

(See Appendix 3 of network topology)

SECURITY AND PRIVACY

All faculty, staff, and students receive a network login account that allows access to their own personal documents folder. Some databases require an additional password for access. All computers that connect to the Internet have content filtering through OCM BOCES. All PC's run virus protection maintained through OCM BOCES. Network and client security updates are performed on a regular basis.

WCSD has an administrative procedure documentation regarding password practices and protocols. At the start of the year of 2014, automatic password changes were enforced and set by

a time period and required the following stipulations: at least 8 characters, alpha-numeric, contain Upper and Lower case, and contain at least one special character.

Policies related to safety and security are listed below:

(NYS Tech Survey – 2015)

Policy	Date of Public Forum (if applicable)	URL	Year Policy Adopted
Acceptable Use Policy-AUP		http://www.westhillschools.org/tfiles/folder1132/7315_F%20Student%20Internet%20Guidelines.pdf	2006
Internet Safety/Cyberbullying	10/29/13	http://www.westhillschools.org/tfiles/folder1132/7552.pdf	2012
Parent's Bill of Rights for Data Privacy and Security	July 2014	http://www.westhillschools.org/teacherpage.cfm?teacher=1112	2014

Software and IT Support

The Westhill Central School District IT Department supports devices with various operating systems. With the increase in number of different types of Mobile Computing devices and competition for customers by private businesses to have them use Cloud computing technology, it is not a surprise that the variety of software systems has increased, along with the various versions. The following table indicates the software operating systems and related software the IT department supports:

(NYS Tech Survey – 2015)

Operating Systems	In use? (Check yes or no)
Mac OS Version 9 or earlier	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mac OS Version 10 or later	Yes <input type="checkbox"/> No <input type="checkbox"/>
Windows XP	Yes <input type="checkbox"/> No <input type="checkbox"/>
Windows 7.0	Yes <input type="checkbox"/> No <input type="checkbox"/>
Windows 8.0 or greater	Yes <input type="checkbox"/> No <input type="checkbox"/>
Apple iOS 7 or greater	Yes <input type="checkbox"/> No <input type="checkbox"/>
Chrome OS	Yes <input type="checkbox"/> No <input type="checkbox"/>
Android	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other	Yes <input type="checkbox"/> No <input type="checkbox"/>

In addition to the above OS listed above the district also provides support for Linux, and mobile device OS such as Apple's iOS and Android.

LEARNING MANAGEMENT SYSTEM

Teachers and students have been using Blackboard primarily for the past three years; however, the district also has embraced Google Apps for Education (GAFE) because of the collaborative design features it provides to users. Other management systems that a few teachers have used are often those that are recommended by the Central New York Regional Information Center, but for the most part BlackBoard has been the main system of use.

TOP FIVE SOFTWARE and DATABASE USED

The following list indicates the top five software applications and databases used by students and teachers.

Top Five Software Applications Used
Microsoft Suite

Top Five Databases Used
Cengage's Student Resources in Context

Adobe Suite

Rosen - Teen Health and Wellness

SmartBoard Notes
Audacity
iLife

Facts on File - World News Digest
Pebble Go
WorldBook Encyclopedia

PARENT INVOLVEMENT

The district has a large number of parents involved with their child's school life. Parents are involved in school clubs, sports, band, and volunteer to help teachers and aids. They participate in fundraisers and help with special school events.

The district uses several technology-based methods to inform parents such as the following:

District WebSite
Teacher Blogs and Learning Management System
School Messenger Mass Communication System
Parent Portal
Google
District Electronic News Letters
Twitter

The district's parent portal is especially helpful to students in grades 6-12 where parents and students are able to monitor their progress of learning. Research shows clearly that when students and parents are able to monitor their progress the likely hood of success for learning increases. Parents are able to view grades, attendance, schedule, and teacher comments when in the Parent Portal. Moreover, the district's parent portal is able to send an email notification when a change has been made to the student's account.

TECHNICAL SUPPORT

Although the district possess many staff members who are knowledgeable to assist in technical matters in order to help others, the primary role for technical help is assigned to the following listed in the table below:

(NYS Tech Survey – 2015)

Title	Current FTE's
Director of Technology	1
Network Administrator	1
LAN Tech	1
Teacher Assistant (Helpdesk Role)	1
Lab Monitor	1

The folks listed above are responsible for support on the following as listed in general categories below:

OS Software	Computer/Servers	Scanners
Instructional & Operational Software	Mobile Devices	DVD Multi Media Devices
Network Configurations	SmartBoards	Robots
Peripherals	Projectors	Sound Systems
Displays	Printers/Copiers/FAX	Cabling
Account Management	Data	MAC & Equipment Repair or Moves

Curriculum and Instruction

DIGITAL TECHNOLOGY TO IMPROVE INSTRUCTION AND LEARNING

The district will have a Technology Instructional Specialist provided by the Central New York Regional Information Center (**CNYRIC**) for one day a week to provide individual and group workshops and sessions in order to teach teachers how to use a cloud based platform such as Google Apps for Education (**GAFE**) effectively. **GAFE** makes sharing student work possible by providing easy to use tools within the system to share documents, blog, create and share forms, and communications tools. Communication and collaboration are part of an Inquiry Based Learning experience – a district goal for all students.

The district will have conversations with staff and community members about the best type of technology for children who are very young at kindergarten, first and second grade. With the explosion of mobile devices and applications, it becomes necessary for these devices to be evaluated to better understand how young children, and teachers, can leverage them for learning and developing skills.

The district and the newly founded Westhill Educational Foundation enthusiastically encourages teachers to think “outside the box” when requesting funding for technology for learning. Such evaluation of the type of technology that is encouraged for requestor is based from the Substitution, Augmentation, Modification, Redefinition (SAMR) model, which can be viewed at <https://sites.google.com/a/msad60.org/technology-is-learning/samr-model>. Some examples are robotics and Hydroponics gardens -- students can learn and experience how technology can be used to grow food.

STUDENTS WITH DISABILITIES

The IEP team evaluates specific technology to address the area of need based on the student’s disability in order to ensure access to the curriculum.

Based on their evaluation the IEP team makes recommendations of technology needs to the CSE. The CSE chair coordinates with the Instructional Technology department to facilitate and/or deploy the technology. Recommendations may include Assistive Technology, and/or technology tools to ensure equitable access to instruction, materials, and assessments.

Assistive Technology

The IEP team evaluates specific technology to address the area of need based on the of the student’s disability in order to ensure access to the curriculum, yet, the district recognizes that funding for a comprehensive assessment of technology needs and professional development for students with disabilities would help in improve services for them.

Based on their evaluation the IEP team makes recommendations of Assistive Technology needs to the CSE. The CSE chair coordinates with the Instructional Technology department to facilitate and/or deploy the technology.

Professional Development

The district provides many and various professional development opportunities in order to improve teaching and learning.

The list below indicates various professional development opportunities for teachers and staff:

Workshops, training sessions and conferences scheduled throughout the school year, which may occur during the day, after school hours, weekends, or during the summer;

Workshops, presentations, events, conferences sponsored by the Central New York Regional Information / Onondaga-Cortland- Madison County BOCES;

Use of the Teacher Center;

Support by the district's technology team;

Training onsite by district teachers who participate in "Train the teacher" type of workshops;

Mentor – intern training and support for new staff members;

Professional Learning Communities and collaboration with educators from other schools;

Courses offered on-line or available at local universities.

Technology Investment Plan

This district looks to several resources of funding in order to acquire technology. The planning and budget for technology is affected by the funding received from various resources but the district tries to manage funding that allows technology to meet the needs of the teachers and students. Typically, the equipment refresh cycle is on a four year rotation in order to avoid lack of support and interoperability problems between devices and software changes.

(NYS Tech Survey – 2015)

	Anticipated Item or Service Drop Down menu	Estimated Cost	Is Cost one-time or Annual?		Potential Funding Source: (May list more than one source per item.)
1	Desktops	200,000	<input type="checkbox"/> One time	<input type="checkbox"/> Annual	Funding Source Not Yet Identified
2	Laptops	300,000	<input type="checkbox"/> One time	<input type="checkbox"/> Annual	Funding Source Not Yet Identified
3	Tablets	50,000	<input type="checkbox"/> One time	<input type="checkbox"/> Annual	Funding Source Not Yet Identified
4	Staffing	325823	<input type="checkbox"/> One time	<input type="checkbox"/> Annual	Funding Source Not Yet Identified
5	Other	250000	<input type="checkbox"/> One time	<input type="checkbox"/> Annual	Funding Source Not Yet Identified

The district’s analog phone system has reached “End-of-Support” and will reach “End-of-Life.” It is necessary for the district to upgrade its phone system to a VoIP based system in order to continue doing its business.

The district’s analog security system does not provide quality images that can be useful in monitoring or for potential investigations. Moreover the system is limited to strategic areas, yet those areas can better be monitored with additional camera placements. Lastly, the new security system has features to accommodate analysis and alerting.

Technology and Community

One part of helping students and teachers to become successful in their teaching and learning is providing them with access to technology and content.

The district has taken the following actions to increase access to technology and content;

The district has purchased lower cost computers and mobile devices for students and teachers to use. A Bring Your Own Device network has increased the use of technology by having students and teachers use a device they already own. The district has set aside several loaner computers for students and teachers in district to use for various reasons as appropriate. A wireless network within the district allows students and teachers to access the Internet from anywhere on campus. Teachers and students access to technology has increased because of the district's use of Cloud Based technologies. The district has adopted Google Apps for Education that allows student and teachers to access their files from anywhere on any device connected to the Internet.

It is worth noting that students who live within the district's geographical boundary who have devices to connect to the Internet have several choices to access content on the Internet; they can use home network, libraries and several café's, and stores within the geographical boundary.

Instructional Technology Plan Implementation

Goals YEAR: 2015-16	Actions	Desired Outcome
Increase use of Google for collaboration and communication at the HS and MS for students and teachers.	Model Schools Coordinator will provide onsite training/support, and integration of Google for teachers. PD offerings will include Google Apps for Education throughout the year.	Teachers who are trained will provide evidence of their use of Google based on training.
Introduce Robotics at the MS for student learning of digital literacy and curriculum content.	Training for NAO robot for teachers who are interested in integrating robotics into curriculum.	Teachers will provide evidence of robotic/coding into students' learning.
Introduction of Project Based Learning (PBL) for MS and HS teachers.	District will provide training from BOCES for teachers.	Teachers will provide evidence of PBL instruction.
High School Equipment Refresh	Replace outdated legacy computers	Students and teachers use new computers for learning.
Goals YEAR: 2016-17	Actions	Outcome
Increase use of Google at MS and HS and introduce Google to elementary buildings	Model Schools Coordinator will provide onsite training and support for Elem teachers while continuing support/training at MS and HS. PD offerings will include Google Apps for Education throughout the year.	Teachers at the Elementary buildings who are trained will provide evidence of their use of Google based on training.
Introduce Robotics at the Elementary Schools for student learning in digital literacy and curriculum content.	Training for NAO robot for teachers who are interested in integrating robotics into curriculum.	Teachers will provide evidence of robotic/coding into students' learning.
Introduction of Project Based Learning (PBL) for Elementary teachers.	District will provide training from BOCES for teachers.	Teachers will provide evidence of PBL instruction.
CRS Elem equipment refresh	Replace outdated legacy computers	Students and teachers use new computers for learning.
Goals YEAR: 2017-18	Actions	Outcome
Continue to build capacity of Google users throughout the district.	PD offerings will include Google Apps for Education throughout the year. Onsite support by Models Schools Coordinator for teachers	Increase number of teachers using Google Apps for education with students from last year.
Increase use of Robotics throughout the district.	Training for NAO robot for teachers--by other teachers--who are interested in integrating robotics into curriculum.	Increase number of teachers using Robotics with students from last year.
Expand Project Based Learning (PBL) throughout the district.	PD offerings will be provided for teachers. Support and training from BOCES. Visits to PBL learning environments.	Increase number of teachers using PBL with students from last year.
WPS equipment refresh	Replace outdated legacy computers and possible tablet replacement for some student computers	Students and teachers use new computers for learning, and more use of tablets for younger children (K-1).

Monitoring and Evaluation

The Westhill Central School District (**WCSD**) regularly reviews the strategies to implement technology for learning and practices to measure the success of the Westhill computer technology program.

District assessment of student success in computer technology would include, but not be limited to the following:

Observation in classrooms and review of data to assess student learning – (2015 - 2018) – continued observations for decision making in order to make changes that improve learning.

Utilization of the Instructional Technology Committee (Fall and Spring each year 2015 – 2018) in order to assess the affect of technology integration aligned to the board goals, and to make changes based on our planning and datum. Review the Technology Tech plan at least once per year and make changes as appropriate. Changes made to the Technology Plan will follow district’s process accordingly.

Distribution of surveys to staff, students and parents. (Fall of each year – 2015 – 2018) to collect information from users of technology for learning in order to help the district make decisions to improve the teaching and learning.

Requests for anecdotal information on the use of computers as an instructional and informational tool. (2015 - 2018) ongoing throughout the year as part of collecting information in order to make decisions on appropriate teaching practices and learning tools.

Data gathering on student responses to computer technology questions on the graduate survey. (Spring of each year 2015 – 2018) in order to better understand how technology has helped students learn as well as identify areas that need improvement.

Plan Administration and Budgeting

TECHNOLOGY BUDGET

The Board of Education is addressing the nature and extent of funding that is needed to meet our technology goals. New Capital projects, along with annual leasing support the implementation and maintenance of this Technology Integration Plan. Previous and future leasing arrangements help meet many of the equipment needs for basic implementation of this plan and provide necessary equipment for integration. Future leases will provide for regular upgrading of client computers, to help stay abreast of new technologies. Cost associated with the 2014-2015 school year is indicated below.

2014-2015 District Purchased Services			
Total Purchased Services Cost = \$863,981.47			
COSER	Code	Department	Dollars
472	ELC (DLS)	E-Learning Connect	\$9,958.00
521	GRA	Instructional Graphics	\$112,000.00
540	CRC	MediaConnect	\$16,686.94
541	TSR	Technical Services and AV Repair	\$28,281.30
562	ITD (CLT)	Instruction Technology & Design (Center for Learning Technology)	\$57,368.00
562	LSE562	Lease - Instructional	\$117,882.62
562	TIS562	Technology Infrastructure Support - Instructional	\$28,685.59
563	MSP	Model Schools	\$3,800.00
601	TLC	Telecommunications	\$83,771.00
602	TIC	Telecommunications Interconnect Service	\$34,120.04
620	DWS	Data Warehouse Services	\$62,190.67
620	FSS	Financial Support Services	\$52,628.00
620	FWS	Food Management Support Services	\$10,200.00
620	HDW (PRI)	Hardware Maintenance	\$24,021.25
620	LSE620	Lease TIS	\$0.00
620	MTS (RTS)	Managed Technical Support Services	\$87,000.00
620	SEC	Information Security	\$2,434.00
620	SED	Special Education Applications	\$15,906.28
620	SFW (TIS)	Software Renewals	\$4,935.00
620	SIS	Student Support Services	\$9,568.00
620	TIS620	Technology Infrastructure Support - Admin	\$74,005.18
620	TSS	Test Scoring Services	\$28,539.60

*Westhill Central School District
Technology Integration Plan 2010-2013*

The general fund to support and maintain the district's technology implementation for the 20140 - 2015 school year is shown below. The future funding is incremented accordingly based on resources and related budgetary considerations.

08/12/15 APPROPRIATION STATUS REPORT - BY FUNCTION: FOR PERIOD 07/01/14 - 06/30/15 (Detail)					WESTHILL L CSD
					2014-15
ACCOUNT	DESCRIPTION	ORIGINAL BUDGET	ADJUSTMENTS	ADJUSTED BUDGET	EXPENSED
A2020.150	DIRECTOR OF TECHNOLOGY				\$90,878.00
A 2630.160	COMPUTER TECH SALARY	\$54,355.39	\$0.00	\$54,355.39	\$54,140.96
A 2630.200	CAI - EQUIPMENT	\$4,500.00	\$0.00	\$4,500.00	\$4,284.24
A 2630.220	COMPUTER HARDWARE	\$30,000.00	\$0.00	\$30,000.00	\$29,896.72
A 2630.400	CAI -CONTRACTUAL	\$11,100.00	\$5,840.11	\$16,940.11	\$11,328.00
A 2630.450	COMP SUPPLES & MATERIALS	\$12,000.00	\$0.00	\$12,000.00	\$9,931.10
A 2630.460	DISTRICT SOFTWARE	\$17,500.00	\$0.00	\$17,500.00	\$17,190.62
A 2630.460-01	CRS COMPUTER SOFTWARE	\$5,000.00	\$0.00	\$5,000.00	\$4,987.84
A 2630.460-02	OHMS COMPUTER SOFTWARE	\$10,000.00	\$4,879.00	\$14,879.00	\$9,785.00
A 2630.460-03	WHS COMPUTER SOFTWARE	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
A 2630.460-04	WPS COMPUTER SOFTWARE	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00
A 2630.490	CAI - BOCES SERVICES	\$416,630.73	\$4,000.00	\$420,630.73	\$420,614.14
		=====	=====	=====	=====
		\$576,086.12	\$14,719.11	\$590,805.23	\$668,036.62

Appendix 1: Resource Web Link Page

<http://www.iste.org/standards/iste-standards>

Standards for Technology Education

<https://www.mylearningplan.com/Index.html>

WCSD Professional Development

https://whbb.ocmboces.org/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 99 1

WCSD Learning Management System

<http://www.highered.nysed.gov/tcert/pdf/pdstds.pdf>

NYS Professional Development Standards

<http://www.educatorstechnology.com/2013/06/samr-model-explained-for-teachers.html>

Technology Integration Model

<http://www.westhillschools.org/teacherpage.cfm?teacher=1112>

Westhill Central School District's web page for AUP, Hazing, DASA, and Code of Conduct Policies

<https://sites.google.com/site/rleowcsdit/>

Westhill Central School District Instructional Technology

<http://www.westhillschools.org/teacherpage.cfm?teacher=349>

Westhill Central School District Technology Integration

Adopted 08.20.12

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE POLICY)**

The Board of Education will provide access to various computerized information resources through the District's Computer System consisting of software, hardware, computer networks and electronic communications systems ("DCS" hereafter). This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Continued

Adopted 08.20.12

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE POLICY)**

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to the District's control and inspection at all times. The District's Director of Technology and other persons authorized by the Board of Education or Superintendent may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private and/or confidential from authorized School District officials.

Notification

Administrative guidelines shall be developed in accordance with this policy and shall be disseminated to parents and students in order to provide notice of the District's requirements and expectations and students' corresponding obligations when accessing the Internet through the DCS.

Regulations will be established as necessary to implement the terms of this policy.

NOTE: Refer also to: Policy #8271 -- *Internet Safety/ Internet Content Filtering Policy*
Policy #7310 -- *District Code of Conduct*

Westhill Central School District - Employee Technology Use Agreement

Every Westhill Central School employee, as well as anyone utilizing WCSD technology equipment or the school network, is required to sign this Technology Acceptable Use Agreement. As a staff member of Westhill Central School District, you are allowed access to the district's computer network and equipment. Technology use is often a valuable and necessary component of an employee's work. In addition, varying work responsibilities result in access to information sources such as software, programs, the Internet, and the district's computer network. Although employees may have access to these information sources, their use must be specially authorized. Access and authorization to information and equipment carry a corresponding responsibility to their appropriate use. Access should be primarily for educational and professional or career development activities. All hardware, including computers, printers, copiers and other technology equipment, are the property of Westhill Central School District and/or OCM BOCES, and will fall under the guidelines listed below. Expectations of employees include, but are not limited to, the following:

1) Student Personal Safety

- a. Employees who supervise students with access to technical resources shall be familiar with the WCSD Student Internet Use Agreement and enforce its provisions. Student personal safety is priority. All efforts should be made to assure that students are supervised when using technology, and that their use is appropriate.

2) Illegal or Destructive Activities

- a. Employees shall not go beyond their authorized access to the district network or other technology equipment including the files or accounts of others, and the installation of unauthorized software.
- b. Employees shall not disrupt or attempt to damage or disrupt any computer, system, system performance, or data.
- c. Employees shall not use district equipment to engage in illegal acts.

3) System Security

- a. Employees are responsible for the security of their technology equipment, files and passwords. No one should allow others to use their personal login and password.
- b. Employees shall promptly notify Director of Technology of security problems.
- c. **Student data is confidential information.** Employees who access student records from within or outside the district may not use, release, or share these records except as authorized by Federal and State law.

4) Inappropriate Conduct

The following are prohibited when using any technical resource:

- a. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language;
- b. Potentially damaging, dangerous, or disruptive material;
- c. Personal or generalized harassment in violation of district policies; and
- d. False or defamatory information.
- e. The intentional forwarding of spam and/or chain mail.

5) Plagiarism and Copyright Infringement

- a. Works may not be plagiarized.
- b. The rights of copyright owners are to be respected. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If an employee is unsure whether or not a work can be used, the copyright owner should be contacted for permission. See your building librarian for more information.
- c. Software licenses must be strictly respected.

(over)

6) Inappropriate Access to Material

Technical resources shall not be used with material that is profane, obscene, pornographic, or which advocates illegal acts, violence, or illegal discrimination.

7) Expectation of Privacy

Employees have no expectation of privacy in files, disks, or documents that have been created, entered, stored, or downloaded from district data sources; or used on district equipment. Users are issued storage space on their building server. Data is stored on district servers. These documents, including email may be subject to access as a result of formal Freedom of Information Law (FOIL) and the Family Educational Right to Privacy Act (FERPA) requests and other legally enforceable access requests.

8) Services and Assumption of Risks

WCSD makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor quality information obtained from the system.

9) Discipline

- a. Staff members who engage in unacceptable behavior, or who deliberately violate this agreement may lose access to district technology privileges, and may be subject to further discipline under the law or in accordance with applicable collective bargaining agreements.
- b. Deliberate violations of this agreement are cause for disciplinary action.

10) Unacceptable Uses

The following uses will be regarded as not acceptable:

- a. Illegal or malicious use, including downloading or transmitting of copyrighted material such as but not limited to music, videos and games.
- b. Use for racial, sexual or other harassment in violation of district policy.
- c. To access, view, or transmit pornographic or obscene material.
- d. To solicit personal information with the intent of using such information to cause emotional or physical harm.
- e. To disrupt the work of other users.
- f. Use for the purpose of operating a private or personal business.

I have read the Employee Technology Use Agreement. I understand that violation of this Agreement may be grounds for disciplinary action, including termination in accordance with applicable collective bargaining agreements.

FIRST NAME _____ LAST NAME _____

POSITION _____ DEPARTMENT/GRADE LEVEL _____

BUILDING/LOCATION _____

SIGNATURE _____ DATE _____

A copy of this signed document will be kept in your personnel file.

Last Name _____

First Name _____

School _____

Homeroom# _____

Teacher _____

Date _____

Graduation Year _____

Westhill Central School District Technology Responsible Use, Students Grade K-4

The Westhill Central School District offers your child limited access to the District's Computer System (DCS), which includes various software applications, databases, libraries, and computer services to support the curriculum and to promote student learning, it is important that there is an emphasis on proper and ethical use of these resources. *By signing this document, you agree to comply with the District rules. Failure to comply will result in the loss of computer access.*

STUDENTS MUST:

Be a responsible user

- Work on computer silently
- Touch only their assigned computer
- Use the Internet only when requested and supervised by a teacher
- Use the programs that the teacher assigned
- Not download any software
- Not change how the computer is set up
- Not bother or distract anyone else in the class

Respect and protect the privacy of others

- Use only a school assigned account
- View and user only personal password
- Keep information about yourself private

Respect and practice the principals of digital citizenship

- Be responsible for taking care of the computer (setting up and putting away laptops, leaving the mouse and headphones next to computer)
- Respect the computer and treat the hardware appropriately

Note: These guidelines also provide a framework for your child's use of computers at home, at the library, or in the community.

For more information:

www.westhillschools.org/teacherpage.cfm?teacher=1197

Consequences For Violation

The District has the right to suspend accounts in response to any violations to the District's policy, and cooperation with legal authorities in investigation and illegal activity.

Supervision and Monitoring

The District will monitor all communication into, and out of, its network facilities to help prevent the introduction of viruses or other hostile code, to prevent the intrusion and otherwise to enforce this Policy

NEW: Bring Your Own Device

Students are able to bring in their own devices for learning. Recording of video, audio, or the taking of photographs are only allowed with permission. The Board expressly prohibits the use of personal technology in locker rooms, restrooms, health offices, and other area where a person would reasonable expect some degree of privacy. The District shall not be liable for phone charges, loss, damage, misuse, or theft of any personal technology brought to school.

Students will use the WCSD wireless network only. All other carriers are prohibited and should be turned off by selecting "Turn off mobile or cellular data."

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

PRINT: Student Name

Signature

Date

This Responsible Use Policy governs the usage of all technology that is purchased or brought to any school or office in the Westhill Central School District. This includes all phones, laptops, audio devices, drives, cameras, and any device that connects to the Internet. All technology brought from the outside the district must adhere to the District's Internet Policy, and is subject to the same rules and regulations as devices purchased by the district, and is subject to administrative regulations. All student use of computers will be supervised by classroom teachers, teacher assistants, and lab assistants.

Last Name _____

First Name _____

School _____ Homeroom# _____

Teacher _____

Date _____

Graduation Year _____

Westhill Central School District Technology Responsible Use, Students Grade 5-8

The Westhill Central School District offers your child limited access to the District's Computer System (DCS), which includes various software applications, databases, libraries, and computer services to support the curriculum and to promote student learning, it is important that there is an emphasis on proper and ethical use of these resources. *By signing this document, you agree to comply with the District rules. Failure to comply will result in the loss of computer access.*

STUDENTS MUST:

<p>Respect and protect the privacy of others</p> <ul style="list-style-type: none"> • Use only a school assigned account • View and user only personal password • Keep information about yourself private <p>Respect and protect integrity, availability, and security</p> <ul style="list-style-type: none"> • Of all electronic resources and as posted in computer labs • Report security risks or violations to a staff member • Do not modify or access resources that do not belong to you <p>Respect and practice the principals of digital citizenship</p> <ul style="list-style-type: none"> • Use computer programs authorized by the IT department • Use computers for school work only • Communicate in ways that are kind and respectful • Report threatening or inappropriate materials to a teacher, counselor or administrator • Do not transmit, copy or create material that violates the Student Code of Conduct • Do not transmit, access, copy or create material that is illegal i.e., obscenity, stolen materials, or illegal copies of copyright materials. • Do not use the computer or other resources to commit acts that are criminal or violate the school's code of conduct • Do not send spam, chain letters, or otherwise conduct business, unless approved as s school's project • Do not use proxies • Do not download or save games <p>Respect and protect the intellectual property of others</p> <ul style="list-style-type: none"> • Do not infringe copyrights materials • Do not plagiarize <p>Respect and protect social media etiquette</p> <ul style="list-style-type: none"> • Be safe online • Represent oneself properly (do not be someone else) • Use proper writing conventions when posting blogs and wikis • Avoid all use of commercial social networking <p><i>Note: These guidelines also provide a framework for your child's use of computers at home, at the library, or in the community.</i></p>	<p>Consequences For Violation</p> <p>The District has the right to suspend accounts in response to any violations to the District's policy, and cooperation with legal authorities in investigation and illegal activity.</p> <p>Supervision and Monitoring</p> <p>The District will monitor all communication into, and out of, its network facilities to help prevent the introduction of viruses or other hostile code, to prevent the intrusion and otherwise to enforce this Policy</p> <p>NEW to 2014/2015 Bring Your Own Device</p> <p>Students are able to bring in their own devices for learning. Recording of video, audio, or the taking of photographs are only allowed with permission. The Board expressly prohibits the use of personal technology in locker rooms, restrooms, health offices, and other area where a person would reasonable expect some degree of privacy. The District shall not be liable for phone charges, loss, damage, misuse, or theft of any personal technology brought to school.</p> <p>Students will use the WCSD wireless network only. All other carriers are prohibited and should be turned off by selecting "Turn off mobile or cellular data."</p> <p>I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:</p> <p>PRINT: Student Name _____</p> <p>Signature _____</p> <p>Date _____</p> <p>For more information: www.westhillschools.org/teacherpage.cfm?teacher=1197</p>
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This Responsible Use Policy governs the usage of all technology that is purchased or brought to any school or office in the Westhill Central School District. This includes all phones, laptops, audio devices, drives, cameras, and any device that connects to the Internet. All technology brought from the outside the district must adhere to the District's Internet Policy, and is subject to the same rules and regulations as devices purchased by the district, and is subject to administrative regulations. All student use of computers will be supervised by classroom teachers, teacher assistants, and lab assistants.

Last Name _____

First Name _____

School _____ Homeroom# _____

Teacher _____

Date _____

Graduation Year _____

Westhill Central School District Technology Responsible Use, Students Grade 9-12

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STUDENTS MUST:

<p>Respect and protect the privacy of others</p> <ul style="list-style-type: none"> • Only use assigned school account • View and use only personal password, data and network • Keep information about yourself private <p>Respect and protect integrity, availability, and security</p> <ul style="list-style-type: none"> • Of all electronic resources and as posted in computer labs • Report security risks or violations to a staff member • Do not access or modify resources that do not belong to you <p>Respect and practice the principles of digital citizenship</p> <ul style="list-style-type: none"> • Use computer programs authorized by technology department • Use computers for schoolwork only • Communicate in ways that are kind and respectful • Report threatening or inappropriate materials to a teacher, counselor, or administrator. • Do not access, transmit, copy or create material that violates the Westhill Central School District Code of Conduct • Do not access, transmit, copy or create material that is illegal i.e., obscenity, stolen, or copyright works • Do not use the computer or other resources to commit acts that are criminal or violate the school's Code of Conduct. • Do not send SPAM, chain letters or other mass unsolicited mailing • Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project • Do not use proxies • Do not download or save games <p>Respect and protect the intellectual property of others</p> <ul style="list-style-type: none"> • Do not infringe copyrights (no making or downloading of copies of music, games, photographs, or movies) • Do not plagiarize <p>Respect and practice social media etiquette</p> <ul style="list-style-type: none"> • Be Safe online, use your own identity. • Use proper writing conventions when posting blogs and wikis • Avoid all use of commercial social networking 	<p>Consequences For Violation</p> <p>The District has the right to suspend accounts in response to any violations to the District's policy, and cooperation with legal authorities in investigation and illegal activity.</p> <p>Supervision and Monitoring</p> <p>The District monitors communication into, and out of, its network facilities to help prevent the introduction of viruses or other hostile code, to prevent the intrusion and otherwise to enforce this Policy.</p> <p>NEW to 2014/2015 Bring Your Own Device</p> <p>Students are able to bring in their own devices for learning. Recording of video, audio, or the taking of photographs are only allowed with permission. The Board expressly prohibits the use of personal technology in locker rooms, restrooms, health offices, and other areas where a person would reasonably expect some degree of privacy. The District shall not be liable for phone charges, loss, damage, misuse, or theft of any personal technology brought to school.</p> <p>Students will use the WCSD wireless network only. All other carriers are prohibited and should be turned off by selecting "Turn off mobile or cellular data."</p> <p>Appropriate use of personal technology during non-instructional time is also allowed if students follow the guidelines in the RUP and Code of Conduct. Non-instructional use includes texting, calling and otherwise communicating with others in the cafeteria and the bus before 8 AM and after 3:30 PM. Use in hallways is prohibited.</p> <p>##### I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS: PRINT: (Student Name) Signature:</p> <p>PRINT: (Guardian Name) Signature: Date</p> <p>For more information: www.westhillschools.org/teacherpage.cfm?teacher=1197</p>
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Westhill CSD Overall Network WAN Diagram (2015)

Appendix 3

