District Technology Plan

Wappingers Central School District
Office of Technology and Data Services
25 Corporate Park Drive
Hopewell Junction, NY 12533

Contact
Art Schouten
Director of Technology
(845) 298-5000 ext. 40180
arthur.schouten@wcsdny.org

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Introduction

The Wappingers Central School District is comprised of 15 schools including 2 high schools, 1 alternative high school, 2 junior high schools, and 10 elementary schools. The district takes care of the educational needs of approximately 11,600 students with approximately 820 teachers, 40 administrators and 900 support personnel.

District Mission Statement

The mission of the Wappingers Central School District is to empower all of our students with the competencies and confidence to challenge themselves, to pursue their passions, and to realize their potential while growing as responsible members of their community.

Vision Statement

Through the use of instructional technology, the Wappingers Central School District envisions a technology-rich learning experience for each student throughout their educational years, Kindergarten through grade 12. Student experiences include a nurturing, safe, and accessible educational technology environment which meets the needs of each student's learning style and those skills defined for college/career and life readiness. Viewing technology as an elemental part of our students' education allows for an increase in their potential for future success in line with and outlined in local, state and national standards. With the ability to acquire and disseminate necessary information from a wealth of sources, students will graduate as problem solvers and critical thinkers who prosper in the 21st century.

Technology Goals

It should be noted that the vision, goals, budget, and other components of this plan are subject to change at any time. The technology plan is viewed as a living document subject to change according to advances in hardware, software and other available technologies.

- Students will use technology as a tool in all aspects of the curriculum to build understandings from the earliest practical point. The use of technology will support critical thinking, collaboration, creativity, and communication through the development of student centered, project-based instruction.

- Evaluate technology to ensure that it supports the teaching and learning process while aligning to district goals, commit resources to acquire and support technology in our schools, and continue to support and advance our technology framework and infrastructure ensuring the effective and efficient use of district-wide technology.

- Advance teachers' technological competencies and provide continual professional development and opportunities for collaboration. This equips teachers to use technology to create a student centered environment that enhances the learning process. Continue to explore ways to use technology to customize the curriculum to meet students' needs.

Technology Action Plan

- In order to attain our goals, the district will take the following actions steps:
- The district will support and advance student access to technology throughout the district. The district will strive to maintain a 2 student for every 1 device ratio starting with the elementary schools and working to improve accessibility through the secondary level.

- The district will provide ongoing professional development and teacher coaching through the Technology Integration department. Our Technology Integration Teachers will provide one-on-one assistance as well as whole group instruction through professional development opportunities throughout the school year. This will include in-class instruction as well as face-to-face, web-based, and hybrid professional development opportunities.

- We will expand upon teachers' existing technological competencies through targeted professional development to meet their individual learning goals.

- Provide students with skills for the 21st century while ensuring students have the appropriate tools and applications available to advance learning.

- Use science, technology, engineering, art & math (STEAM) to further the educational plan of the district and to improve the quality of teaching and learning and promote the integration of STEAM in the curriculum.

- Continue to implement and promote the use of ISTE Standards for Students, Teachers, and Administrators as means of identifying instructional technology goals and objectives.

- There will a direct correlation between curriculum development and the use of technology. The technological skill levels of students should be elevated to the point where they become producers rather than consumers of information and technology.

- The district will support and advance the district's network infrastructure to ensure that the system can support the district's technology needs includes bandwidth, backup, and updates.

- Support and advance the ongoing maintenance of the district's network infrastructure.

- Assess infrastructure needs such as network traffic and establish upgrade strategies to stay ahead of changing demands.

- Continue to maintain and replace technology equipment on a regular schedule.

- Include annual funding to support and advance district technology on existing equipment that has not reached end of life.

- Provide funding for the additional purchase of hardware/software to provide equitable access to technology throughout the district.

- Continue to review the technical needs of each department throughout the district's 15 schools including transportation, facilities, and food services.

Technology/Computer Use

Availability of Technology

Every student and teacher within the district has access to both hardwired and mobile hardware on a daily basis. Whether in libraries, labs, or classrooms, there are a variety of ways for students and teachers to access computers and the Internet. All desktop computers are connected to the district LAN and filtered Internet via the district's connection to the BOCES fiber-optic network. Laptop carts and other mobile devices are connected through our secure wireless network. Students with special needs are provided with assistive technology requirements (hardware and software) according to their IEPs.

Teachers in the district rely on computers and technology to help promote instruction and learning. The use of electronic programs for grade books, report cards, online testing, formative assessment, and attendance have been instituted over the past years. This has led to higher computer efficiency and the demand for more tools, computers, equipment and lab space, and specifically mobile equipment.

Technology Assessment

Computers are updated in computer labs on a 4-5 year cycle, as needed. With this plan, teacher computers will be updated on a 4-5 year cycle, as needed. Needs assessments are based on work order repair requests, email/help desk requests, as well as by observation of technical staff. Surveys are sent out periodically by the technical support staff to determine the needs for instructional staff as well as any goals they may have for technology use with students.

Classrooms

Classrooms throughout the district have approximately one working computer each. In addition, classrooms are outfitted with digital projectors, interactive whiteboards, and/or interactive flat panel displays. During the course of this plan, computers will be recycled and replaced with new workstations. Mobile laptop and Chromebook carts are available for instructional use.

Internet Communications

This district is provided with filtered Internet connectivity through the local Dutchess BOCES fiber-optic ring. The district maintains this website to provide information to parents and the community. All teachers are encouraged to communicate through the website and offer students and parents vital

district and classroom information. Additional applications are being added to the website in order for our district to continue to meet the communication needs of the community.

All faculty and staff have a district email address for internal and external school related communications. Students are granted limited, secured district email access in grades 7-12.

The website application provides ways to communicate resources, presentations and other information from the administration directly to teachers behind a secure portion of the website. This is one way for teachers to obtain access to workshop information as well as other internal support material.

Currently, we use a content filter called Lightspeed which has the capacity to differentiate permission levels that assists with better meeting the needs of our users.

Curriculum

Curriculum and Integration

The Wappingers Central School District is dedicated to providing high quality instruction which aligns with the New York State Common Core Learning Standards and ISTE's National Educational Technology Standards (NETS) for students, teachers, and administrators. In order to meet the above standards and certify all students are technologically proficient, the appropriate use of technology seamlessly integrated into instructional practices is necessary. Infusing technology into instruction increases student engagement provides tools to assist students to access, analyze, and synthesize information.

Specific Goals

Overall technology goals listed below are aligned to local, state, and national standards. Specifically they align with our districts goals, attributes, and outcomes. The plan will be continually reviewed and updated as needed for the purposes of meeting guidance from the state referencing computer-based testing.

The broad goals support the proposed Student Outcomes and District Attributes. The goals are meant to provide a framework for moving the District forward in a thoughtful and intentional manner.

Student Achievement

Technology integration is critical in curriculum and instruction when engaging students during class lessons. With appropriate engagement comes an increase of time on task which fosters student achievement. The use of web-based tools assists with fostering this atmosphere.

Students will continue to use current and future hardware, software, web-based sites, and other means spanning across curricular areas. The main purpose of using the provided technology is to:

- Create personalized learning environments
- Expand the use of curriculum related to current operating systems and mobile technologies
- Enhance understanding
- Create learning environments for each student
- Align with IEP and 504 plans for students with special needs
- Participate in formative and summative assessments
- Provide practice
- Complete homework
- Take quizzes and tests
- Complete multimedia presentations
- Synthesize information
- Participate in cloud-based technology
- Take online assessments that inform instruction
- support of the use of project-based learning, STEM/STEAM and "flipped learning"
- Continue to use data to aid in student learning
- Think critically as outlined in the above goals

Technology Delivery

Technology delivery takes many varied forms to include but not limited to:

- Online learning
- Video Conferencing
- Google Applications
- Virtual Field Trips
- Screencasts
- Webinars
- Web-based tools
- Social Networking
- Online Presentation Tools
- Social Media
- Telephone Calling System
- Learning Management Systems
- Web-based Assessments

Moving forward, the Wappingers Central School District plans to invest time and resources to include but not limited to:

- Explore additional online learning opportunities
- Search for additional video conferencing options
- Continue to use Google applications
- Use Screencasts and webinars for both student workshops and teach professional development opportunities
- Continue to use web-based tools to enhance learning and inform instruction
- Continue to research and present different online presentation tools
- Continue to use and explore further learning management systems
- Continue to use and explore different web-based assessments

Using the triad of hardware, software/devices and training, we aim to make technology an integral part of curriculum, instruction, assessment and professional development. The district plan to:

- Continue to examine curricula to determine areas for technology infusion
- Increase use of technologies within core subjects for ALL students
- Integrate use of technologies across content areas through meetings within and between departments and grade levels especially in the areas of Project Based Learning and STEAM.
- Continue to explore and implement assistive technology to meet diverse needs of each student
- Continue to implement web-based methods of assessment
- Continue to explore, expand and implement technologies to improve communication within the district and throughout the community specifically the district website and other communication tools.
- Encourage use of videoconferencing technology for students to communicate with other students in district, in other districts, in other states and countries
- Continue to explore and provide technological tools to plan, manage, and share information more effectively and efficiently.
- Continue to implement IEP Direct to fulfill requirements of IDEA
- Provide training to administrative and office staff to further technology usage
- Continue to upgrade computers, interactive devices and peripherals to support student achievement
- Provide training to administrative and office staff to further technology usage
- Continue to upgrade computers, interactive devices and peripherals to support student achievement
- Purchase additional mobile devices to increase student access
- Continue to enhance wireless access throughout the District
- Continue to assess and adjust the technology plan as needed
- Continue to provide technical support to staff

All of these things open the doors for efficient, effective teaching and learning. Technology can level the playing field and enable each student, including students with disabilities and ELLs to participate, sometimes in situations where they would be left without the appropriate provided equipment. Technology provides teachers with strategies to meet the needs of all learners. To ensure equitable access the above is incorporated for ALL students via:

- Recommendations from RTI Team and Committee on Special Education (CSE)
- Recommendations from teachers and those in Intervention Services

Once the appropriate assistive technology is identified the hardware, software or other technology is ordered and set up for the student(s). Training for all necessary stakeholders is also planned and executed. Support is provided when necessary for administrators, teachers, staff, students and parents.

Parental Communications, Community Relations, and Community Collaboration

The district plans continue to place pertinent information on our website. During the life of this plan the website will be upgraded to a newer platform/template. The site will be reconfigured to improve its maneuverability and access to information with the assistance of administrators, teachers, staff, parents

and students. In addition content will be either deleted or updated accordingly. This plan will also be posted on our district's website.

The district's student information system has a parent portal so parents may access their child's grades, absences and other pertinent information for students in grades 7-12. Parents have the option to directly send a teacher an email from this system. In addition, teachers have the opportunity to send mass emails to parents.

Internet Literacy

The library and media centers for grades K-12 reinforce Internet use and techniques. Learning of appropriate skills necessary to search the Internet, determine validity and relevance of deemed information, safety, and ethics, are taught in library skills classes as well as incorporated into classroom lessons.

Professional Development

The Wappingers Central School District acknowledges the importance of ongoing, consistent and sustainable professional development for parents, students, staff, teachers and administrators. Professional development includes opportunities for district employees to support technology to enhance teaching and learning and increase their technology skills in order to keep up with vast technology shifts.

It is the goal of the WCSD to provide professional development programs for instructional and non-instructional staff that sustains the district technology plan objectives by:

- Continuing to implement the ISTE standards with students, teachers and administrative staff.
- Providing district created on-line resources such as our Technology Tutorial Videos for staff development.
- Continuing to provide in-service training through MLP to district staff members.

Topics may include:

- Flipped Classrooms
- Blogging
- Teaching to the use of multiple devices
- Google apps for education
- Data driven instruction
- Document camera, interactive displays, and other peripherals
- iPads and educational Apps
- Professional Learning Networks
- Strategies for supporting Digital Citizenship
- Student productivity & collaboration
- Formative assessments and devices that can support it

Method of Delivery:

- Inservice courses
- Faculty meetings
- Online district created resources
- Professional learning days
- Turn Key training
- Conference based training
- Local District Technology Certification (ACIT)

Audience:

- All Faculty and Staff
- Students via classroom instruction via Technology Integration Specialists
- Parents / Students via online resources

Infrastructure, Hardware, Technical Support and Software-Increase Access

Access to appropriate technology to meet educational needs for both students and teachers is a challenge due to many environmental and economic factors. Project-based learning, Flipped Classrooms, Google applications, especially Google Classroom and STEAM initiatives are getting a great deal of attention with teachers, students and administration in our school district. In order for success with such initiatives, incorporation of rich technology is necessary. Professional development opportunities throughout the school year may be used to provide a focus on initiatives and therefore broaden the use of and access to technology.

Plan Evaluation

The implementation of a strategic technology initiative requires regular evaluation to ensure it goals continue to be appropriate and progress towards the goals is sustained. In working with the Assistant Superintendent for Compliance and Information Systems, the Director of Instructional Technology will be responsible for reviewing and amending of the District's Technology Plan to ensure it remains contemporary and viable in the ever-changing world of educational technology.

The Director of Instructional Technology will regularly review new and emerging technologies and assess their applicability to support of teaching and learning. In addition, the Director of Instructional Technology will solicit input of the various building-level stakeholder groups in the development of this plan to ensure a collaborative effort is employed.

The Director of Instructional Technology will also provide feedback for critical issues such as acceptable usage policy, code of conduct, copyright, Internet guidelines, equity, and standards for staff and students

In working with the Assistant Superintendent for Compliance and Information Systems and other district stakeholders, the Director of Instructional Technology will review the Long Range Technology Plan and conduct an evaluation to gauge the level of success of the plan in relation to:

- District Technology Goals
- Professional development
- Correlation with curriculum and instruction
- Equity and access to technology
- Technological competencies
- Emerging technologies
- Technology needs assessment
- Formulation of technology related cost for implementation

Monitoring of assessment tools such as work order requests, purchase orders, surveys and other feedback will allow for the plan can be adjusted as necessary. Due to rapidly changing technologies and district funding constraints, this plan will receive annual adjustments. The assessment of the following items includes, but is not limited to:

- Complete yearly technology inventory
- Identify the instructional and technical capacity of personnel
- Provide professional development opportunities
- Incorporate more technology seamlessly within the classroom instructional setting
- Assess and revamp student learning experiences

District Policies and Regulations

Computer Use in Instruction

The computer network can provide a forum for learning various software applications and through online databases, video streaming, web-based conferencing, and electronic mail can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

All users of the district's computer network to include cloud computing and the Internet must understand that use is a privilege, not a right, and that use entails responsibility. The district reserves the right to control access to the Internet for all users of its computers and network. The district may either allow or prohibit certain kinds of online activity, or access to specific websites using an appropriate internet filter. The internet filter will be set up using user groups which will have different levels of access.

Regulations and handbooks will provide specific guidance on this, as well as rules governing the use and security of the district's computer network and the Internet. All users of the district's computer network and equipment shall comply with this policy and regulation. Failure to comply may result in suspension and/or revocation of computer access privileges or disciplinary action.

Computer Use in Instruction Regulation

The following rules and regulations govern the use of the district's computer network system and access to the Internet.

I. Internet Access

- Students will be provided Internet access only under direct staff supervision.
- Students will be provided with individual access accounts.
- Students may have Internet access for educational purposes only.
- Student Internet access may be restricted depending on the grade level.'
- All users will be prohibited from accessing social networking sites (to include but not limited to Facebook and Twitter); playing online non-educational games; purchasing or selling anything online (unless authorized for district purposes); streaming internet radio such as Pandora and other similar sites; and watching videos online (unless authorized for a school purpose).
- Students may construct their own web pages using district computer resources with appropriate permission.
- Students will have individual e-mail addresses which will be used to communicate only between teachers and students and to allow access to approved web 2.0 tools. It is not necessary to archive student email.

II. Acceptable Use and Conduct

- Access to the district's computer network and to the internet is provided for educational purposes and research consistent with the district's mission and goals.
- Use of the district's computer network and of the internet is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- All network users will be issued a login name and unique password. Passwords must be changed periodically and kept confidential.
- All teachers and other related personnel may access the district's email system from off-site (e.g., from home).
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive or sexual language or images, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the district's network must notify the appropriate teacher, administrator or Director of Instructional Technology. Under no circumstance should the user demonstrate the problem to anyone other than to the district official or employee being notified.
- Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

III. Prohibited Activity and Uses

The following is a list of prohibited activity concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others as outlined in the Dignity for All Students Act (DASA).
- Using any threats of violence.
- Using another user's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus or other malicious software on individual computers and/or the network.
- Using the network to send anonymous messages or files.
- Using the network to receive, transmit or make available to others a message that is inconsistent with the district's Code of Conduct.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the district's computers and/or network without the permission of the appropriate district official or employee.
- Using district computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- No personal electronic devices may be attached to the district network without authorization by the Director of Instructional Technology. Devices include, but are not limited to, PDA's laptops, MP3's, iPods, iPads, cell phones, tablets, netbooks, and video game consoles.

IV. No Privacy Guarantee

Neither staff nor students using the district's computer network should expect, nor does the district guarantee, privacy for electronic mail (e-mail) or any use of the district's computer network or the internet. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network or the internet.

V. Sanctions

Any account holder who receives threatening or unwelcome communications or who identifies a security problem should bring such an issue to the attention of an administrator and/or Director of Instructional Technology. Under no circumstances should the user demonstrate the problem to anyone other than a district official or the TSS Technician being notified.

All users of the district's computer network and equipment and/or the internet are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in suspension and/or revocation of computer access privileges or disciplinary action.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

VI. District Responsibilities

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet. All student accounts/data will be deleted at the close of each school year. New student accounts will be created before the start of each new school year.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.

Internet Safety Policy

The Wappingers Central School District is committed to undertaking efforts that serve to make safe for children the use of district computers for access to the Internet and World Wide Web. To this end, although unable to guarantee that any selected filtering and blocking technology will work perfectly, the Board directs the Superintendent of Schools to procure and implement the use of technology protection measures that block or filter Internet access by:

- adults to visual depictions that are obscene or child pornography, and
- minors to visual depictions that are obscene, child pornography, or harmful to minors, as defined in the Children's Internet Protection Act.

Subject to staff supervision, however, any such measures may be disabled or relaxed for adults conducting research or other lawful purposes, in accordance with criteria established by the Director of Instructional Technology.

In addition, the district prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access by students, including hacking, searching for proxy servers, anonymous messages, any activity that could damage the integrity of district data, servers and network, and any other unlawful activities; access by students to inappropriate matter on the Internet and World Wide Web. The Superintendent or his or her designee shall establish and implement procedures that enforce these restrictions.

The district shall monitor and examine all district computer network activities to ensure compliance with this policy and accompanying regulation.

All users of the district's computer network must understand that use is a privilege, not a right, and that any such use entails responsibility. They must comply with the requirements of this policy and accompanying regulation, in addition to generally accepted rules of network etiquette, and the district's policy on the acceptable use of computers and the internet (policy 4526). Failure to comply may result in, but not be limited to, the revocation of computer access privileges and/or disciplinary action.

Cyberbullying both on and off school property includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another students or staff member by way of any technological tool (to include but not limited to: personal computer, cell phone, video game console, MP3 player, tablet, laptop, netbook, or iPod), such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, Web site postings (including blogs), messages from chat rooms, or social networking messages as outlined in the Dignity for All Students Act (DASA).

Whether occurring on or off school property cyberbullying has the effect of:

1. Physically, emotionally or mentally harming a student
2. Placing a student in reasonable fear of physical, emotional, or mental harm
3. Placing a student in reasonable fear of damage to or loss of personal property

4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities

Internet Safety Regulations

The following rules and regulations implement the Internet safety policy adopted by the board of education to make safe for children the use of district computers for access to the Internet.

I. Definitions

In accordance with the Children's Internet Protection Act,

▪ Child pornography refers to any visual depiction, including any photograph, film, video, picture or computer or computer generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct. It also includes any such visual depiction that (a) is, or appears to be, of a minor engaging in sexually explicit conduct; or (b) has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (c) is advertised, promoted, presented, described, or distributed in such a manner than conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

▪ Harmful to minors means any picture, image, graphic image file, or other visual depiction that (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

II. Blocking and Filtering Measures

▪ The district shall secure information about, and ensure the purchase or provision of, a technology protection measure that blocks access from all district computers to visual depictions on the Internet that are obscene, child pornography or harmful to minors.

▪ The district shall be responsible for ensuring the installation and proper use of any Internet blocking and filtering technology protection measure obtained by the district.

▪ The Technology Support Service department at the direction of the Director of Instructional Technology may disable or relax the district's Internet blocking and filtering technology measure only for adult staff members conducting research related to the discharge of their official responsibilities.

III. Monitoring of Online Activities

- The district shall be responsible for monitoring to ensure that the online activities of staff and students are consistent with the district's Internet Safety Policy and this regulation. The district may inspect, copy, review, and store at any time, and without prior notice, any and all usage of the district's computer network for accessing the Internet and direct electronic communications, as well as any and all information transmitted or received during such use. All users of the district's computer network shall have no expectation of privacy regarding any such materials.

- Except as otherwise authorized under the district's computer network or Acceptable Use Policy, students may use the district's computer network to access the Internet under direct staff supervision and exclusively for activities related to their course work.

- Staff supervising students using district computers shall help to monitor student online activities to ensure students access the Internet and/or participate in authorized forms of direct electronic communications in accordance with the district's Internet Safety Policy and this regulation.

- The district shall monitor student online activities to ensure students are not engaging in hacking (gaining or attempting to gain unauthorized access to other computers or computer systems), searching for proxy servers, anonymous messages, any activity that could damage the integrity of district data, servers and network, and other unlawful activities.

IV. Training

- The district shall provide training to staff on the requirements of the Internet Safety Policy and this regulation at the beginning of each school year. Staff will then train students about the requirements of the Internet Safety Policy and this regulation.

- The training of staff and students shall highlight the various activities prohibited by the Internet Safety Policy, and the responsibility of staff to monitor student online activities to ensure compliance therewith.
- The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction regarding responsible online behavior shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.

- Students shall be directed to consult with their classroom teacher if they are unsure whether their contemplated activities when accessing the Internet are directly related to their course work.

- Staff and students will be advised to not disclose, use and disseminate personal information about students when accessing the Internet or engaging in authorized forms of direct electronic communications.

- Staff and students will also be informed of the range of possible consequences attendant to a violation of the Internet Safety Policy and this regulation.

V. Reporting of Violations

- Violations of the Internet Safety Policy and this regulation by students and staff shall be reported to the Director of Instructional Technology or the Assistant Superintendent for Compliance and Information Systems.

- If deemed necessary, the Director of Instructional Technology will contact the appropriate administrator.

- The administrator shall take corrective action in accordance with authorized disciplinary procedures.

- Penalties may include, but are not limited to, the suspension or revocation of computer access privileges, as well as school suspension in the case of students and disciplinary charges in the case of district employees.

Use of Email in the School District

Electronic mail or email is a valuable business communication tool, and users shall use this tool in a responsible, effective and lawful manner. Every employee/authorized user has a responsibility to maintain the District's image and reputation, to be knowledgeable about the inherent risks associated with email usage.

Employee Acknowledgement

All employees and authorized users shall acknowledge annually and follow the District's policies and regulations an acceptable use of computerized information resources, including email usage.

Classified and Confidential

District employees and authorized users may not:

1. Provide lists or information about district employees or students to others and/or classified information without approval. Questions regarding usage should be directed to the Director of Instructional Technology.

2. Forward email with confidential, sensitive, or secure information without authorization from the Director of Instructional Technology. Additional precautions should be taken when sending documents of confidential nature.

3. Use file names that may disclose confidential information. Confidential files should be password protected and encrypted, if possible. File protection passwords shall not be communicated via email correspondence in any event.

4. Send or forward email with comments or statements about the district that may negatively impact it.

5. Violate any state or federal law or municipal ordinance, such as: Transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.

6. Send email depicting criminal activities that can be punished under law.

7. Offer any illegal items or substances via email.

8. Engage in uses that jeopardize access or lead to unauthorized access into others' email accounts such as:

   ▪ Using another's account password(s) or identifier(s);

   ▪ Interfering with other users' ability to access their accounts(s);

   ▪ Disclosing anyone's password to others or allowing them to use another's account(s).

9. Obtain and/or using anonymous email sites; spamming; spreading viruses.

10. Cause harm to others or damage to their property, such as:

   ▪ Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statement about others or access, or transmitting offensive, harassing, or disparaging materials as outlined in the Dignity for All Students Act (DASA);

   ▪ Deleting, copying, or modifying, or forging other users' names, email, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;

   ▪ Accessing, transmitting or downloading large files, including chain letters, or any type of pyramid schemes.

Personal Use

Employees and authorized users may not use the district's email system for personal use. Use of district email should not include chain letters and junk mail. Employees and authorized users shall not use the district's email programs to conduct job searches, post personal information to bulletin boards, blogs, chat groups and list services without specific permission from the Director of Instructional Technology. The district's email system shall not be used for personal gain or profit.

Email Accounts

All email accounts on the district's system are the property of the school district. Personal accounts and instant messaging shall not be used to conduct official business. The district reserves the right to monitor, inspect, copy, review, and store at any time and without notice any and all usage of email, and any and all files, information, software, and other content created, sent, received, downloaded, uploaded, accesses, or stored in connection with employee usage, The district reserves the right to disclose email text and images to regulators, the courts, law enforcement, and other third parties without the employee's consent.

Receiving Unacceptable Mail

Employees and authorized users who receive inappropriate, offensive, unpleasant, harassing or intimidating messages via email or instant messaging shall inform the Director of Instructional Technology immediately. If you receive unacceptable email it is your obligation to inform Technology Support Services (TSS), the Director of Instructional Technology, or the Assistant Superintendent for Compliance and Information Systems upon receipt of such email.

Records Management and Retention

Retention of email messages are covered by the same retention schedules as records in other formats, but are of similar program function or activity. Email shall be maintained in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may consequently be deleted, purged or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.

Archival of Email

All email sent and received to an employee's email account will be archived by the district for a period of no less than six (6) years. This time period was determined based on the possibility of emails that are official copy of a record according to schedule ED-1. All student accounts and data will be deleted at the close of each school year.

Sanctions

The Director of Instructional Technology will report inappropriate use of email by an employee/authorized user to an administrator who will take appropriate action. Violations may result in suspension and/or revocation of computer access privileges or disciplinary action. When applicable, law enforcement agencies may be involved.

Network Gear

Our network switches district-wide are identified below. The 'last day of service' dates do not necessary reflect the dates we absolutely must replace equipment. There are a number of devices that are long past this date, we have a small inventory of replacements on hand that we will use to swap out equipment that completely fails from a hardware perspective. This list will be reviewed annually.

Location	Model	Closet	Position	Last Day of Service
Brinckerhoff ES	WS-C2960-48TC-L	WC1	Top	10.31.2019
	WS-C3560X-48T-E	WC1	2nd	10.31.2021
	WS-C2960S-24PS-L	WC1	3rd	10.31.2019
	WS-C2960X-48FPD-L	WC1	4th	7.31.2021
	WS-C2960-48TC-L	WC2	Top	10.31.2019
	WS-C2960S-24PS-L	WC2	2nd	11.30.2020
	WS-C2960X-24PD-L	WC2	3rd	7.31.2021
District Office	WS-C2960X-48FPD-L	Cab. 1	Top	7.31.2021
	WS-C2960S-48LPS-L	Cab. 2	1st-3rd	11.30.2020
	WS-3750X-24S-E	Cab. 2	2nd/3rd	10.31.2021
	WS-3750X-24T-E	Cab. 2	4th	10.31.2021
	WS-C3560-24PS-S	Cab. 2	5th	7.31.2015
	????	Cab. 2	6th	????
Fishkill ES	WS-C3560X-48T-E	WC1	Top	10.31.2021
	WS-C2960S-48LPS-L	WC1	2nd	11.30.2020
	WS-C2960X-24PD-L	WC1	3rd	7.31.2021
	WS-C2960S-24PS-L	WC2	Top	11.30.2020
	WS-C2960X-48FPD-L	WC2	2nd	7.31.2021
	WS-C2950G-48-EI	WC2	3rd	12.31.2011
Fishkill Plains ES	WS-C3560X-48T-E	WC1	Top	10.31.2021
	WS-C3560-24PS-S	WC1	2nd	7.31.2015
	WS-C2960S-24PS-L	WC1	3rd	11.30.2020
	WS-C2960X-24PD-L	WC1	4th	7.31.2021
	WS-C3548-XL-A**	WC2	Top	5.30.2005
	WS-C2960S-48LPS-L	WC2	2nd	11.30.2020
	WS-C2960X-48FPD-L	WC2	3rd	7.31.2021
Gayhead ES	WS-C2960S-48LPS-L	WC1	Top	11.30.2020
	WS-C3560X-48T-E	WC1	2nd	10.31.2021

	WS-C2960X-48FPD-L	WC1	3rd	7.31.2020
	WS-C2960S-48LPS-L	WC2	Top	11.30.2020
	WS-C2960X-48FPD-L	WC2	2nd	7.31.2021
	WS-C2960S-48LPS-L	WC3	Top	11.30.2020
	WS-C2960X-48FPD-L	WC3	2nd	7.31.2021
James S. Evans ES	WS-C2960S-24PS-L	WC1	Top	11.30.2020
	WS-C2960-48TC-L	WC1	2nd	10.31.2019
	WS-C3560-48TS-E	WC1	3rd	10.31.2021
	WS-C2960X-24PD-L	WC1	4th	7.31.2021
	WS-2960X-48FPD-L	WC1	5th	7.31.2021
John Jay HS	WS-4500X-16SFP+	WC1	Top	N/A
	WS-C2960X-48TD-L	WC1	2nd	7.31.2021
	WS-C2960X-48TD-L	WC1	3rd	7.31.2021
	WS-C2960X-48TD-L	WC1	4th	7.31.2021
	WS-C2970G-24TS-E	WC1	5th	10.31.2011
	WS-C2960S-24PS-L	WC1	6th	11.30.2020
	WS-C2960S-48LPS-L	WC1	7th	11.30.2020
	WS-C2960S-24PS-L	WC1	8th	11.30.2020
	WS-C2960X-48TD-L	WC1 Rack 2	Top	4.30.2022
	WS-C2950G-48-EI	WC1 Rack 2	2nd	12.31.2011
	WS-2960X-48FPD-L	WC1 Rack 2	3rd	7.31.2021
	WS-2960X-48FPD-L	WC1 Rack 2	4th	7.31.2021
	WS-2960X-48FPD-L	WC1 Rack 2	5th	4.30.2022
	WS-C2950G-48-EI	WC2	Top	12.31.2011
	WS-2960X-48FPD-L	WC2	2nd	7.31.2021
	WS-C2950G-48-EI	WC2	3rd	12.31.2011
	WS-C2950G-48-EI	WC2	4th	12.31.2011
	WS-C2960S-48LPS-L	WC2	5th	11.30.2020
	WS-2960X-48FPD-L	WC2	6th	4.30.2022

	WS-2960X-48FPD-L	WC3	Top	7.31.2021
	WS-C2960S-24PS-L	WC3	2nd	11.30.2020
	WS-C2960X-24PD-L	WC3	3rd	7.31.2021
	WS-C2960-48TC-L	WC3	4th	10.31.2019
	WS-C2960-48TC-L	WC3	5th	10.31.2019
	WS-2960X-48FPD-L	WC3	6th	4.30.2022
	WS-C2960S-24PS-L	WC4	Top	11.30.2020
	WS-C2960-48TC-L	WC4	2nd	10.31.2019
	WS-C2960-48TT-L	WC4	3rd	10.31.2019
	WS-C2960-48TC-L	WC4	4th	10.31.2019
	WS-C2960S-24PS-L	WC4	5th	7.31.2021
	WS-C2960X-24PD-L	WC4	6th	7.31.2021
	WS-C2960-24TC-L	WC5	Top	10.31.2019
	WS-2960X-48FPD-L	WC5	2nd	4.30.2022
Kinry Road ES	WS-C2960-48TC-L	WC1	Top	10.31.2019
	WS-C2960-48TC-L	WC1	2nd	10.31.2019
	WS-C2960S-24PS-L	WC1	3rd	11.30.2020
	WS-C2960X-24PD-L	WC1	4th	7.31.2021
	WS-C2960X-24PD-L	WC1	5th	7.31.2021
	????	WC1	6th	????
Myers Corners ES	WS-C3560x-48T-E	WC1	Top	10.31.2021
	WS-C2960S-24PS-L	WC1	2nd	11.30.2020
	WS-C2960X-48FPD-L	WC1	3rd	7.31.2021
	WS-C2960X-24PD-L	WC1	4th	7.31.2021
	WS-C3548-XL-EN	WC2	Top	5.30.2005
	WS-C2960S-48LPS-L	WC2	2nd	11.30.2020
	WS-C2960X-48FPD-L	WC2	3rd	7.31.2021
Oak Grove ES	WS-C2960S-24PS-L	WC1	Top	11.30.2020
	WS-C3560x-48T-E	WC1	2nd	10.31.2021

	WS-C2960X-48FPD-L	WC1	3rd	7.31.2021
	WS-C2960-48TC-L	WC2	Top	10.31.2019
	WS-C2960S-24PS-L	WC2	2nd	11.30.2020
	WS-C2960X-48FPD-L	WC2	3rd	7.31.2021
Roy C. Ketcham HS	WS-C2960S-24PS-L	Annex	Top	11.30.2020
	WS-C2960S-24PS-L	Annex	Middle	11.30.2020
	WS-C2960-48TC-L	Annex	Bottom	10.31.2019
	WS-C2960S-24PS-L	Annex	Warehouse	11.30.2020
	WS-4500X-16SFP+	WC1	Top	N/A
	WS-C2960X-48TD-L	WC1	2nd	7.31.2021
	WS-C2960X-48TD-L	WC1	3rd	7.31.2021
	WS-C2960X-48TD-L	WC1	4th	7.31.2021
	WS-C2960S-24PS-L	WC1	5th	11.30.2020
	WS-C2960S-24PS-L	WC1	6th	11.30.2020
	WS-C2960X-48FPD-L	WC1	7th	4.30.2022
	WS-C2960X-48FPD-L	WC1 Rack 2	Top	7.31.2021
	WS-C2960X-48FPD-L	WC1 Rack 2	2nd	7.31.2021
	WS-C2950G-48-EI	WC2	Top	12.31.2011
	WS-C2950G-48-EI	WC2	2nd	12.31.2011
	WS-C2960S-24PS-L	WC2	3rd	11.30.2020
	WS-C2950G-48-EI	WC2	4th	12.31.2011
	WS-C2950G-48-EI	WC2	5th	12.31.2011
	WS-C2950G-48-EI	WC2	6th	12.31.2011
	WS-C2960S-48LPS-L	WC2	7th	11.30.2020
	WS-C2960X-48FPD-L	WC2 Rack 2	Top	7.31.2021
	WS-C2960X-48FPD-L	WC2 Rack 2	2nd	4.30.2022
	WS-C2960-48TC-L	WC3	Top	10.31.2019
	WS-C2960-48TT-L	WC3	2nd	10.31.2019
	WS-C2960-48TC-L	WC3	3rd	10.31.2019

	???	???	4th	???
	WS-C2960X-48FPD-L	WC3	5th	4.30.2022
	WS-C2960S-24PS-L	WC3	6th	11.30.2020
	WS-C2960S-24PS-L	WC3	7th	11.30.2020
	WS-C2960X-48FPD-L	WC3	8th	4.30.2022
	WS-C2960-48TC-L	WC4	Top	10.31.2019
	WS-C2960-48TT-L	WC4	2nd	10.31.2019
	WS-C2960-48TC-L	WC4	3rd	10.31.2019
	WS-C2960X-24PD-L	WC4	4th	7.31.2021
	WS-C2960X-48FPD-L	WC5	Top	7.31.2021
Sheafe Road ES	WS-C3560X-48T-E	WC1	Top	10.31.2021
	WS-C2960X-48FPD-L	WC1	2nd	7.31.2021
	WS-C2960S-24PS-L	WC1	3rd	11.30.2020
	WS-C2960-48TC-L	WC2	Top	10.31.2019
	WS-C2960S-24PS-L	WC2	2nd	11.30.2020
	WS-C2960X-48FPD-L	WC2	3rd	7.31.2021
Van Wyck Jr. HS	WS-4500X-16SFP+	WC1	Top	N/A
	WS-C2960X-48TD-L	WC1	2nd	7.31.2021
	WS-C2960X-48TD-L	WC1	3rd	7.31.2021
	WS-C2960S-48LPS-L	WC1	4th	11.30.2020
	WS-C2960X-48FPD-L	WC1	5th	7.31.2021
	WS-C2960S-24PS-L	WC1	6th	11.30.2020
	WS-C2960X-24PD-L	WC1	7th	7.31.2021
	WS-C2950G-48-EI	WC2	Top	12.31.2011
	WS-C3560-24PS-S	WC2	2nd	7.31.2015
	WS-C2960S-48LPS-L	WC2	3rd	11.30.2020
	WS-C2960X-48FPD-L	WC2	4th	11.30.2021
	WS-C2960S-24PS-L	WC3	Top	11.30.2020
	WS-C2960X-24PD-L	WC3	2nd	7.31.2021

	WS-C2960X-24PD-L	WC4	Top	7.31.2021
	WS-C2960S-48LPS-L	WC4	2nd	11.30.2020
Van Wyck Bus Garage	WS-C2960CX-8PC-L	BUS	8port	10.31.2021
Vassar Road ES	WS-C2960S-24PS-L	WC1	Top	11.30.2020
	WS-C3560**	WC1	2nd	????
	WS-C2960-48TC-L	WC1	3rd	10.31.2019
	WS-C2960X-24PD-L	WC1	4th	7.31.2021
	WS-C2960X-48FPD-L	WC1	5th	7.31.2021
Wappingers Jr. HS	WS-C4500X-16SFP+	WC1	Top	N/A
	WS-C2960X-48TD-L	WC1	2nd	7.31.2021
	WS-C2960X-48TD-L	WC1	3rd	7.31.2021
	WS-C2960-48TT-L	WC1	4th	10.31.20198
	WS-C2960S-48LPS-L	WC1	5th	11.30.2020
	WS-C2960S-24PS-L	WC1	6th	11.30.2020
	WS-C2960X-24PD-L	Cab 2	Top	7.31.2021
	WS-C2960X-48FPD-L	Cab 2	2nd	7.31.2021
	WS-C3548-XL-A	WC2	Top	5.30.2005
	WS-C2960S-24PS-L	WC2	2nd	11.30.2020
	WS-C2960S-48LPS-L	WC2	3rd	11.30.2020
	WS-C2960X-48FPD-L	WC2	4th	7.31.2021
	WS-C2960X-24PD-L	WC2	5th	7.31.2021

Servers

The following servers support 99% of our day to day operations. These are the servers we would look to replace on the following schedule:

Hardware	Shipped Date	Refresh Date
Dell PowerEdge R230	2017	2022
Dell PowerEdge R230	2017	2022
Dell PowerEdge R230	2017	2022
Dell PowerEdge R230	2017	2022
Dell PowerEdge R230	2017	2022

Dell PowerEdge R230	2017	2022
Dell PowerEdge R710	2012	2017
Dell PowerEdge R710	2012	2017

Storage

The district currently uses 2 SAN storage arrays to support our day to day operations. This hardware will need to be refreshed on the following schedule:

Hardware	Shipped Date	Refresh Date
Equallogic PS6000	2010	2015
Equallogic PS6100	2012	2017
Equallogic PS6210	2016	2021